Exciting careers for new graduates start on the ground floor of The Aerospace Corporation. We've been an integral part of U.S. space history since 1960, and today -- more than ever -- we are an intellectually stimulating and personally fulfilling place to work. Best of all, you get to contribute to the development of national security space programs. How high you go is up to you.

We’re looking for talented men and women with M.S. or Ph.D. degrees in the scientific and engineering disciplines listed below. Please apply online at www.aero.org/careers by creating a profile and uploading or cutting and pasting your resume. In the Source category, please reference this publication or Job Code ZC9-0748. We also have similar openings in Washington, D.C. and surrounding areas.

Avionics Systems Engineering  
Bearing/Mechanical Drives  
Circuit Design & Simulation  
Communications Systems  
Component Engineering  
Computer Systems Engineering  
Digital Image Processing  
Electronic Systems Design  
Failure Analysis Engineering  
Flight Mechanics Engineering  
Mass Properties  
Product Assurance Engineering  
Product Engineering  
Radar Systems Engineering  
Reliability Analysis Engineering  
Satellite Integration & Test  
Satellite Propulsion Systems  
Signal Processing  
Software Engineering/System Test  
Spacecraft Development  
Survivability/Vulnerability  
System Analysis  
System Safety Engineering  
Technical Cost/Schedule Analysis  
Upper State Flight Operations

www.aero.org/careers

Applicants are subject to a security investigation for access to classified information. Equal Opportunity Employer. © 2011 The Aerospace Corporation. All rights reserved.
A&T AGGIE!

Welcome to your Office of Career Services (OCS). The mission of OCS is to provide centralized, comprehensive and progressive interdisciplinary programs, services and resources to prepare A&T students for the achievement of successful personal and professional career development to meet the needs of a global society. The staff is here to assist you in accomplishing your goals. Our programs and services are designed to give you the competitive edge and to cultivate an awareness that will keep the A&T Aggie a “cut above the rest” in today’s economic environment.

You are at a crucial stage in your career development. Research shows that you must give serious consideration and time to your role in this process. Your post-graduation success—what you will do, how far you will go—depends greatly on you. This Office takes your career development seriously and encourages you to begin the moment you enter the University. Registration with the OCS and actively taking advantage of the services offered make it possible to better align yourself with the tools necessary to enter the world of work. It also puts you first to receive information regarding current trends and national career development opportunities. You can learn the steps required to obtain co-op and summer internship positions. These opportunities provide an entrée to successful full-time employment after graduation as well as what is needed to excel beyond your entry-level position.

Visit the Office of Career Services soon and often in Suite 101 Murphy Hall or at www.careerserv.ncat.edu. The online service provides a plethora of resources that will aid you in your career search and development and is a complement to the services available during the regular work week.

The direction of your career path is an individualized choice. Your ability to choose a path that is most beneficial to you is a lifetime endeavor that can offer continuous reward. So, take the chance and be a deliberate creator, a critical thinker, and at all times keep the end results in mind.

Sincerely,

Joyce P. Edwards
Executive Director of Career Services
& Experiential Learning
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Office of Career Services</td>
<td>3</td>
</tr>
<tr>
<td>Rules, Regulations and Policies</td>
<td>5</td>
</tr>
<tr>
<td>2011-2012 Career Days</td>
<td>6</td>
</tr>
<tr>
<td>24/7 Access</td>
<td>6</td>
</tr>
<tr>
<td>Registration Process</td>
<td>7</td>
</tr>
<tr>
<td>Tapping the Hidden Job Market</td>
<td>7</td>
</tr>
<tr>
<td>Cooperative Education</td>
<td>8</td>
</tr>
<tr>
<td>Sample Letters</td>
<td>9</td>
</tr>
<tr>
<td>Resume Guidelines</td>
<td>11</td>
</tr>
<tr>
<td>Power Verbs for Your Resume</td>
<td>12</td>
</tr>
<tr>
<td>Sample Resumes</td>
<td>13</td>
</tr>
<tr>
<td>The Federal Government Resume</td>
<td>14</td>
</tr>
<tr>
<td>Career Planning Checklist</td>
<td>15</td>
</tr>
<tr>
<td>Sample Action Phrases for Majors</td>
<td>16</td>
</tr>
<tr>
<td>in Nursing and Education</td>
<td></td>
</tr>
<tr>
<td>in the School of Business and Economics</td>
<td>17</td>
</tr>
<tr>
<td>in the College of Arts and Sciences</td>
<td>18</td>
</tr>
<tr>
<td>in the College of Engineering</td>
<td>20</td>
</tr>
<tr>
<td>in the School of Technology</td>
<td>22</td>
</tr>
<tr>
<td>in the School of Agriculture and Environmental Sciences</td>
<td>23</td>
</tr>
<tr>
<td>Marketing Your Liberal Arts Degree</td>
<td>24</td>
</tr>
<tr>
<td>Behavioral Interviewing</td>
<td>25</td>
</tr>
<tr>
<td>Dressing for the Interview</td>
<td>26</td>
</tr>
<tr>
<td>The Site Visit</td>
<td>27</td>
</tr>
<tr>
<td>Questions to Ask Employers</td>
<td>27</td>
</tr>
<tr>
<td>Job Offer Considerations</td>
<td>28</td>
</tr>
<tr>
<td>Pre-Employment Screening</td>
<td>28</td>
</tr>
<tr>
<td>Recruiting Companies 2010-2011</td>
<td>29</td>
</tr>
</tbody>
</table>

---

**ADVERTISER INDEX**

<table>
<thead>
<tr>
<th>Advertiser</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Aerospace Corporation</td>
<td>32</td>
</tr>
<tr>
<td>Aloca</td>
<td></td>
</tr>
<tr>
<td>Carilion Clinic</td>
<td>16</td>
</tr>
<tr>
<td>Charlotte School of Law</td>
<td>5</td>
</tr>
<tr>
<td>Earth Share</td>
<td>30</td>
</tr>
<tr>
<td>Iowa State University, Genetics Graduate Program</td>
<td>4</td>
</tr>
<tr>
<td>Merck</td>
<td>30</td>
</tr>
<tr>
<td>MillerCoors</td>
<td>32</td>
</tr>
<tr>
<td>Newport News Shipbuilding</td>
<td>32</td>
</tr>
<tr>
<td>North Carolina A&amp;T State University, Department of Energy &amp; Environmental Systems</td>
<td>31</td>
</tr>
<tr>
<td>University of Pittsburgh, School of Social Work</td>
<td>31</td>
</tr>
<tr>
<td>Shell Oil Company</td>
<td>31</td>
</tr>
<tr>
<td>Verizon Wireless</td>
<td>31</td>
</tr>
<tr>
<td>Wake County Public School System</td>
<td>30</td>
</tr>
<tr>
<td>Winston-Salem Police Department</td>
<td>31</td>
</tr>
</tbody>
</table>

---

Cover photo by Charles E. Watkins, University Photographer NCA&T
The centralized, comprehensive and progressive programs, services and resources provided by the Office are tailored to be a gateway for the enhancement of the skills necessary to keep the A&T Aggie competitive in the workplace. All students are encouraged to register with the OCS and actively take advantage of the services offered.

OCS is available 24/7 to students, employers, faculty, and online information for parents—either by visiting Suite 101 Murphy Hall or online at www.careerserv.ncat.edu. The website contains links, which includes information on summer internships and co-ops, What Can I Do With My Major?, on-campus interviewing and information sessions. The Office brings over 700 employers to campus and provides more than 15,000 position announcements yearly.

**Services Provided to Students**
- Online AggieLink Account
- Access to sign up for on-campus interviews online
**Iowa State University**

**Genetics Graduate Program**

Do you have an interest in graduate education and training in genetics or genomics towards a Ph.D. or M.S. degree? Contact Linda Wild, Program Coordinator, at 1-800-499-1972 or genetics@iastate.edu.

We are looking for 10 new graduate students for Fall 2011 who are interested in these areas of research: genomics, animal genetics, plant genetics, microbial or bacterial genetics, evolutionary, population, developmental or statistical genetics or genetics of disease.

Our graduate program offers relevant cutting-edge laboratory based research that makes a difference in human lives.

We have assistantships, fellowships, 100% tuition scholarships, paid health insurance. Stipends $22,000 per year.

*“Iowa State University does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran. Inquiries can be directed to the Director of Equal Opportunity and Diversity, 3750 Beardshear Hall, (515) 294-7012.”*

Frequently Asked Questions

- Does a student have to be registered with OCS to attend a career fair? (Answer: **No**)
- How early should I start using Career Services? (Answer: **Freshman Year**)
- Is a summer internship or co-op experience important? (Answer: **Yes**)
- If my major is not engineering or business, can Career Services assist me? (Answer: **Yes**)
- Does a student have to be registered with OCS to participate in on-campus interviews? (Answer: **Yes**)

**Workshops, Seminars and Individual Counseling on:**
- Career Planning
- Resume Writing
- Interviewing Techniques (mock interviews & videotaping of interviews)
- Dressing for Success
- Self-Directed Job Search Techniques
- Communication Skills
- Cover Letters
- What to Do with Your Major
- Financial Planning
- Transition from School to Work
- Navigating Career Fairs
- Applying to Graduate School
- Evaluating Salary Offers
- How to Apply for Summer Internships & Co-ops
- Employer Panels
- Career Development Conference
- Phone Interview Access

---

**Graduate Program**

Do you have an interest in graduate education and training in genetics or genomics towards a Ph.D. or M.S. degree? Contact Linda Wild, Program Coordinator, at 1-800-499-1972 or genetics@iastate.edu.

We are looking for 10 new graduate students for Fall 2011 who are interested in these areas of research: genomics, animal genetics, plant genetics, microbial or bacterial genetics, evolutionary, population, developmental or statistical genetics or genetics of disease.

Our graduate program offers relevant cutting-edge laboratory based research that makes a difference in human lives.

We have assistantships, fellowships, 100% tuition scholarships, paid health insurance. Stipends $22,000 per year.

*“Iowa State University does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran. Inquiries can be directed to the Director of Equal Opportunity and Diversity, 3750 Beardshear Hall, (515) 294-7012.”*
Experiential Learning. (Reference NCA&T Student Handbook/Student Conduct: Misconduct Prohibited by the University, No. 27.)

Interview & Career Fair Attire
The Office of Career Services insists that interview candidates and career fair attendees dress professionally and conservatively. Men are to wear suit and tie, and women must wear a business suit or dress—no casual or business casual.

Affirmative Action
The North Carolina Agricultural and Technical State University Office of Career Services, under the direction of University administration, herein insists that equal consideration and treatment be given to men and women students throughout the interview, and both the recruiting and employment process at A&T. The University will NOT assist parties that discriminate against its students. It is the responsibility of the Office of Career Services to provide services to each student and alumnus registered with the Office regardless of race, gender, creed, color or disability.

Additional regulations and policies can be found online at www.careerserv.ncat.edu.

Consent
By completing the registration process with OCS, you give the Office permission to provide copies of your resume information to any employer seeking job applicants.

No-Show/Cancellation Policy
Failure to cancel or appear for a confirmed interview by the current designated date/time will go on the student’s record as a No-Show. (Please refer to the OCS website for the current date/time.) When a no-show occurs, a letter will be sent to the student with copies to the dean and chairperson of his/her department. The student’s online access will be blocked and all interviewing privileges will be suspended immediately for a minimum of one week for the first offense and two weeks for the second offense.

NO-SHOW POLICY: Online cancellations and changes must be completed by 11:59 p.m. the working day prior to a scheduled interview. However, they can be made in the OCS using appropriate forms until 9:00 a.m. the working day prior to the interview. Cancellations cannot be made by phone, fax or email. Failure to appear for an interview at a confirmed time will go on the student’s record as a NO-SHOW.

Privileges may be reinstated ONLY after steps 1, 2 and 3 are completed.
1. Upon receipt of a notification letter, make an appointment with an OCS administrator, who will make the final decision on your continued use of the Office.
2. A letter of apology must be written to the recruiter and brought to the OCS with a stamped, addressed envelope at the time of your scheduled OCS appointment. A copy of the letter is to remain in the Office of Career Services.
3. If interviewing privileges are reinstated, you must reapply online for any interview(s) requested and confirmed prior to suspension.

Additional no-shows after the second offense in the same academic year will result in the loss of interviewing privileges for the remainder of the academic year. Students can appeal to the Executive Director of Career Services and
2011-2012 Career Days

Visit the OCS website (www.careerserv.ncat.edu) for changes/additions to this schedule.

September 14, 2011  Career Awareness Fair
Corbett Sports Center
9 a.m. - 4 p.m.
Open to all majors and classifications. Talk with employers about full-time, co-op and summer internship opportunities and learn what skill sets are in demand.

November 2011  Healthcare Career Fair
(Visit OCS website for updates/details.)
Speak with employers about employment opportunities, and learn about post-graduate nursing programs, application information, and available financial assistance.

November 2011  Graduate & Professional School Day
(Visit OCS website for updates/details.)
Learn about post-graduate programs, application information, scholarships and financial assistance offered at various graduate, law and medical schools.

February 23, 2012  Spring Career Fair
(Visit OCS website for updates/details.)
Open to all majors and classifications. Talk with employers about full-time, co-op and summer opportunities.

March 13, 2012  Education/Arts & Sciences Expo (EASE)
(Visit OCS website for updates/details.)
Education and other majors interested in working in the K-12 or administrative settings should attend.

Professional dress and resumes are required for all events.

24/7 Access

The services below are available through distance learning via Career Services’ Web page (www.careerserv.ncat.edu):

OCS Information
- Online Registration with Career Services
- Office Policies & Procedures
- Interview Scheduling
- Calendar of Events
- Campus & Recruiting Guide (PDF)
- E-Leads (for liberal arts majors)

Job Opportunities (summer internship, co-op, and full-time)

Scholarships

24/7 Counselor
- Career Planning
- Interviewing Skills
- Dressing for Success
- Job Search Strategies
- Resume Writing
- What to Do with My Major
- Email a Counselor

The Competitive Edge Newsletter

Career-Related Resources
- A-Z Index of U.S. Government Departments and Agencies
- Affutjob (Jobs in Africa)
- Aaron’s
- Black Collegian
- Care (Baby Sitter and Nanny Services)
- Career Development Guide
- Career One Stop
- CollegeGrad.com
- Conservation Job Board
- DICE (Technology Professionals)
- Disability Employment Database
- Education America Network
- Global Placement
- Graduate Guide
- HBCU Connect
- HireNet (Access Code: CNCAT2367)
- HireNetwork
- Indeed
- Job Choices
- Job Hunt
- Jungle Campus Magazine
- Making the Difference - Federal Jobs and Internships
- Master in Education Guide
- Meta Job Search
- NashvilleJobsLink.com
- Non-Profit Jobs
- Occupational Outlook Handbook
- Opportunity Knocks
- ReferenceUSA
- Social Justice Opportunities
- Sports Jobs
- Systems Engineering Jobs
- The Employment Security Commission of NC (ESC)
- The Research Triangle Park
- TriadInternNet
- TriadCareers
- Townie Jobs
- Urban Employ
- USAJobs - US Federal Government Jobs
- CareerBoard Calculator
- Glassdoor.com
- NACESalary Calculator Center
- Salary Calculator

In addition, the Career Services staff is available for consultation via telephone and email. Based on your availability, reference other services provided as outlined in this publication.
Eligibility: Individuals who are formally enrolled in a degree-granting program at North Carolina A&T State University or who are A&T graduates are eligible to use the facilities, programs and services of the Office of Career Services (OCS).

How to Register with the Office of Services

• Attend an Orientation Session. (Visit the Career Services website at www.careerserv.ncat.edu for times and location.)
• Create an InterviewStream account. Then, complete the 10 questions and a mock interview
• Create/update your AggieLink account (complete the profile and upload a resume in Word document format)
• Agree to the electronic version of the OCS Consent Card. 

Note: After all of the above steps have been performed, the registration process is complete. An email confirmation will be sent from OCS within 5-7 business days indicating you are registered and your AggieLink Account has been fully activated. (If an email is not received within that timeframe, contact the Office at ocs@ncat.edu or 336/334-7755.) Once registered, students have access to:
• An immediate (online) list of employers and positions available.
• Sign-up for on-campus interviews online.
• First receipt of emails from OCS of available positions.
• Resume referrals to employers.

If an account is NOT activated, it may be due to an incomplete AggieLink Profile or not completing all of the registration steps. You will receive an email outlining the additional requirements or changes that need to be made.

Tapping the Hidden Job Market

Your off-campus job search should neither begin nor end with the help wanted ads. Studies have shown that only 15 percent of available jobs are ever advertised. It takes much more than merely perusing the classifieds. By employing a number of methods, you constantly increase your chances of landing a job. Some techniques you might use:

Networking. Probably the most effective way to meet potential employers and learn about possible jobs is to tap into your personal network of contacts. You might think it’s too early to have professional contacts, but think about everyone you know—family members and their friends/ co-workers, professors, past employers, neighbors and even your dentist. Don’t be afraid to inform them of your career interests and let them know that you are looking for work. They will likely be happy to help you and refer you to any professionals they think can be of assistance.

Informational interviewing. This approach allows you to learn more about your field by setting up interviews with professionals. The purpose of these interviews is to meet professionals, gather career information and investigate career options, get advice on job search techniques and get referrals to other professionals. When setting up these interviews, either by phone or letter, make it clear to the employer that you have no job expectations and are seeking information only. Interviewing also familiarizes you to employers, and you may be remembered when a company has a vacant position.

Temporary work. As more companies employ the services of temporary or contract workers, new graduates are discovering that such work is a good opportunity to gain experience in their fields. Temporary workers can explore various jobs and get an inside look at different companies without the commitment of a permanent job. Also, if a company decides to make a position permanent, these “temps” already have made good impressions and often are given first consideration.

Electronic job search. One source of jobs may be as close as a personal computer. Various online resume services let you input your resume into a database, which then can be accessed by companies searching for applicants who meet their criteria. Companies also post job listings on websites to which students can directly respond by sending their resumes and cover letters.

Persistence is the key to cracking the hidden job market. Attend meetings of professional associations and become an active member. After you begin the above processes, and your network base expands, your search will be made easier. Employers will appreciate your resourcefulness—and view you as a viable candidate.
Cooperative Education

What is Cooperative Education?
Cooperative Education (co-op) is an optional, counseling-centered program that offers students the opportunity to alternate periods of academic study with periods of work closely related to their major field of study. The combination of academic study and work produces an overall learning experience that gives greater meaning to students’ studies and more direction to career development.

This program is non-compulsory; however, the University urges students to gain work experiences either through internships or cooperative education assignments prior to graduation. The program is student oriented and centralized.

Who Can Participate?
Any undergraduate or graduate student enrolled in a degree-granting program at North Carolina A&T State University (NCA&T) can participate. Participants in a cooperative education (co-op) experience administered by the Office of Career Services must establish and maintain at least a 2.0 overall grade point average. Freshmen must complete their first academic year prior to the first work assignment and transfer students must complete one semester. To maintain full-time student status while on assignment, students must be registered with the Office of Career Services and enrolled in the Career Services co-op course.

Benefits of Participating in Co-op
Personally: Boost your maturity and self-confidence; improve your human relations skills; prepare for life after graduation; integrate your faith and values with work; enjoy a greater clarity about career decisions.

Academically: Integrate classroom theory with real-life experiences; understand the relevance of your course work; increase your motivation to learn; use resources that are not available on campus.

Professionally: Explore a potential career field; develop career-related skills and abilities, including effective job search, resume writing and interviewing techniques; establish a work history; observe professional people and behavior; build a network of professional contacts, develop potential mentoring relationships; gain a competitive edge for employment or graduate school admission.

How Long is a Co-op Assignment?
Typically, a co-op assignment lasts a full fall or spring semester (12-16 weeks). Usually an employer will require at least two sessions, which can include one summer session.

Finding and Applying for a Co-op
Registration with the Office of Career Services (OCS) is required. To register with OCS, you must attend an orientation session. Sign up for an orientation session online by visiting www.careerserv.ncat.edu or coming by Murphy Hall, Suite 101. Also, take advantage of the many services and resources provided in the OCS for your professional development (i.e., resume development, workshops, and mock interviews).

Once you have registered with the Office of Career Services, several options are available to start the process of searching for a co-op.

1. Search and sign up online for On-campus Interviews using AggieLink.
2. Search and apply for positions listed in the online Summer Internship and Co-op Positions on-line. (updated monthly)
3. Search and apply for positions listed on AggieLink by clicking on “Jobs and Internships”.
4. Receive emails first from OCS of available positions in your area.
5. Resume referrals to employers.

The Cooperative Education Program is designed to help students find the best opportunities. However, it is up to the student to ensure success by utilizing a variety of career resources offered through the Office of Career Services (i.e., preparing a resume, attending workshops, participating in mock interviews and researching job opportunities). There are no guarantees that students will secure a co-op assignment. Barriers to obtaining a co-op position include inflexibility regarding the geographic location in which students are willing to work, the term in which to begin work, and having a GPA that is lower than what employers typically desire.

Accepted a Co-op Position, What’s Next?
After accepting a co-op assignment, go to the Office of Career Services in Suite 101 Murphy Hall and meet with the Assistant Director for Experiential Learning; complete a Prospective Co-op Student Form and pick up an Information Packet.

Acceptance of a co-op position, verbally and/or written, is considered final. (If an emergency arises, contact the Assistant Director for Experiential Learning immediately.)

Note: Students who have not registered or contacted OCS and have accepted a co-op assignment may be withdrawn from the University by the Registrar. Withdrawal could affect your eligibility for financial aid for the following semester.
Sample Letters

Sample Letter #1
Letter of Application - Answer to Ad

P.O. Box 0000
North Carolina A&T State University
Greensboro, North Carolina 27411
March 10, 20xx

Mr. Bennett Johnson
Employment and Personnel Manager
Greenleaf, Inc.
3377 Executive Center, Suite 003
Dallas, Texas 77000

Dear Mr. Johnson:

Your recent advertisement in the National JobSearch Newspaper described your need for a sales manager. I am indeed very interested in that position. It could be the challenge and opportunity I have been seeking. Perhaps we both can benefit.

As a senior at North Carolina Agricultural and Technical State University in Greensboro, North Carolina, I will be graduating in May of this year. My degree will be a bachelor of arts in Marketing Management. The experiences I have had in sales, along with my education, would be of great value to you. The bottom line is to build your company's client volume and profits. I possess the qualities needed to accomplish this task.

My resume is enclosed for your perusal. Could we get together? I am available at your convenience. You may reach me at 336/334-xxxx during the evening hours. During the day, for messages only, please call 336/334-xxxx.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,
Joseph D. Handbook

Enclosure

Sample Letter #2
Letter of Application - Direct Solicitation

6040 Wood Street
Greensboro, NC 27420
March 3, 20xx

Mrs. J. A. Jones, Manager
Personnel & Employment Services
A B C Company
732 North Main Street
Eastwood, NJ 08420

Dear Mrs. Jones:

Is there a need in your organization for a young woman to be trained in sales? A woman who has a strong desire to take responsibility and produce results? A woman willing to learn and quite capable of working on her own?

A position as described above is one of challenge and interest. I am seeking such a position. I can assure you of my value and ability to make a contribution to your company. May I meet with you? My resume is enclosed for your perusal.

I look forward to receiving word from you soon.

Sincerely yours,
Jane D. Handbook

Enclosure

Sample Letter #3 - Follow-Up Letter

6040 Wood Street
Greensboro, NC 27420
March 3, 20xx

Mr. J. A. Jones, Manager
College Relations
A B C Company
732 North Main Street
Eastwood, NJ 08420

Dear Mr. Jones:

As you will recall I interviewed with you during your recent visit to North Carolina A&T State University in Greensboro, North Carolina. Thank you very much for visiting our University and for the interview.

Graduation is in the near future and I certainly would like to start to work soon thereafter. I am confident my capabilities would be of value to you and your organization. You have a copy of my resume. Please let me know if any additional information is needed to help you in your decision.

I look forward to hearing from you soon. Again, thank you very much for the chance to discuss my future.

Sincerely yours,
Joseph D. Handbook

Enclosure

Sample Letter #4 - Follow-Up Letter

6040 Wood Street
Greensboro, NC 27420
March 3, 20xx

Mr. J. A. Jones, Manager
Personnel & Employment Services
A B C Company
732 North Main Street
Eastwood, NJ 08420

Dear Mr. Jones:

As you will recall several weeks ago I spoke to you and left my resume. Graduation is in the near future and I certainly would like to start to work soon thereafter. I am confident my capabilities would be of value to you. Since I have not heard from you to date, I am enclosing another copy of my resume.

Your consideration of this important matter is greatly appreciated.

Sincerely yours,
Joseph D. Handbook

Enclosure
Sample Letters

Sample Letter #5 - Acceptance of Employment

3333 South Nocoho Street
Greensboro, North Carolina 27420
March 6, 20xx

Ms. Sally R. Carter
Manager, Human Resources
X Y Z Company
P.O. Box 55600
Callyview, New York 10045

Dear Ms. Carter:

Your letter of recent date in which X Y Z Company offered me employment as an entry-level accountant has been received. Thank you very much for all your consideration and I am pleased to accept your offer. The date and terms expressed in your letter are satisfactory. All paperwork, including my physical examination and drug test, will be completed prior to the requested deadline. If there are any additional instructions or information I may need prior to my arrival, please advise.

Again, thank you for your consideration and I look forward to starting my career with X Y Z Company. Be assured that I will do all in my power to prove your choice a wise one.

Sincerely yours,

Mimi Scott

Sample Letter #6 - Refusal of Offer

6050 Woods Street
Greensboro, North Carolina 27420
March 6, 20xx

Mr. Johnny B. Wright
Personnel Officer
W & W Corporation
6611 Whatever Drive
Research Triangle Park, North Carolina 27770

Dear Mr. Wright:

Thank you for your letter of recent date in which W & W Corporation offered me a position as an entry-level biochemist. While I appreciate the chance to work for such a prestigious company, I must decline your offer. In making such an important decision I analyzed all of the variables with the hope of arriving at the best possible choice for everyone. Because of the increased emphasis on my area of concentration and interest, I felt it prudent to accept another offer of employment.

It is my hope that my decision does not cause you any inconvenience. Your hospitality during my visit to your plant was most generous and I greatly appreciate it. Thank you again for your impressive and fine offer.

Sincerely yours,

JoJo Ballpark

Sample Letter #7 - Acknowledging Offer and Requesting Extension of Time

6050 Woods Street
Greensboro, North Carolina 27420
March 6, 20xx

Mr. J.J. Johnson, Manager
College Relations
A B C Company
444 North Main Street
Eastwood, New Jersey 08420

Dear Mr. Johnson:

Thank you very much for your recent letter in which A B C Company offered me employment as an entry-level accountant. While I appreciate the chance to work for such a prestigious company, I must decline your offer. In making such an important decision I analyzed all of the variables with the hope of arriving at the best possible choice for everyone. Because of the increased emphasis on my area of concentration and interest, I felt it prudent to accept another offer of employment.

It is my hope that my decision does not cause you any inconvenience. Your hospitality during my visit to your plant was most generous and I greatly appreciate it. Thank you again for your impressive and fine offer.

Sincerely yours,

Mimi Scott

Sample Letter #8 - Acknowledging Offer and Requesting Extension of Time

6050 Woods Street
Greensboro, North Carolina 27420
March 6, 20xx

Mr. J.J. Johnson, Manager
College Relations
A B C Company
444 North Main Street
Eastwood, New Jersey 08420

Dear Mr. Johnson:

Thank you very much for your recent letter in which A B C Company offered me employment as a junior engineer. The offer was generous and the assignment sounds intriguing.

As you know, Mr. Johnson, a large number of companies and government agencies send recruiting representatives to North Carolina A&T State University each year. The spring semester’s recruiting season does not officially end until April 15th. I feel in all fairness to myself and your company that I should continue my interviewing before making such an important and serious decision. With your permission, I would like to reserve my response to your generous offer until I have had time to partake of a few other campus interviews and plant visits. You should have my answer no later than April 5, 20xx.

Again, thank you for your consideration. I look forward to hearing from you concerning my request.

Sincerely yours,

Joseph D. Handbook
The resume should be a well-written, carefully prepared document. Its primary purpose is to get the author interviews for positions of interest. The challenge is to make the resume stand out from the rest—by providing suitable, carefully prepared statements that accurately describe qualifications and experiences. Be mindful of the following when creating that resume:

- Length of resume should not exceed one page (exceptions: student has considerable relevant co-op/internship experience; the individual is a graduate/Ph.D. student or a non-traditional student with prior professional work experience).

- Full name with middle initial should appear in a prominent position at the top of the page, along with address, telephone number and email address.

- Format should be consistent—indentations, spacing, underlining, caps, placement of dates, punctuation, grammar, and tense. (current position in present tense, past experiences in past tense).

- Margins should be one (1) inch all around (left, right, top, and bottom). If additional space is needed to maintain one-page format, margins can be adjusted to a minimum of .5 inch, consistently.

- Personal data is unnecessary (birth date, sex, marital status, condition of health, children, etc.).

- Listings should be written reverse chronologically.

- The experience section should contain the position title, company/agency name, city and state, and dates of employment. A description of the functions of the position should be next.

- The description should answer the questions: What was done? How, with and for whom? At what level? With how many? Under what conditions? It should define the level of the position (e.g., assisted, coordinated, chaired, led, etc.).

- References are available upon request. Make sure that you have contacted these persons prior to giving out their names and contact information.

- All resumes are written without “I, me or my” inclusions, and each statement should begin with an action verb.

- Additional relevant information that focuses on special knowledge/skills can be added under the following headings: Accomplishments, Assets, Awards, Certifications, Cooperative Education, Education highlights, Internship Experience, Languages, Leadership Activities, Presentations, Professional Affiliations, Project Experience, Publications, Qualifications Summary, Skills, Technical Skills, Training, Volunteer Activities.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>accelerated</td>
<td>accomplished</td>
<td>achieved</td>
<td>acquired</td>
<td>acted</td>
<td>activated</td>
<td>adapted</td>
<td>added</td>
<td>addressed</td>
<td>adjusted</td>
<td>administered</td>
<td>admitted</td>
<td>advanced</td>
<td>advised</td>
<td>alleviated</td>
<td>allocated</td>
<td>allowed</td>
<td>altered</td>
<td>ameliorated</td>
<td>amended</td>
<td>analyzed</td>
<td>appointed</td>
<td>apportioned</td>
<td>appraised</td>
<td>approved</td>
<td>approximated</td>
<td>arbitrated</td>
<td>arranged</td>
<td>ascertained</td>
<td>assemblled</td>
<td>assessed</td>
<td>assigned</td>
<td>assisted</td>
<td>attained</td>
<td>attested</td>
<td>audited</td>
</tr>
<tr>
<td>compared</td>
<td>compiled</td>
<td>composd</td>
<td>computed</td>
<td>conceptualized</td>
<td>concluded</td>
<td>confirmed</td>
<td>consented</td>
<td>consolidated</td>
<td>contracted</td>
<td>contributied</td>
<td>converted</td>
<td>convinced</td>
<td>cooperated</td>
<td>coordinated</td>
<td>correlated</td>
<td>corresponded</td>
<td>counselled</td>
<td>created</td>
<td>critiqued</td>
<td>customized</td>
<td>debugged</td>
<td>deciphered</td>
<td>dedicated</td>
<td>delegated</td>
<td>deliberated</td>
<td>demonstrated</td>
<td>designated</td>
<td>designed</td>
<td>determined</td>
<td>developed</td>
<td>devolved</td>
<td>diagnosed</td>
<td>directed</td>
<td>disbursed</td>
<td>dispatched</td>
</tr>
<tr>
<td>execled</td>
<td>executed</td>
<td>exercised</td>
<td>expanded</td>
<td>expedited</td>
<td>explained</td>
<td>extended</td>
<td>extracted</td>
<td>fabricated</td>
<td>facilitated</td>
<td>familiarized</td>
<td>fashioned</td>
<td>figured</td>
<td>finalized</td>
<td>forecasted</td>
<td>formulated</td>
<td>fostered</td>
<td>founded</td>
<td>fulfilled</td>
<td>generated</td>
<td>grew</td>
<td>guaranteed</td>
<td>guided</td>
<td>hired</td>
<td>inferred</td>
<td>influenced</td>
<td>informed</td>
<td>initiated</td>
<td>innovated</td>
<td>inspected</td>
<td>inspired</td>
<td>institutional</td>
<td>instructed</td>
<td>integrated</td>
<td>interecepted</td>
<td>interpreted</td>
</tr>
<tr>
<td>maintained</td>
<td>marketed</td>
<td>measured</td>
<td>mediated</td>
<td>minimized</td>
<td>mobilized</td>
<td>modeled</td>
<td>moderated</td>
<td>modernized</td>
<td>modified</td>
<td>monitored</td>
<td>motivated</td>
<td>multiplied</td>
<td>negotiated</td>
<td>officiated</td>
<td>operated</td>
<td>orchestrated</td>
<td>organized</td>
<td>originated</td>
<td>overhauling</td>
<td>performed</td>
<td>persuaded</td>
<td>pioneered</td>
<td>planned</td>
<td>polished</td>
<td>prepared</td>
<td>prescripted</td>
<td>prioritized</td>
<td>processed</td>
<td>procured</td>
<td>produced</td>
<td>programmed</td>
<td>projected</td>
<td>promoted</td>
<td>publicized</td>
<td>purchased</td>
</tr>
</tbody>
</table>

Adapted with permission from the Career Resource Manual of the University of California, Davis.
**Sample Resumes**

### Sample Freshman/Sophomore

**Susan H. Black**

1234 Woodstone Road • Greensboro, NC 27405  • (336) 334-7755  • E-mail: sbblack@yourdomain.com

**Objectives**
To obtain a position in the field of Applied Mathematics or Physics

**Education**
North Carolina A&T State University  
Greensboro, NC

B.S., Professional Physics and Applied Mathematics, May 20XX  
GPA: 3.4

**Experience**

*American University in Bulgaria*  
Bulgaria

**Courses & Professional Experience**


**Senior**

Discovered the formation of anti-bubbles due to the build up of inside fluid in the anti-bubble, which is surrounded by a very little disc of air that has more mass than the surrounding fluid.

*“How much salt does it take to make an ocean ball?”*

Projects

Discovered the formation of bubbles due to the build up of inside fluid in the bubble, which is surrounded by a very little disc of air that has more mass than the surrounding fluid.

**Internship**

American University in Bulgaria  
Bulgaria

**Available Upon Request**

### Sample Nurse

**Susan H. Black**

1234 Woodstone Road • Greensboro, NC 27405  • (336) 334-7755  • E-mail: sbblack@yourdomain.com

**Objectives**
To obtain a position with a promising and growing firm in accounting or auditing field

**Education**
North Carolina A&T State University  
Greensboro, NC

B.S., Accounting, May 20XX  
GPA: 3.45

**Experience**

*Rick’s Stores, Inc.*  
Greensboro, NC

**Available Upon Request**

### Sample Junior

**Susan H. Black**

1234 Woodstone Road • Greensboro, NC 27405  • (336) 334-7755  • E-mail: sbblack@yourdomain.com

**Objectives**
Individual with prior internship experience and excellent analytical skills seeking a co-op position in the field of Architectural Engineering.

**Education**
North Carolina A&T State University  
Greensboro, NC

B.S., Business Administration, May 20XX  
GPA: 3.2

**Experience**

*District of Columbia Parks and Recreation*  
Washington, DC

**Available Upon Request**

### Sample Freshman/Sophomore

**John E. Doe**

180 Agra Lane, Apt. A • Greensboro, NC 27411  • (336) 314-5555  • E-mail: jdoe@ncat.edu

**Objectives**
To obtain a position as a registered nurse within a progressive healthcare setting

**Educational Background**
North Carolina Agricultural and Technical State University  
Greensboro, NC

B.S., Nursing, May 20XX  
GPA: 3.8

**RECENT COURSEWORK**

**American University in Bulgaria**  
Bulgaria

**Available Upon Request**

### Sample Senior

**Susan H. Black**

1234 Woodstone Road • Greensboro, NC 27405  • (336) 334-7755  • E-mail: sbblack@yourdomain.com

**Objectives**
To obtain a position as a registered nurse within a progressive healthcare setting

**Educational Background**
North Carolina Agricultural and Technical State University  
Greensboro, NC

B.S., Nursing, May 20XX  
GPA: 3.8

**Recent Coursework**

**American University in Bulgaria**  
Bulgaria

**Available Upon Request**

### Sample Nurse

**Susan H. Black**

1234 Woodstone Road • Greensboro, NC 27405  • (336) 334-7755  • E-mail: sbblack@yourdomain.com

**Objectives**
Individual with prior internship experience and excellent analytical skills seeking a co-op position in the field of Architectural Engineering.

**Education**
North Carolina A&T State University  
Greensboro, NC

B.S., Business Administration, May 20XX  
GPA: 3.2

**Experience**

*District of Columbia Parks and Recreation*  
Washington, DC

**Available Upon Request**

### Sample Freshman/Sophomore

**John E. Doe**

180 Agra Lane, Apt. A • Greensboro, NC 27411  • (336) 314-5555  • E-mail: jdoe@ncat.edu

**Objectives**
To obtain a position as a registered nurse within a progressive healthcare setting

**Educational Background**
North Carolina Agricultural and Technical State University  
Greensboro, NC

B.S., Nursing, May 20XX  
GPA: 3.8

**RECENT COURSEWORK**

**American University in Bulgaria**  
Bulgaria

**Available Upon Request**

### Sample Senior

**Susan H. Black**

1234 Woodstone Road • Greensboro, NC 27405  • (336) 334-7755  • E-mail: sbblack@yourdomain.com

**Objectives**
To obtain a position as a registered nurse within a progressive healthcare setting

**Educational Background**
North Carolina Agricultural and Technical State University  
Greensboro, NC

B.S., Nursing, May 20XX  
GPA: 3.8

**Recent Coursework**

**American University in Bulgaria**  
Bulgaria

**Available Upon Request**
Although the Federal Government does not require a standard application form for most jobs, certain information is needed to evaluate your qualifications and determine if you meet legal requirements for federal employment. If your resume or application does not provide all the information requested in the federal format or job vacancy announcement, or contains false statements, you may lose consideration for a job. Help speed the selection process by keeping your resume or application brief and by sending only the requested material. (Note: the federal resume may be longer than two pages.) Print resume on white bond paper (see sample). On an application, print clearly in dark ink. The federal resume should contain:

### Job Vacancy Information
Announcement number, title, and grade(s) of the position you are applying for

### Personal Information
- Full name, mailing address (with zip code), day and evening phone numbers (with area code), and email address
- Social Security Number
- Country of citizenship (Most federal jobs require United States citizenship.)
- Veterans’ preference (If you served on active duty in the U.S. military and were separated under honorable conditions, you may be eligible for veterans’ preference.)
- Reinstatement eligibility (If applicable and requested, attach proof of your career or career-conditional status.)
- Highest federal civilian grade held with job series and relevant dates

### Education
- Name, city, and state of all colleges/universities attended (zip code if known)
- Type, major, and year of all degrees received or anticipated, as well as cumulative GPA (If no degree is obtained, show total credits earned and indicate the number of semester hours.)
- Send a copy of your college transcript only if the job vacancy announcement requests it.

### Work Experience
Include the following information for all of your paid and non-paid work experience related to the job you are applying for:
- Job title (include series and grade for previous federal employment)
- Employer’s name and address
- Supervisor’s name, phone number, and email address (if available)
- Duties and accomplishments
- Starting and ending dates (month and year)

### Other Qualifications
- Salary and hours worked per week
- Indicate whether or not your current supervisor may be contacted.

### Vacancy: Biological Ambassador for International Programs, ID#23472
Joe Paul Sample  
U.S. Citizen, 123-45-6789

**Current Address:**  
1601 E. Market Street, #1234  
Greensboro, NC 27411  
Day Phone: (123) 456-7890  
Evening Phone: (123) 456-7890  
Email: interested@provider.edu

**Permanent Address:**  
1234 Street, Apt. #6  
Somewhere, TX 13579  
Day Phone: (123) 456-7890  
Evening Phone: (123) 456-7890  
Email: intern@pls.com

**EDUCATION**  
North Carolina A&T State University, Greensboro, NC  
B.S., Biology with a Minor in Environmental Studies, May 20xx  
GPA: 3.0  
Environmental Science courses, Spring 20xx  
Victoria University of Wellington, New Zealand  
ADDITIONAL TRAINING  
- Basic First Aid and CPR for the Professional Rescuer, 20xx, updated 20xx  
- Effective Environmental Education Presentations Seminar, 20xx  
- LassenVolcanic National Park, 20xx  
**EXPERIENCE**  
Volunteer-in-the-Parks Program, Lassen Volcanic National Park, Mineral CA  
Dates Employed: June 6 - September 15, 20xx  
Salary: N/A  
Supervisor: Mr. Michael Smith, Phone: (123) 456-7890  
- Worked closely with interpretive park ranger staff and assisted in projects that included environmental education, wildlife surveying, exhibit design, and program development.  
- Planned, designed and taught two Junior Ranger Programs on “Wildlife of Lassen” and “Birds of Lassen.”  
- Initiated design, site recognition and creation of an updated Indian Ways Interpretive Trail: “Through the Eyes of an Atsugewi.”  
- Conceived the idea and created a hands-on children’s exhibit, “A Closer Look at Lassen” for the Loomis Museum.

**HONORS**  
University Dean’s List, 20xx-xx  
University Student Ambassador International Student Roundtable, Fall 20xx

**REFERENCES**  
Furnished upon request
# Career Planning Checklist

## Freshman Year
- Register with the Office of Career Services (OCS)
- Take a Career Assessment Test
- Participate in Career Days
- Attend Career and Leadership Workshops
- Develop Resume
- Research Internship Opportunities
- Participate in a Mock Interview
- Explore and Select a Major
- Join Toastmasters
- Network with Peers, Faculty, Staff & Employers
- Build a Professional Wardrobe
- Develop Good Study Habits
- Strive to Achieve a Minimum GPA of 3.0

## Sophomore Year
- Declare a Major
- Strive to Achieve a Minimum GPA of 3.0
- Update Resume & OCS Profile Data
- Participate in Career Days
- Attend Career and Leadership Workshops
- Join Toastmasters
- Research Companies
- Participate in a Mock Interview
- Interview for Internship/Co-op Opportunities
- Join a Professional Organization
- Network; Select a Career Mentor
- Complete the OCS Job Offer Survey

## Junior Year
- Update Resume & OCS Profile Data
- Participate in Career Days
- Research Graduate Schools
- Attend Career and Leadership Workshops
- Practice Interviewing Techniques
- Interview for Internship/Co-op Opportunities
- Network
- Join Toastmasters
- Complete the OCS Job Offer Survey
- Strive to Achieve a Minimum GPA of 3.0

## Senior Year
- Update Resume & OCS Profile Data
- Begin to Prepare for Life After Graduation
- Secure Names & Contact Information of References
- Obtain Written References from Employers and Faculty if Possible
- Interview for Full-time Employment
- Interview for Internship/Co-op Opportunities (if not graduating)
- Apply to Graduate School
- Network
- Complete the OCS Job Offer Survey
Sample Action Phrases for Majors in Nursing and Education

Nursing / CNA

• Observe patients, charting and reporting changes in patients’ conditions, such as adverse reactions to medication or treatment, and taking any necessary action.
• Administer prescribed medications or start intravenous fluids, and note times and amounts on patients’ charts.
• Answer patients’ calls and determine how to assist them.
• Measure and record patients’ vital signs, such as height, weight, temperature, blood pressure, pulse and respiration.
• Provide basic patient care and treatments, such as taking temperatures or blood pressures, dressing wounds, treating bedsores, giving enemas or douches, rubbing with alcohol, massaging, or performing catheterizations.
• Help patients with bathing, dressing, maintaining personal hygiene, moving in bed, or standing and walking.
• Supervise nurses’ aides and assistants.

• Work as part of a health care team to assess patient needs, plan and modify care and implement interventions.
• Record food and fluid intake and output.
• Evaluate nursing intervention outcomes, conferring with other health care team members as necessary.
• Turn and reposition bedridden patients, alone or with assistance, to prevent bedsores.
• Feed patients who are unable to feed themselves.
• Provide patient care by supplying and emptying bed pans, applying dressings and supervising exercise routines.
• Bathe, groom, shave, dress, or drape patients to prepare them for surgery, treatment, or examination.
• Collect specimens such as urine, feces, or sputum.
• Prepare, serve, and collect food trays.
• Clean rooms and change linens.

Education

• Teach students in public or private schools in one or more subjects as defined by applicable state laws and regulations.
• Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.
• Adapt teaching methods and instructional materials to meet students’ varying needs and interests.
• Instruct through lectures, discussions, and demonstrations in one or more subjects such as English, mathematics, or social studies.
• Prepare, administer, and grade tests and assignments in order to evaluate students’ progress.
• Establish clear objectives for all lessons, units, and projects, and communicate these objectives to students.
• Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
• Maintain accurate, complete, and correct student records as required by laws, district policies, and administrative regulations.
• Observe and evaluate students’ performance, behavior, social development, and physical health.
• Prepare materials and classrooms for class activities.
• Assign lessons and correct homework.
• Provide a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play.

A Chance to Make a Difference

Careers at Carilion Clinic

Looking for a rewarding career with a leading healthcare organization? Discover the exciting opportunities available at Carilion Clinic in southwest Virginia. We have a variety of open positions available throughout our network of hospitals, physician offices and home health facilities.

As an employee, you can be rewarded from hire to retire with health and wellness benefits, retirement benefits and Paid Time Off that begins accruing on your first day.

Added to your career potential is the quality of life you will enjoy in southwest Virginia from stunning mountain views to an array of activities. When deciding on your future, consider joining a community of care and a world of opportunity at Carilion Clinic.

To view a list of current opportunities and to apply online, visit www.carilionclinic.org.

Carilion Clinic is an Equal Employment Opportunity/Affirmative Action Employer.
Sample Action Phrases for Majors in the School of Business and Economics

**Accounting**
- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
- Establish tables of accounts, and assign entries to proper accounts.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Develop, implement, modify, and document record keeping and accounting systems, making use of current computer technology.
- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.

**Finance**
- Survey operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial problems.
- Analyze financial information to produce forecasts of business, industry, and economic conditions for use in making investment decisions.
- Assemble spreadsheets and draw charts and graphs used to illustrate technical reports.
- Evaluate and compare the relative quality of various securities in a given industry.
- Interpret data affecting investment programs, such as price, yield, stability, future trends in investment risks, and economic influences.
- Maintain knowledge and stay abreast of developments in the fields of industrial technology, business, finance, and economic theory.

**Economics**
- Monitor fundamental economic, industrial, and corporate developments through the analysis of information obtained from financial publications and services, investment banking firms, government agencies, trade publications, company sources, and personal interviews.
- Prepare plans of action for investment based on financial analyses.

- Present oral and written reports on general economic trends, individual corporations, and entire industries.
- Recommend investments and investment timing to companies, investment firm staff, or the investing public.
- Collaborate with investment bankers to attract new corporate clients to securities firms.
- Compile, analyze, and report data to explain economic phenomena and forecast market trends, applying mathematical models and statistical techniques.
- Develop economic guidelines and standards and prepare points of view used in forecasting trends and formulating economic policy.
- Forecast production and consumption of renewable resources and supply, consumption and depletion of non-renewable resources.
- Study economic and statistical data in area of specialization, such as finance, labor, or agriculture.

**Transportation**
- Direct procurement processes, including equipment research and testing, vendor contracts, and requisitions approval.
- Monitor operations to ensure that staff members comply with administrative policies and procedures, safety rules, union contracts, and government regulations.
- Monitor spending to ensure that expenses are consistent with approved budgets.
- Negotiate and authorize contracts with equipment and materials suppliers, and monitor contract fulfillment.
- Advise sales and billing departments of transportation charges for customers’ accounts.
- Confer with department heads to coordinate warehouse activities, such as production, sales, records control, and purchasing.
- Examine invoices and shipping manifests for conformity to tariff and customs regulations.
- Inspect physical conditions of warehouses, vehicle fleets and equipment, and order testing, maintenance, repair, or replacement as necessary.
- Issue shipping instructions and provide routing information to ensure that delivery times and locations are coordinated.
- Negotiate with carriers, warehouse operators and insurance company representatives for services and preferential rates.
Sample Action Phrases for Majors in the College of Arts and Sciences

**Biology**
- Develop and maintain liaisons and effective working relations with groups and individuals, agencies, and the public to encourage cooperative management strategies or to develop information and interpret findings.
- Collect and analyze biological data about relationships among and between organisms and their environment.
- Study aquatic plants and animals and environmental conditions affecting them, such as radioactivity or pollution.
- Identify, classify, and study structure, behavior, ecology, physiology, nutrition, culture, and distribution of plant and animal species.
- Prepare environmental impact reports for industry, government, or publication.
- Plan and administer biological research programs for government, research firms, medical industries, or manufacturing firms.
- Research environmental effects of present and potential uses of land and water areas, determining methods of improving environmental conditions or such outputs as crop yields.

**Chemistry**
- Analyze organic and inorganic compounds to determine chemical and physical properties, composition, structure, relationships, and reactions, utilizing chromatography, spectroscopy, and spectrophotometry techniques.
- Induce changes in composition of substances by introducing heat, light, energy, and chemical catalysts for quantitative and qualitative analysis.
- Develop, improve, and customize products, equipment, formulas, processes, and analytical methods.
- Compile and analyze test information to determine process or equipment operating efficiency and to diagnose malfunctions.
- Study effects of various methods of processing, preserving, and packaging on composition and properties of foods.
- Prepare test solutions, compounds, and reagents for laboratory personnel to conduct tests.
- Confer with scientists and engineers to conduct analyses of research projects, interpret test results, or develop nonstandard tests.

**Mathematics**
- Organize information for publication and for other means of dissemination, such as use in CD-ROMs or Internet sites.
- Trace historical development in a particular field, such as social, cultural, political, or diplomatic history.
- Advise or consult with individuals and institutions regarding issues such as the historical authenticity of materials or the customs of a specific historical period.
- Collect detailed information on individuals for use in biographies.
- Apply mathematical theories and techniques to the solution of practical problems in business, engineering, or the sciences.
- Conduct research to extend mathematical knowledge in traditional areas, such as algebra, geometry, probability, and logic.
- Develop new principles, and new relationships between existing mathematical principles, to advance mathematical science.
- Perform computations and apply methods of numerical analysis to data.
- Design, analyze, and decipher encryption systems designed to transmit military, political, financial, or law-enforcement-related information in code.

**Physics**
- Analyze data from research conducted to detect and measure physical phenomena.
- Design computer simulations to model physical data so that it can be better understood.
- Develop theories and laws on the basis of observation and experiments, and apply these theories and laws to problems in areas such as nuclear energy, optics, and aerospace technology.
- Observe the structure and properties of matter, and the transformation and propagation of energy, using equipment such as masers, lasers, and telescopes, in order to explore and identify the basic principles governing these phenomena.
- Perform complex calculations as part of the analysis and evaluation of data, using computers.
- Collaborate with other scientists in the design, development, and testing of experimental, industrial, or medical equipment, instrumentation, and procedures.
- Conduct application evaluations and analyze results in order to determine commercial, industrial, scientific, medical, military, or other uses for electro-optical devices.
- Develop manufacturing, assembly, and fabrication processes of lasers, masers, infrared, and other light-emitting and light-sensitive devices.

**History**
- Conduct historical research as a basis for the identification, conservation, and reconstruction of historic places and materials.
- Gather historical data from sources such as archives, court records, diaries, news files, and photographs, as well as collect data sources such as books, pamphlets, and periodicals.
- Organize data, and analyze and interpret its authenticity and relative significance.
Political Science

- Conducts research into political philosophy and theories of political systems, such as governmental institutions, public laws, and international law.
- Organizes and conducts public opinion surveys and interprets results.
- Consults with government officials, civic bodies, research agencies, and political parties.
- Collects and analyzes scientific data concerning social phenomena, such as community, associations, social institutions, ethnic minorities, and social change.
- Plans and directs research on crime and prevention, group relations in industrial organization, urban communities, and physical environment and technology.

Psychology

- Counsel children and families to help solve conflicts and problems in learning and adjustment.
- Collect and analyze data to evaluate the effectiveness of academic programs and other services, such as behavioral management systems.
- Counsel individuals and groups regarding problems such as stress, substance abuse, and family situations, in order to modify behavior and/or to improve personal, social, and vocational adjustment.
- Develop and implement individual treatment plans, specifying type, frequency, intensity, and duration of therapy; discuss the treatment of problems with clients; evaluate effectiveness of counseling or treatments.
- Analyze data, using statistical methods and applications, in order to evaluate the outcomes and effectiveness of workplace programs.
- Conduct research studies of physical work environments, organizational structures, communication systems, group interactions, morale, and motivation in order to assess organizational functioning.
- Develop interview techniques, rating scales, and psychological tests used to assess skills, abilities, and interests for the purpose of employee selection, placement, and promotion.

Sociology/Social Work

- Prepares publications and reports on subjects, such as social factors that affect health, demographic characteristics, and social and racial discrimination in society.
- Develops intervention procedures, utilizing techniques such as interviews, consultations, role-playing, and participant observation of group interaction, to facilitate solution.
- Counsel individuals, groups, families, or communities regarding issues including mental health, poverty, unemployment, substance abuse, physical abuse, rehabilitation, social adjustment, childcare, and/or medical care.
- Maintain case history records and prepare reports.
- Counsel students whose behavior, school progress, or mental or physical impairment indicate a need for assistance, diagnosing students’ problems and arranging for needed services.
- Consult with parents, teachers, and other school personnel to determine causes of problems such as truancy and misbehavior, and to implement solutions; Counsel parents with child rearing problems, interviewing the child and family to determine whether further action is required.

Speech and Communications

- Administer hearing or speech/language evaluations, tests, or examinations to patients to collect information on type and degree of impairments, using written and oral tests and special instruments.
- Develop and implement treatment plans for problems such as stuttering, delayed language, swallowing disorders, and inappropriate pitch or harsh voice problems, based on own assessments and recommendations of physicians, psychologists, and social workers.
- Develop speech exercise programs to reduce disabilities.
- Evaluate hearing and speech/language test results and medical or background information to diagnose and plan treatment for speech, language, fluency, voice, and swallowing disorders.
- Instruct clients in techniques for more effective communication, including sign language, lip reading, and voice improvement.
- Analyze and interpret sign language received from various sources in order to be able to broadcast the information.
- Edit news material to ensure that it fits within available time or space.
- Gather information and develop perspectives about news subjects through research, interviews, observation, and experience.
- Present news stories, and introduce in-depth videotaped segments or live transmissions from on-the-scene reporters.
- Announce musical selections, station breaks, commercials, or public service information, and accept requests from listening audience.
- Identify stations, and introduce or close shows, using memorized or read scripts, and/or ad-libs.
- Interview show guests about their lives, their work, or topics of current interest.
- Keep daily program logs to provide information on all elements aired during broadcast, such as musical selections and station promotions.
Sample Action Phrases for Majors in the College of Engineering

**Chemical Engineering**
- Develop processes to separate components of liquids or gases or generate electrical currents, using controlled chemical processes.
- Conduct research to develop new and improved chemical manufacturing processes.
- Design measurement and control systems for chemical plants based on data collected in laboratory experiments and in pilot plant operations.
- Perform tests throughout stages of production to determine degree of control over variables, including temperature, density, specific gravity, and pressure.
- Develop safety procedures to be employed by workers operating equipment or working in close proximity to on-going chemical reactions.
- Prepare estimate of production costs and production progress reports for management.
- Direct activities of workers who operate or who are engaged in constructing and improving absorption, evaporation, or electromagnetic equipment.

**Civil, Architectural, and Agricultural Engineering**
- Analyze survey reports, maps, drawings, blueprints, aerial photography, and other topographical or geologic data to plan projects.
- Compute load and grade requirements, water flow rates, and material stress factors to determine design specifications.
- Inspect project sites to monitor progress and ensure conformance to design specifications and safety or sanitation standards.
- Estimate quantities and cost of materials, equipment, or labor to determine project feasibility.
- Test soils and materials to determine the adequacy and strength of foundations, concrete, asphalt, or steel.
- Plan layout of project.
- Prepare contract documents for building contractors.
- Prepare scale drawings.
- Design agricultural machinery components and equipment, using computer-aided design technology.
- Design sensing, measuring, and recording devices, and other instrumentation used to study plant or animal life.

**Computer Science**
- Design structures for crop storage, animal shelter and loading, and animal and crop processing, and supervise their construction.
- Prepare reports, sketches, working drawings, specifications, proposals, and budgets for proposed sites or systems.
- Investigate whether networks, workstations, the central processing unit of the system, and/or peripheral equipment are responding to a program’s instructions.
- Perform or direct revision, repair, or expansion of existing programs to increase operating efficiency or adapt to new requirements.
- Perform systems analysis and programming tasks to maintain and control the use of computer systems software as a systems programmer.
- Write, analyze, review, and rewrite programs, using workflow chart and diagram, and applying knowledge of computer capabilities, subject matter, and symbolic logic.
- Write, update, and maintain computer programs or software packages to handle specific jobs, such as tracking inventory, storing or retrieving data, or controlling other equipment.
- Analyze user needs and software requirements to determine feasibility of design within time and cost constraints.
- Confer with systems analysts, engineers, programmers and others to design system and to obtain information on project limitations and capabilities, performance requirements and interfaces.
- Coordinate software system installation and monitor equipment functioning to ensure specifications are met.
- Design, develop and modify software systems, using scientific analysis and mathematical models to predict and measure outcome and consequences of design.
- Develop and direct software system testing and validation procedures, programming, and documentation.
- Obtain and evaluate information on factors such as reporting formats required, costs, and security needs to determine hardware configuration.
- Analyze information to determine, recommend and plan installation of a new system or modification of an existing system.
- Coordinate installation of software system.
Electrical Engineering

- Confer with engineers, customers, and others to discuss existing or potential engineering projects and products.
- Design, implement, maintain, and improve electrical instruments, equipment, facilities, components, products, and systems for commercial, industrial, and domestic purposes.
- Direct and coordinate manufacturing, construction, installation, maintenance, support, documentation, and testing activities to ensure compliance with specifications, codes, and customer requirements.
- Inspect completed installations and observe operations, to ensure conformance to design and equipment specifications and compliance with operational and safety standards.
- Perform detailed calculations to compute and establish manufacturing, construction, and installation standards and specifications.
- Plan and implement research methodology and procedures to apply principles of electrical theory to engineering projects.
- Plan layout of electric power generating plants and distribution lines and stations.
- Prepare and study technical drawings, specifications of electrical systems, and topographical maps to ensure that installation and operations conform to standards and customer requirements.
- Assist in developing capital project programs for new equipment and major repairs.
- Collect data relating to commercial and residential development, population, and power system interconnection to determine operating efficiency of electrical systems.

Industrial and Systems Engineering

- Analyze statistical data and product specifications to determine standards and establish quality and reliability objectives of finished product.
- Develop manufacturing methods, labor utilization standards, and cost analysis systems to promote efficient staff and facility utilization.
- Draft and design layout of equipment, materials, and workspace to illustrate maximum efficiency, using drafting tools and computer.
- Plan and establish sequence of operations to fabricate and assemble parts or products and to promote efficient utilization.
- Review production schedules, engineering specifications, orders, and related information to obtain knowledge of manufacturing methods, procedures, and activities.
- Study operations sequence, material flow, functional statements, organization charts, and project information to determine worker functions and responsibilities.
- Formulate sampling procedures and designs and develop forms and instructions for recording, evaluating, and reporting quality and reliability data.
- Apply statistical methods and perform mathematical calculations to determine manufacturing processes, staff requirements, and production standards.
- Coordinate quality control objectives and activities to resolve production problems, maximize product reliability, and minimize cost.
- Communicate with management and user personnel to develop production and design standards.

Mechanical Engineering

- Conduct research that tests and analyzes the feasibility, design, operation and performance of equipment, components and systems.
- Confer with engineers and other personnel to implement operating procedures, resolve system malfunctions, and provide technical information.
- Design test control apparatus and equipment and develop procedures for testing products.
- Develop and test models of alternate designs and processing methods to assess feasibility, operating condition effects, possible new applications and necessity of modification.
- Establish and coordinate the maintenance and safety procedures, service schedule, and supply of materials required to maintain machines and equipment in the prescribed condition.
- Investigate equipment failures and difficulties to diagnose faulty operation, and to make recommendations to maintenance crew.
- Oversee installation, operation, maintenance, and repair to ensure that machines and equipment are installed and functioning according to specifications.
- Recommend design modifications to eliminate machine or system malfunctions.
- Research and analyze customer design proposals, specifications, manuals, and other data to evaluate the feasibility, cost, and maintenance requirements of designs or applications.
- Research, design, evaluate, install, operate, and maintain mechanical products, equipment, systems and processes to meet requirements, applying knowledge of engineering principles.
Sample Action Phrases for Majors in the School of Technology

Graphic Communication Systems and Technological Studies

• Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts.
• Determine size and arrangement of illustrative material and copy, and select style and size of type.
• Use computer software to generate new images.
• Mark up, paste, and assemble final layouts to prepare layouts for printer.
• Draw and print charts, graphs, illustrations, and other artwork, using computer.
• Review final layouts and suggest improvements as needed.
• Confer with clients to discuss and determine layout design.
• Develop graphics and layouts for product illustrations, company logos, and Internet websites.

Construction Management

• Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems.
• Determine labor requirements and dispatch workers to construction sites.
• Direct and supervise workers.
• Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or developer.
• Plan, organize, and direct activities concerned with the construction and maintenance of structures, facilities, and systems.
• Prepare and submit budget estimates and progress and cost tracking reports.
• Schedule the project in logical steps and budget time required to meet deadlines.
• Select, contract, and oversee workers who complete specific pieces of the project, such as painting or plumbing.
• Study job specifications to determine appropriate construction methods.
• Develop and implement quality control programs.
• Key information into computer equipment to create layouts for client or supervisor.
• Prepare illustrations or rough sketches of material, discussing them with clients and/or supervisors and making necessary changes.

Electronics and Computer Technology

• Adjust and replace defective or improperly functioning circuitry and electronics components, using hand tools and soldering iron.
• Assemble, test, and maintain circuitry or electronic components according to engineering instructions, technical manuals, and knowledge of electronics, using hand and power tools.
• Build prototypes from rough sketches or plans.
• Fabricate parts, such as coils, terminal boards, and chassis, using bench lathes, drills, or other machine tools.
• Read blueprints, wiring diagrams, schematic drawings, and engineering instructions for assembling electronics units, applying knowledge of electronic theory and components.
• Analyze and interpret test information to resolve design-related problems.
• Assemble electrical and electronic systems and prototypes according to engineering data and knowledge of electrical principles, using hand tools and measuring instruments.
• Build, calibrate, maintain, troubleshoot and repair electrical instruments or testing equipment.
• Collaborate with electrical engineers and other personnel to identify, define, and solve developmental problems.
• Modify electrical prototypes, parts, assemblies, and systems to correct functional deviations.
• Plan method and sequence of operations for developing and testing experimental electronic and electrical equipment.
• Set up and operate test equipment to evaluate performance of developmental parts, assemblies, or systems under simulated operating conditions, and record results.
• Conduct inspections for quality control and assurance programs, reporting findings and recommendations.
• Draw or modify diagrams and write engineering specifications to clarify design details and functional criteria of experimental electronics units.
• Evaluate engineering proposals, shop drawings and design comments for sound electrical engineering practice and conformance with established safety and design criteria, and recommend approval or disapproval.
• Test electronics units, using standard test equipment, and analyze results to evaluate performance and determine need for adjustment.
• Design basic circuitry and draft sketches for clarification of details and design documentation under engineers’ direction, using drafting instruments and computer aided design equipment.
• Develop and upgrade preventative maintenance procedures for components, equipment, parts and systems.
## Sample Action Phrases for Majors in the School of Agriculture and Environmental Sciences

### Animal Sciences
- Conduct research concerning animal nutrition, breeding, or management to improve products or processes.
- Advise producers about improved products and techniques that could enhance their animal production efforts.
- Study nutritional requirements of animals and nutritive values of animal feed materials.
- Study effects of management practices, processing methods, feed, or environmental conditions on quality and quantity of animal products, such as eggs and milk.
- Develop improved practices in feeding, housing, sanitation, or parasite and disease control of animals.
- Research and control animal selection and breeding practices to increase production efficiency and improve animal quality.
- Determine genetic composition of animal populations and heritability of traits, utilizing principles of genetics.
- Crossbreed animals with existing strains or cross strains to obtain new combinations of desirable characteristics.

### Fashion and Merchandising
- Attend fashion shows and review garment magazines and manuals in order to gather information about fashion trends and consumer preferences.
- Design custom clothing and accessories for individuals, retailers, or theatrical, television, or film productions.
- Draw patterns for articles designed; then cut patterns, and cut material according to patterns, using measuring instruments and scissors.
- Examine sample garments on and off models; then modify designs to achieve desired effects.

### Food and Nutrition
- Assess nutritional needs, diet restrictions and current health plans to develop and implement dietary-care plans and provide nutritional counseling.
- Consult with physicians and health care personnel to determine nutritional needs and diet restrictions of patient or client.
- Advise patients and their families on nutritional principles, dietary plans and diet modifications, and food selection and preparation.
- Counsel individuals and groups on basic rules of good nutrition, healthy eating habits, and nutrition monitoring to improve their quality of life.
- Monitor food service operations to ensure conformance to nutritional, safety, sanitation and quality standards.
- Coordinate recipe development and standardization and develop new menus for independent food service operations.
- Inspect meals served for conformance to prescribed diets and standards of palatability and appearance.

### Select materials and production techniques to be used for products.
- Sketch rough and detailed drawings of apparel or accessories, and write specifications such as color schemes, construction, material types, and accessory requirements.
- Adapt other designers’ ideas for the mass market.
- Collaborate with other designers to coordinate special products and designs.
- Confer with sales and management executives or with clients in order to discuss design ideas.
- Determine prices for styles.
Marketing Your Liberal Arts Degree

As liberal arts graduates enter the job market, their direction may not be as obvious as that of their technically trained counterparts. For the most part, engineering or computer science majors know exactly where to target their efforts.

Liberal arts majors are less fortunate in that regard—such a heading cannot be found in the want ads. Yet if they learn to target their aptitudes, they have as good a chance as anyone to find meaningful work.

Students are no longer necessarily hired just because they have a particular degree. Math and physics majors are getting engineering jobs and liberal arts majors are getting accounting jobs. The reason new graduates are being hired is because they have specific skills that meet the needs of the employer.

No one is more suited to this approach than the liberal arts major. What you need to do, explains one career advisor, is to find out what you really want to do—regardless of your major. "Students often ask, 'What can I do with a major in philosophy?' But that's the wrong question. The real questions are, 'What fascinates me? How can I connect my interests with a job? What do I really want to be doing in 20 years?'"

**Conduct in-depth research on any companies that appeal to you, and try to match their needs to your wants.**

Once you have answered those questions, look at possibilities for matching your interests with a job. There are more options than you might think. Don't get stuck on titles. For instance, if you want to be an autonomous problem-solver, someone with good communication skills who can do a good job of synthesizing sources (as in writing term papers), forget about the titles and look at the job descriptions. Management consultants, career specialists, personnel managers, teachers or trainers within organizations and schools are just a few options.

As a liberal arts major, you have to do much more work in terms of researching different job markets and finding out where there is a demand. Conduct in-depth research on any companies that appeal to you, and try to match their needs to your wants. You must be specific, however. It is possible to be too general, too open and too flexible.

To be successful, you should combine your long-term vision with short-term specificity. Present yourself to your potential employer as someone who both understands the broad goals of the company and has the ability to grow and contribute in the long run. But most importantly, show how you can excel in that specific job. And this, most likely, will involve some specialized skills. If you've taken business courses, had work experiences or utilized a computer in your liberal arts work, point out those strengths.

Once you've taken the time to determine your real interests and have set some long-term goals, map out a plan—long- and short-term—on how to get there. Resources are plentiful—from the Occupational Outlook Handbook or Dictionary of Occupational Titles to numerous general job search books, as well as those dealing with specific topics such as What to Do with a Degree in Psychology, The Business of Show Business, etc.

Your liberal arts education has equipped you to take a broad topic and research it. Use those skills to make the connection between what you want and what companies need. Once you find job descriptions that match your long-term interests, set about shaping your resume and, if need be, getting the additional specific skills, training or certification to get that first job.

Your first job may not match your long-term goal. But it's the first step. And that, at this point, is the all-important one.

**What Liberal Arts Graduates Are Doing**

A sampling of the wide range of positions filled by liberal arts graduates:

- Accountant
- Administrative assistant
- Advertising account executive
- Air traffic controller
- Artist
- Auditor
- Bank manager
- Business systems analyst
- Buyer
- Child support enforcement officer
- Claims examiner
- Communications specialist
- Computer specialist
- Copywriter
- Counselor
- Customer service representative
- Editor
- Employee relations specialist
- Engineering planner
- Financial consultant
- Graphic designer
- Hotel manager
- Human resource specialist
- Industrial designer
- Interpreter/translator
- Journalist
- Librarian
- Management consultant
- Marketing representative
- Medical/dental assistant
- Museum coordinator
- Office administrator
- Outpatient therapist
- Paralegal
- Photographer
- Probation officer
- Product specialist
- Psychologist
- Public relations specialist
- Quality engineer
- Recreation administrator
- Research analyst
- Restaurant manager
- Retail manager
- Sales representative
- Social worker
- Speech pathologist
- Stockbroker
- Systems analyst
- Tax consultant
- Teacher
- Technical writer
- Transportation specialist
- Underwriter
- Urban planner
- Writer
Behavioral Interviewing

**What is a behavioral interview?**

It is one through which detailed, specific probing and listening determines evidence of characteristics of success actually demonstrated in past situations by the candidate. It seeks below-the-surface competencies—behaviors, traits, motives, key actions/learning/growth, enduring characteristics and inner drives—as opposed to above-the-surface competencies (i.e., knowledge, skills, experience, ability, relevancy). Answers don’t have to be work-related. They can be based on experiences from classroom projects, interaction with professors or other related situations.

When responding to questions, the interviewee should:
- Organize thoughts before answering.
- Emphasize what “I” did in the process (not we/us).
- Explain using the STAR process—
  - Situation (scenario)
  - Task (goal sought)
  - Action (specific steps taken)
  - Results (positive or negative).
- Be able to explain most recent skills.

Key actions evaluated by interviewers include:

**Adaptability**—maintaining effectiveness in varying environments and with different tasks, responsibilities and people

**Analysis/Problem Solving**—identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; taking action that is consistent with available facts, constraints, and probable consequences

**Collaboration**—working effectively and cooperatively with others; establishing and maintaining collaborative intergroup relationships

**Communication**—expressing thoughts, feelings and ideas effectively in individual and group situations

**Creativity/Innovativeness**—implementing high-quality new processes, products, services or solutions which meet or exceed the needs and expectations of clients

**Fast Cycle**—displays a bias for results and decisiveness by meeting the most aggressive timelines for delivering high quality solutions

**Initiative**—making active attempts to influence events to achieve goals; self-starting rather than accepting passively; being proactive

**Team Centered**—building productive working relationships based on mutual trust to develop quality solutions for clients and meet new market requirements

**How are behavioral questions usually worded?**

The interviewer will begin the question in one of the following ways:

- Describe a time when...
- Tell me about a time when...
- Give me an example of...

Here are some sample questions.

- Can you tell me about a time when you faced a challenge adapting to change? (How did you cope?)
- Tell me about a problem you were responsible for solving that you knew required a unique solution. (How did you know established methods did not work?)
- Give me an example of a time when you had to build an effective working relationship with a classmate or co-worker to be successful.
- Some people are concerned with doing a project fast while others are concerned with doing it perfectly. Can you give me an example illustrating how you balanced time with accuracy?
- Tell me about a time when you had difficulty following through on a commitment but came through in the end. (How did you overcome obstacles in keeping your commitment?)
- Give me an example of a time when you worked with a group or team to determine project responsibilities. (What role did you play?)

Note that behavioral interviewing follows a different pattern from traditional interviewing. The interviewer will seek indications of strengths/weaknesses, adaptability, initiative, enthusiasm, willingness to work/learn, ability to get along well with others, and other factors through detailed questions. The candidate should be able to give the “why” behind actions and explain technical terms. Hypothetical, vague or theoretical responses are unacceptable.

*Office of Career Services, North Carolina A&T State University*
Dressing for the Interview

Depending upon your fashion style, whether it is the latest trends for the club scene or merely college senior casual, a job interview may be cause for some drastic wardrobe augmentation.

For your interviews, some of your individualism might have to be shelved or kept in the closet. In most business and technical job interviews, when it comes to your appearance, conservatism and conformity are in order.

While many companies have adopted the “office casual” dress code, don’t try to set new standards in the interview. When in doubt, it is better to be too conservative than to be too flashy. For men and women, a suit is the best bet.

Here are some guidelines:

**MEN**
- A two-piece suit will suffice in most instances.
- Solid colors and tighter-woven fabrics are safer than bold prints or patterns.
- Bright ties bring focus to the face, but a simple pattern is best for an interview. (A tip for larger men: Use a double Windsor knot to minimize a bulky appearance.)
- Wear polished shoes with socks high enough so no skin is visible when you sit down and cross your legs.

**WOMEN**
- A suit with a knee-length skirt and a tailored blouse is most appropriate.
- Although even the most conservative organizations allow more feminine looks these days, accessories should be kept simple. Basic pumps and modest jewelry and makeup help to present a professional look.
- Pants are more acceptable now but are not recommended for interviews.

Staying Within a Budget

For recent graduates just entering professional life, additions to wardrobes, or complete overhauls, are likely needed. Limited funds, however, can be an obstacle. Image consultant Christine Lazzarini suggests “capsule wardrobing.” For example, by mixing and matching, she says, an eight-piece capsule wardrobe can generate up to 28 ensembles.

Before shopping, Lazzarini advises establishing a budget, 50% of which should be targeted for accessories. For women, “even a brightly colored jacket could be considered an accessory when it makes an outfit you already have look entirely different.”

The most important piece in any wardrobe is a jacket that is versatile and can work with a number of other pieces, according to one fashion expert. This applies to men and women. “If you focus on a suit, buy one with a jacket which may be used with other skirts or trousers,” says a women’s fashion director for a major national retailer. “Then add a black turtleneck or a white shirt. These are the fashion basics that you can build on.”

A navy or black blazer for men can work well with a few different gabardine pants. Although this kind of ensemble would be just as expensive as a single suit, it offers more versatility.

One accessory recommended by company representatives is a briefcase. “When I see one,” says one recruiter, “it definitely adds to the candidate’s stature. It is a symbol to me that the individual has done some research and that he or she is prepared.”

A Final Check

And, of course, your appearance is only as good as your grooming. Create a final checklist to review before you go on an interview:

- Neatly trimmed hair
- Conservative makeup
- No runs in stockings
- Shoes polished (some suggest wearing your sneakers on the way to an interview and changing before you enter the interview site)
- No excessive jewelry; men should refrain from wearing earrings
- No missing buttons, crooked ties or lint

You want your experience and qualifications to shine. Your appearance should enhance your presentation, not overwhelm it.

Taking a Casual Approach

“Office casual” is becoming the accepted mode of dress at more and more companies. The rules, however, for casual attire are subject to tremendous company-to-company variance. At some, “casual day” is a Friday-only observance, where the dress code is slightly relaxed—a sports coat and slacks for men and slacks and a sweater for women. At others, especially entrepreneurial computer companies, it’s shorts and sandals every day.

The safest fashion rule for new employees to follow is dress about the same as your most conservatively attired co-worker. As a new hire, don’t try to “push the boundaries” of casual attire.

**Fashion Arrests:** 1) Never wear denim jeans or shorts unless the vast majority of others do; 2) Don’t dress too provocatively—you’re at work, not at a dance club; 3) “Casual” doesn’t mean “ sloppy”—your clothes should always be free of stains or holes; 4) Workout wear belongs at the gym.

**Play It Safe:** 1) Chinos or corduroy slacks are usually a safe bet for both sexes; 2) As for formal business attire, buy the best that your budget will allow; 3) If you will be seeing clients, dress appropriately for their workplace, not yours; 4) Go to the mall—most department and specialty stores have sections devoted to this style of office attire.
The Site Visit

After the initial round of interviews in the Office of Career Services, employers extend plant or job site visit invitations to selected candidates for a day of in-depth interviews. As an invitee, there is still no guarantee of a job offer. So, stay “on your toes.”

The Invitation. Usually received by letter or email, but sometimes it may be via a phone call. Acknowledge acceptance in writing. If you must cancel after arrangements have been made, call the employer as soon as possible and follow up in writing.

Arrangements. Some employers will ask you to pay expenses and file an expense report. However, most will book the airline and hotel reservations for you. Be sure to keep the name, title, business address, and phone number of the trip coordinator handy. The employer will pay for essential expenses of getting you to the facility and back to campus (air fare or mileage, ground transportation, hotel and meals). However, should you have need to spend personal money for any of the aforementioned, keep the receipts for reimbursement. Check with the trip coordinator in reference to method of payment for the trip (prepaid or reimbursement). Get clear directions to the site. Sometimes transportation is provided. Otherwise, you’re on your own. Regardless, allow plenty of travel time between the hotel and plant site.

Do your homework. Research the company/agency. Review your interviewing skills. Take extra copies of your resume, as well as all data related to the visit.

On-Site—what to expect. Dress professionally. Arrive on time. Be yourself, but professional at all times. During lunch, be aware of table manners; do not smoke or order alcoholic beverages; and keep the small talk to sports, weather, current events and common interests.

During the day you can expect to meet middle-level managers, at least one key executive, human resources personnel, and possibly recent graduates. You may be interviewed by individuals or by a panel.

Follow-up. Within a day or two after returning from the plant visit, write a “thank-you” letter. Before leaving the site, however, find out when to expect a response. After a reasonable length of time, it is appropriate to inquire about your status.

Office of Career Services
North Carolina A&T State University

Questions to Ask Employers

1. Please describe the duties of the job for me.
2. What kinds of assignments might I expect the first six months on the job?
3. Are salary adjustments geared to the cost of living or job performance?
4. Does your company encourage further education?
5. How often are performance reviews given?
6. What products (or services) are in the development stage now?
7. Do you have plans for expansion?
8. What are your growth projections for next year?
9. Have you cut your staff in the last three years?
10. How do you feel about creativity and individuality?
11. Do you offer flextime?
12. Is your company environmentally conscious? In what ways?
13. In what ways is a career with your company better than one with your competitors?
14. Is this a new position or am I replacing someone?
15. What is the largest single problem facing your staff (department) now?
16. May I talk with the last person who held this position?
17. What is the usual promotional time frame?
18. Does your company offer either single or dual career-track programs?
19. What do you like best about your job/company?
20. Once the probation period is completed, how much authority will I have over decisions?
21. Has there been much turnover in this job area?
22. Do you fill positions from the outside or promote from within first?
23. What qualities are you looking for in the candidate who fills this position?
24. What skills are especially important for someone in this position?
25. What characteristics do the achievers in this company seem to share?
26. Is there a lot of team/project work?
27. Will I have the opportunity to work on special projects?
28. Where does this position fit into the organizational structure?
29. How much travel, if any, is involved in this position?
30. What is the next course of action? When should I expect to hear from you or should I contact you?
Job Offer Considerations

There are some major considerations besides salary to ponder before accepting an offer for employment. Salary should be weighed in relation to other factors, which include location, how much travel is involved, the opportunities for advancement, and benefits.

Where is the job located? Is relocation a factor? Compare the cost of living in that area in relation to your salary ($30,000 in a small town will go much farther than in a large city). Check the Internet for a Cost of Living Index (see the Career Services web page), which will enable you to do your own city-by-city comparison of national cost-of-living differences. In addition, factor in relocation expenses, transportation to and from work (i.e., mode, time, traffic, etc.), weather, environmental quality, social/cultural activities, availability of schools, and anything else that would be of concern to your quality of life.

In looking at the “big picture,” also estimate what your take-home pay will be after taxes (gross income vs. net income). This is the most realistic gauge of your spending power.

Will travel be a regular part of your job? Seriously look at your own feelings about frequent travel.

What are your opportunities for advancement with the company? Review your personal goals for the next five years or so in relation to advancement and where you would like to go within the company.

Don’t overlook the value of a good benefits package. Look at insurance, paid vacation, sick leave, pre-tax accounts for healthcare and childcare costs, and any additional perks offered by the company. A generous benefits package can compensate for a lower salary.

Once a decision is made to accept an offer, get it in writing. Your letter of confirmation should include the starting date, job title, beginning salary, and any other special arrangements.

Feel free to contact the Office of Career Services for questions you may have about this process.

Office of Career Services
North Carolina A&T State University

Pre-Employment Screening

With the interview process aced, the on-site visit successfully completed, and a job offer in hand, what’s next? Pre-employment screening, most likely.

Most job offers are contingent upon successfully passing all pre-employment screening. Such screening includes, but may not be limited to, background checks and drug testing. Background checks usually cover criminal and credit history.

Criminal history covers legal records ranging from traffic violations to any other recorded law enforcement actions. Credit history covers payment history recorded with credit bureau agencies (i.e., credit cards, installment loans, mortgage loans and company loans).

Other checks may include social security number verification, civil court records, driving record, and personal references.

Drug testing usually entails a urinalysis test for indications of abuse in the following areas: cannabis (marijuana), opiates (codeine/morphine/opium/heroin), phencyclidines (PCP/angel dust), amphetamines (speed), and cocaine. The test usually takes about ten minutes and is performed in a medical lab. Results are interpreted by a certified medical review officer.

High security federal positions at one time were the most common to involve background checks. However, today such checks are an ordinary part of the hiring process.

Office of Career Services
North Carolina A&T State University
Recruiting Companies 2010-2011

Accenture  
ADTRAN, Inc.  
Alcoa  
Altria/Philip Morris, USA  
Amica  
AREVA  

Bank of America  
BB&T Corporation  
Blue Cross Blue Shield of NC  
BMPC Bettis  

Cargill  
Chrysler  
CIA  
Citi Group  
Cintas  
CISCO  
Credit Suisse  
Cummins, Inc.  

Deloitte & Touche  
Eli Lilly and Company  
ExxonMobil  

General Electric (GE)  
Gilbane  
Google  

Honeywell FMT  

IBM  
Ingersoll-Rand  
INROADS  
Intel  
International Paper  

John Deere  
Johnson Controls  
Kiewit Southern Co.  

Lafarge  
Lockheed Martin  

Malcolm Pirnie  
Marathon Oil Co.  

Meadwestvaco (MWV)  
Merck & Co., Inc.  
Messer Construction Company  
Michelin North America  

Natural Resources Conservation Service  
NAVAIR  
Naval Sea Systems Command (NAVSEA)  
Navistar, Inc.  
N.C. Department of Transportation  
Newell Rubbermaid  
Norfolk Naval Shipyard  
Norfolk Southern  
Northrop Grumman  
Novartis Animal Health  
NSWC/Caderock Division  

Ogden Air Logistics  
Parker Hannifin  
PPG Industries  
Precision Castparts  
Procter & Gamble  

Raytheon Company  
Rockwell Automation  
Rockwell Collins  
Rolls-Royce  

Sandia National Laboratories  
Shell Oil  
Siemens  
Southern Company  
Space and Naval Warfare Center – San Diego  
Starbucks Coffee Company  
State Farm  
SunLife Financial  

Texas Instruments Incorporated  
Toyota Motor Engineering and Manufacturing North America, Inc.  

Walgreens  
Walmart and Sam’s Club  

Consult the Office of Career Services for the latest information.  
For more information on employers whose names appear in bold print, please refer to their advertisements elsewhere in this Guide.
Impacting people’s lives is your passion. Not only do you dream of a healthier world, you aspire to make it a reality. And at MSD, you can achieve this vision by helping deliver products that prevent and treat disease worldwide.

Join a diverse team that truly values your unique skills and insights. You’ll work alongside incredible professionals in an environment that’s focused on your success and satisfaction. Whatever your career path, you’ll play an essential role in helping us become the world’s most trusted supplier of pharmaceuticals, vaccines, biologics, animal health products and consumer healthcare products.

Right now, we have numerous opportunities available for professionals in a wide range of areas, including Science, Manufacturing, HR, IT, Consulting and more. If you’re ready to set your sights on a healthier world, explore a position with us today at merckcareers.jobs/5772.

Merck is an equal opportunity employer, M/F/D/V — proudly embracing diversity in all of its manifestations.

WE’RE BUILDING A HEALTHIER WORLD. JOIN US.

SET YOUR SIGHTS ON A HEALTHIER WORLD.

Join the Merck Networks for immediate news and recruitment alerts:

Scan this code with your smartphone to explore our mobile career site.

Merck is an equal opportunity employer, M/F/D/V — proudly embracing diversity in all of its manifestations.

VACANCIES ANTICIPATED: Licensed Special Education Teachers

What We Offer
- High-performing, award winning school district
- Salary supplement advancement for eligible candidates
- Supportive businesses offering incentives and discounts for WCPSS employees
- Strong Mentor Program for all Beginning Teachers
- One of the highest paying public school districts in NC
- Traditional, Modified, Year-Round, Magnet, and Montessori calendar options

Consider the Wake County Public School System where we are committed to hiring high quality education professionals!

To learn more about the Wake County Public School System, to access our employment application, and to explore employment opportunities, please visit our website, www.wcpss.net.

Follow us on twitter, www.twitter.com/recruitwcpss

WE LIVE IN THE HOUSE WE ALL BUILD.

We choose the world we live in, so make the right choices. Earth Share supports more than 400 environmental and conservation organizations that impact you every day.

Visit us at earthshare.org
CAREERS AT SHELL
LET’S BUILD A BETTER ENERGY FUTURE.

If you’re ready to tackle the energy challenge and make a real impact on the world, join a company that values diversity and emphasizes the quality of life for its employees and their families. At Shell, we offer:
- Alternative work schedules
- Work and family programs
- Health and wellness programs
- Training and development
- Employee networks/Mentoring
- Paid internships

For more information on career opportunities and to apply, visit www.shell.us/campus. Be sure to check out the Student/Graduate section of our website for helpful tools, like resume writing tips, a degree matcher and realistic job previews. For tips on how to build your LinkedIn profile and to find out when Shell will be on your campus, visit us on Facebook and Twitter @ShellCareers.

BE PART OF THE SOLUTION.

Shell is an Equal Opportunity Employer.
Today, Newport News Shipbuilding, a division of Huntington Ingalls Industries, is the birthplace of the U.S. Navy's nuclear fleet. We are the nation's sole designer, builder and refueler of nuclear-powered aircraft carriers and one of only two companies capable of designing and building nuclear-powered submarines. We also provide fleet services for naval ships and have recently expanded our nuclear and manufacturing expertise into Department of Energy and alternative energy business ventures.

Newport News Shipbuilding offers a challenging work environment and provides an exciting new place to start your career. New graduate and internship/co-op opportunities are available in the following areas:

- Engineering
- Business Management/Finance
- IT/Computer Science
- Supply Chain Management/Procurement
- Internship program is advertised online after Thanksgiving until early February

For more information and to apply online, visit our website at: www.huntingtoningalls.com/careers

Newport News Shipbuilding is an Equal Opportunity Employer committed to hiring and retaining a diverse workforce. US Citizenship is required.
Ranked in the top 10 percent of all schools of social work

Home to the Center on Race and Social Problems

The University of Pittsburgh ranks in the top cluster of public research universities.

BASW, MSW, and PhD Programs

Our **BASW Program** emphasizes generalist practice with oppressed groups to enhance social and economic justice.

Our **MSW Program** provides dual-degree opportunities with law, public administration, public health, and divinity.

Our **PhD Program** provides the nation and the world with some of the best researchers, teachers, and scholars.

For more information, please visit our Web site at www.socialwork.pitt.edu or call 412-624-6346.