



CAREER GUIDE 2016-17



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CLEMSON[®]
Center for CAREER AND
PROFESSIONAL DEVELOPMENT

Dear Clemson Student,

The Career Center staff looks forward to assisting you in your career direction from the first semester you enter Clemson until one year after you graduate. The following is a listing of services that are available to you, which will be discussed in detail throughout this Career Guide:

- Career Counseling/Career Direction/Major Change
- Graduate School Information
- Résumé/Cover Letter Critiques
- Networking Skills Development
- Interview Preparation and Mock Interviews
- Job Search Strategies
- ClemsonJobLink (Clemson's Online Recruiting System)
- Part-Time Employment
- Internship Program/Classes
- University Professional Internship/Co-op Program (UPIC)
- Cooperative Education Program
- Full-Time Employment
- Career Fairs
- Workshops
- Flora M. Riley Career Resource Center

Please visit our web site clemson.edu/career and stop by to see us in 316 Hendrix Student Center. You can reach us at 864-656-6000 or email at Career-L@lists.clemson.edu

Sincerely,

The Center for Career and Professional Development Staff
Dr. Neil Burton, Executive Director

STIR THINGS
UP!



Join Sherwin-Williams.



**Stop by our BOOTH
at the
CAREER FAIR...**

**...or go online
and learn more
about our
Management/Sales
Training Program.**

Start your career in management or sales with The Sherwin-Williams Company, one of the world's leaders in the coatings industry. We believe in hiring the best people and giving them the opportunity to excel.

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The pace and responsibilities make these positions challenging, interesting, and fun. No two days are the same. And because we're steadfastly committed to promoting from within, the sky's the limit! Interested?

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ABOUT OUR CENTER

VISION STATEMENT

Connecting educational experiences with professional aspirations.

MISSION STATEMENT

Engaging students in career development and experiential learning activities that will empower them to successfully pursue their educational and professional goals.

CONTACT INFORMATION

Main Line 864-656-6000
 Career Development 864-656-0440
 Cooperative Education 864-656-3150
 Internships 864-656-2160
 On-Campus Recruiting 864-656-2152
 UPIC 864-656-0282
 Email: *Career-L@Clemson.edu*

MEET OUR STAFF

Debi Beckham Cooperative Education Program Coor.
 Alfred Bundrick Associate Director for Cooperative Education
 Lisa Bundrick Assistant Director for Events and Employer Relations
 Dr. Neil Burton Executive Director for University Career Services
 Vacant Career Resource Counselor
 Lona Dunston On-Campus Recruiting Coordinator
 Whitney Farmer Assistant Director for Coop. Education
 Toni Hedden UPIC Program Coordinator
 Deb Herman Director for Employer Relations and Recruiting
 Kathy Horner Assistant Director for Graduate Programs and Off-Campus Internships
 Dr. Caren Kelley-Hall ... Associate Director for University Professional Internship Program (UPIC)
 Colleen Lashley UPIC Program Coordinator

DIVERSITY STATEMENT

The Center for Career and Professional Development as One Clemson strives to educate ourselves and others about the issues of a pluralistic society. We are committed to reaching beyond the views of individuals to value a community that appreciates and learns from each other's similarities and differences. Our services and programs will seek to create a safe environment that affirms the dignity and worth of each individual regardless of their differences.

The Center for Career and Professional Development will set an example of commitment to embracing differences, including those differences that are not visually apparent. We will welcome and serve people regardless of gender, ethnicity, race, sexual orientation, age, citizenship, religion, socioeconomic status and physical and mental abilities. In addition, we encourage employers to maintain a similar standard of commitment to diversity.

Lynne Marcus Executive Assistant
 Dr. Jeff Neal Director for Cooperative Education
 Julie Newman Director for Career Development, Special Projects and Grants
 Alex Newsome Assistant Director for Career Development
 Troy Nunamaker Chief Solutions Officer
 Alison Reynolds Associate Director for Cooperative Education
 Lisa Robinson Assistant Director for University Professional Internship Program
 David Sargent Director for Information Technology/Career Counselor
 Brooke Simecka Assistant Director for Career Development
 Jenna Tucker Assistant Director for University Professional Internships Program
 Dr. Kristin Walker Associate Director for Analytics and Initiatives

HOURS OF OPERATION

Regular Office Hours: Mon.–Fri., 8 a.m. to 4:30 p.m.
Summer Office Hours: Mon.–Fri., 8 a.m. to Noon; 1 to 4:30 p.m.

Appointment Hours: 10 a.m. to Noon; 1:30 to 4 p.m.
Drop-in Hours: Mon.–Fri., 1:30 to 3:45 p.m.
Summer Drop-In Hours: Mon., Wed., Fri., 2 to 3:45 p.m.

Hours are subject to change. Please check the website for any changes. Counseling appointments are available by calling 864-656-0440.



OVERVIEW OF THE CENTER

316 Hendrix Student Center • 864-656-6000 • clemson.edu/career

The mission of Clemson University's Center for Career and Professional Development, through partnerships with employers, faculty and staff, is to empower students to make effective career choices based on realistic self appraisals and comprehension of the world-of-work, resulting in self-sufficient graduates who market their education, skills and experiences to achieve life-long career success. We are committed to providing services in a supportive and proactive manner. The Center for Career and Professional Development is an integral part of the Clemson community and supports the accomplishment of the overall mission of the University.



The Center's programs and services serve everyone from the first-year student exploring career interests to graduating students seeking their first career related opportunity. The services of the Center are available to all full-time and part-time undergraduate and graduate students at Clemson University. The Center also serves alumni up to one year after graduation.

CAREER DEVELOPMENT SERVICES

864-656-0440

Career Development Services help students and alumni (up to one year after graduation) make satisfying career decisions. We assist individuals who are choosing a college major, making educational plans and developing or changing a career focus. Services include the following:

Career Counseling —

Our career counselors are available for both counseling appointments and drop-in hours. General drop-ins should last about 15 minutes and are intended for any quick questions. For more in-depth discussions, you are encouraged to call ahead to make an appointment.



Career Assessments — It can be very helpful to take an online career assessment such as Strong Interest Inventory in order to help narrow your career interests. Coupled with a values and skills assessment, the Strong Interest Inventory can help students become more self-aware, identify specific interests and gain an understanding of how to explore these interests further. Although career assessments can not give a student all the answers, they can be a useful tool in the career decision-making process. Students may take the Strong Interest Inventory online as well as in the Center for Career and Professional Development office. A follow-up appointment will then be scheduled so a career counselor can interpret the results with the student.

THE FLORA M. RILEY CAREER RESOURCE CENTER

Our Career Resource Center offers self-assessment exercises, information about occupations and information on career choices for different academic majors, specific career field demands and salary surveys.

The Center for Career and Professional Development is staffed with professional career counselors and trained graduate assistants who are available to give you their full attention to assist with your career interests, job search and networking strategies. We can also help you develop a winning résumé, critique the résumé you have, develop effective interviewing strategies, conduct mock interviews and provide you with graduate/professional school information.



The Center for Career and Professional Development assists and guides students seeking job positions in every field at every level from summer jobs, to internships, to employment post-graduation. A breakdown of some of our services include:

CLEMSONJOBLINK

ClemsonJobLink is Clemson University's online recruiting system for students and employers to connect. ClemsonJobLink has thousands of employers posting jobs and scheduling on-campus interviews specifically for Clemson students and first year alumni annually. ClemsonJobLink is part of NACElink, the world's largest network of college and university career centers and includes over five million participating employers. Students can apply to part-time jobs, internships and full-time job postings, on-campus interviews, and view employers attending career fairs.

PART-TIME JOB SERVICES

The Part-Time Jobs Program helps Clemson students obtain off-campus and on-campus part-time, temporary, seasonal and summer employment while at Clemson. All employers post their positions in ClemsonJobLink. To view and apply to any of these employment opportunities, log into your ClemsonJobLink account.

INTERNSHIPS

Internship postings are made available to students through ClemsonJobLink. "How to Find an Internship" workshops are offered each semester. Consult the Center for Career and Professional Development's website for dates and times of upcoming events. In addition, the Career Center offers internship classes, INT 1010 and 2010, 1510, 2510 and 3010 which are discussed on page 18–19.

On-the-job learning complements classroom learning and takes place through internships. Through an internship, students can implement their classroom knowledge in the workplace and gain valuable experience. Students can intern on campus, off campus and internationally.

CO-OP

The Cooperative Education Program provides opportunities for students to alternate semesters of academic study with semesters of paid, career-related, engaged-learning experiences. A basic goal of this experiential-learning program is to help bridge the gap between academic study and its application in professional practice. Each student's Co-Op experience is monitored by the Co-Op faculty to ensure learning. Cooperative Education is discussed in detail on page 20–21.

FULL-TIME CAREER SERVICES

Prior to graduation (and up to one year after graduation) we offer students full-time job postings, on-campus interviews and career events for networking with hundreds of companies every

semester. Log into your ClemsonJobLink account to search for opportunities with domestic and global companies.

JOB POSTINGS (NON-OCI)

ClemsonJobLink contains hundreds of current job postings from various employers who are not coming on campus to interview students. This is an excellent way to find national and international career opportunities from a variety of employers who are interested in Clemson undergraduate and graduate students.

ON-CAMPUS INTERVIEWS (OCI)

The On-Campus Interview service offers students the opportunity to interview on campus with diversified industries. In order to participate in on-campus interviews, students must complete their profile (personal and academic) and upload a résumé in ClemsonJobLink. Students can upload more than one résumé, along with any other document(s) based on the employer's request. For more information and tips, please refer to our website under "On-Campus Interviews."

EMPLOYER INFORMATION SESSION

The Center advertises Information Sessions held by visiting employers looking to recruit Clemson Students in ClemsonJobLink. These sessions take place both on and off-campus throughout the school year and are a great way to network and learn about employers.

GRADUATE STUDENT SERVICES

The Center for Career and Professional Development provides an array of services for Clemson's graduate students. In addition to assisting with career planning and decision-making, the Center also provides guidance for internship and job searching, professional development seminars and a library of resource materials.

WORKSHOPS

Workshops are held throughout the year both at the Center and around campus. Some workshop topics include résumé writing, interviewing skills, networking and a wide variety of job search topics. Dates and times for workshops will be posted on our website.

CAREER FAIRS AND EVENTS

The Center for Career and Professional Development offers a series of special events throughout the academic year. These events bring employers to campus to meet students, discuss employment opportunities, arrange for interviews or conduct preliminary screening of candidates, and provide a more personalized touch to the job search process. Career Fairs offer students at all stages of their career development a unique opportunity to get first-hand knowledge of employment trends



and specific job openings. Students at all levels of their educational experience are invited and encouraged to attend.

CLEMSON UNIVERSITY CAREER FAIR

The Center for Career and Professional Development hosts the only campus-wide, all-major career event. Hundreds of different employers attend looking to connect with Clemson students.

Fall: Engineering, Computing and Sciences
Sept. 20, 2016: FIKE Recreation Center, Noon to 5 p.m.

Business, Non-Profit and Government
Sept. 21, 2016: FIKE Recreation Center, Noon to 4 p.m.

Spring:
TBA: Please check clemson.edu/career for more details.

CONSTRUCTION INDUSTRY FAIR

This fair, in conjunction with the Department of Construction Science Management, offers the opportunity for students to

network with employers specifically in the construction industry. Students who are seeking internships and full-time jobs in this industry are encouraged to attend.

Fall:
Oct. 5, 2016: Madren Conference Center; 2:30–6 p.m.

Spring:
TBA: Madren Conference Center

EDUCATION CAREER FAIR

This fair is directed specifically to those students looking for full-time teaching and school counseling opportunities in education.

Spring:
TBA: Hendrix Student Center

For more information on these events as well as information regarding other departmental events, refer to our website under “Career Fairs.”

**COLLEGE OF AGRICULTURE, FORESTRY & LIFE SCIENCES
BOOKHART STUDENT SERVICES CENTER**

153 P & A Building — 864-656-6340

The College of Agriculture, Forestry and Life Sciences (CAFLS) Bookhart Student Services Center works collaboratively with the Center for Career and Professional Development to provide comprehensive career services. The Bookhart Student Services Center provides assistance with résumé writing, interviewing techniques, networking tips and other important resources needed in order to conduct a successful job search. Other services provided are one-on-one career service assistance, workshops, job search handouts, mock interviews, company information, a career fair each semester, a career library and much more to help ensure your career success.

Visit the Bookhart Student Services Center between 8 a.m.—4:30 p.m., Mon.—Fri. For more information call Paula Beecher at 864-656-6340 or email at pbeeche@clemsun.edu. You can also visit online at clemsun.edu/cafls/student_services.

**COLLEGE OF BUSINESS
OFFICE OF STUDENT ENRICHMENT**

132 Sistine Hall — 864-656-2478

The Office of Student Enrichment (OSE) within the College of Business exists to cultivate and engage students within the college to become effective leaders, successful graduates and globally competitive professionals. The College of Business understands the significance of preparing students for the professional workforce and life after graduation; thus, OSE provides principal resources for undergraduates in the areas of career preparation, internship opportunities, mentorship and international program participation.

Web: clemsun.edu/business/ose

**COLLEGE OF BUSINESS
MBA OFFICE OF CAREER SERVICES**

One North Main Street, Greenville, SC
864-656-8183

The Master of Business Administration Career Development Office offers MBA students and alumni individualized professional coaching along with personalized intern and job search support. Numerous professional development activities (taped mock interviews, workshops by prominent professionals on leadership, ethics, etiquette, business writing, case interviewing, cross cultural communication, etc.) prepare students for multiple opportunities to meet prospective employers. The MBA Career Development Office brings recruiters to campus for information sessions and interviews and also hosts regular alumni networking events.

ALUMNI SERVICES

Alumni Center — 864-656-2345

Alumni who graduated less than a year ago are eligible to use all of the services of the Center for Career and Professional Development. If you graduated more than one year ago, visit the Clemson Alumni Association — your life-long connection to Clemson. The following website services are offered for alumni:

- On-line job listings for experienced candidates
- Résumé and cover letter resources
- Interviewing tips and resources
- Career features in the Clemson World

Visit us online for more details: alumni.clemson.edu (choose Alumni Career Services) or email Alumni Career Services at acs-L@clemsun.edu.

STUDENT-ATHLETE DEVELOPMENT

Jervey Athletic Center — 864-986-1718

The Career Enhancement Program is a portion of the Student-Athlete Enrichment Programs and works in conjunction with the Center for Career and Professional Development to assist student-athletes in the development of skills necessary to fulfill their goals and compete in the professional world following graduation.

Educational programs such as résumé/cover letter writing, job search skills, interviewing tips and alumni programs are offered to the student-athletes in the evenings. These programs are designed to assist in the student-athlete's career development.

Career counseling, career assessments, résumé/cover letter critiques, full-time job/internship search assistance and mock interviews are some of the services available. The goal of the program is for all student-athletes to succeed in the classroom, on the playing field and following graduation. We work directly with our Compliance Office to ensure that all career programs abide and are conducted within NCAA legislation.



PLAN AHEAD

CAREER DEVELOPMENT

Choosing the right career can be a full-time endeavor. Be prepared to make a personal commitment of time and energy. You will need time to analyze your career and life goals, and you must be organized and flexible as you pursue these goals. The more committed you are to your search and decision-making, the greater your chances for success, paving the way to a rewarding career in the years ahead.

For successful career development, you need to conduct a complete analysis of yourself (your values, interests and abilities) in order to determine what you want, what you can do, where you would like to live and work, and what your options might be. The following questions are suggested as guides as you conduct this self-analysis:

WHO AM I?

Have you ever sat down and written a clear, concise answer to this question? In five minutes or so, could you clearly describe yourself to a stranger? Have you identified your interests, your values, your strengths/weaknesses or your special talents? If not, you may find yourself at a disadvantage because you may lack focus in your search. Others with whom you are competing for positions may have that focus. Being able to discuss these things with employers in an orderly and convincing manner will give you greater confidence and make a much more favorable impression.

WHAT DO I WANT TO DO?

If you find this a difficult question, you are not alone. For employers, it is one of the most important questions. The answer you give will indicate whether you have given serious thought to where you have been, where you are now and where you hope to be in the future. The more thought you give this question the more convincing your response will appear.

Internship sponsors (employers) need a starting point to establish learning goals for your experience. Likewise, employers need a starting point to evaluate candidates. For both, how you answer this question often reveals vital information. Remember, employers will be paying you “to do something” and not just “to know something.”

WHERE DO I WANT TO WORK?

When a prospective sponsor or employer asks you “Where do you want to work?” or “Why are you interested in our organization?” they are expecting a well thought out response.

“Where do you want to work?” can mean several things. It could mean to work for a specific employer; a particular type of employer; a particular industry; and/or it could mean to work in a particular geographical location. Your responses to such questions will help you decide whether you should even interview with a certain employer. Your well planned answers to these questions, should they be asked, will help you make a favorable impression. Often, to prepare answers you will have to do some research. Clemson University’s Center for Career and Professional Development is equipped to help you with this project.

WHAT ARE MY GOALS?

Many employers will ask this question. Their purpose is to see if you have thought about where your internship or entry-level job may take you, and where you would like it to take you.

Especially for seniors, it is important for you to realize that you are being selected not only for what you can contribute today, but for the potential you are showing for tomorrow. Thinking about goals now helps you stay on target as you develop, learn and implement skills from internships and entry-level positions.

Choosing your career direction calls for a close look at yourself. You need to:

- Know yourself. Make an honest appraisal of your interests, values, abilities and weaknesses. Analyze what activities interest you the most (outdoors, helping people, mechanical, administrative). Recognize your aptitudes. Evaluate those traits that make you an outstanding candidate.
- Understand your capacities. Concentrate your efforts on obtaining opportunities where your capacities will not be a limitation in accomplishing your goals.
- Evaluate your personal interests and hobbies. Determine how they can be an asset to you in accomplishing your goals.
- Determine your career goals. It is important to establish short-term as well as long-term goals. Doing so provides a target and helps keep you on the proper path.



LEARN, ACT, FLEX SUCCEED



UNLEASH YOUR INNER TIGER

CLEMSON SUPPORTS THE INNOVATION OF YOU

ENGAGEMENT	COMMUNICATION
	COLLABORATION
	LEADERSHIP
INNOVATION	ADAPTABILITY
	ANALYTICAL SKILLS
	TECHNOLOGY
PROFESSIONALISM	SELF-AWARENESS
	INTEGRITY & ETHICS
	BRAND

Who – You play the pivotal role, but Clemson will provide opportunities to develop skills essential to your success.

What – For these key competencies, Clemson has defined five proficiency levels: awareness, basic, intermediate, advanced and expert.

Where – While at Clemson, you will have opportunities to develop these competencies through classes, clubs, organizations, internships, co-ops, part-time jobs, assistantships, Creative Inquiry, research, study abroad, volunteering, special projects and more.

When – Take steps throughout the year to increase your proficiency in multiple competencies.

How – You can go through the – Learn, Act, Flex, Succeed – cycle to gain proficiency in these or any other competencies.

Learn

I think about the problems I want to solve and what I need to learn to solve them.

Act

I'm not afraid to act, try, and collaborate.

Flex

I see opportunities where others see defeat.

Succeed

There isn't a standard definition for success and how to achieve it. I determine the journey.





FOUR-YEAR CAREER DEVELOPMENT

Four years can seem like a long time, but it goes by much faster than you may expect. Choosing a career involves several steps, including understanding yourself and your interests and abilities, discovering what matters most to you, and deciding on your major. We suggest the following steps and activities that will help you to make well-informed career decisions.

FRESHMAN YEAR

- Visit the CCPD located on the 3rd floor in Hendrix Student Center to learn about our services.
- Explore our website and utilize our online Career Guide. Check the print materials available in the Flora M. Riley Career Resource Center.
- Call 864-656-0440 or stop by the CCPD to schedule an appointment with a Career Counselor for career counseling and career information.
- Consider taking a career assessment such as Strong Interest Inventory, TypeFocus or Myers-Briggs Type Indicator.
- Explore Clemson Majors and “What Can I Do With This Major” program.
- Create your ClemsonJobLink account.
- Explore opportunities with the Cooperative Education Program.
- Begin a “working copy” of your résumé.
- Join a Clemson student organization or club.
- Attend campus Career Fairs and participate in events and activities organized by the CCPD.
- Find work, volunteer or internship summer opportunities to gain exposure to career fields of your area of interest.
- Learn about the University Professional Internship Program (UPIC). UPIC internships are paid, on-campus and University-affiliated directed internships that provide professional learning experiences for Clemson students.

SOPHOMORE/JUNIOR YEAR

- Explore Clemson Majors, Related Careers, the Occupational Outlook Handbook, and O*NET OnLine to learn about majors and careers.
- Schedule an individual appointment with a career counselor to discuss your career goals and develop your own action plan and utilize drop-in hours for quick questions.
- Narrow your career directions through our assessments — Strong Interest Inventory, TypeFocus or Myers-Briggs Type Indicator.
- Attend a résumé workshop and learn to utilize powerful action verbs to develop a strong résumé for summer work or an internship experience.
- Learn how to write an effective cover letter.
- Update your ClemsonJobLink profile and upload documents.
- Research and apply for opportunities with Clemson’s University Professional Internship Program (UPIC), off-campus internship or co-op.
- Explore job and internship search tools, apply for off-campus internship opportunities and utilize on-campus recruiting.
- Remain active in student organizations and clubs and obtain leadership positions.
- Develop marketable skills and enhancements to your degree.
- Volunteer for campus/community service or work a part-time job to build skills.
- Conduct informational interviews.
- Start building excellent interviewing skills by participating in a mock interview with a career counselor or by utilizing Simplicity’s Virtual Interviewing System.
- Participate in workshops and other events and activities to learn about job search strategies, interviewing and networking.
- Attend campus Career Fairs in the fall and spring and information sessions to meet with employers and learn about internship, career and co-op opportunities.
- Discover the art of networking.
- Create a LinkedIn profile and start building your professional network.
- Join the LinkedIn Clemson Alumni Association group and other groups affiliated with Clemson University or related to your career aspirations and industry interests.
- Consider study abroad or other off-campus experiences.
- Plan ahead taking the necessary graduate school pre-requisites and prepare for entrance exams such as GRE, GMAT, MCAT, LSAT, etc.

SENIOR YEAR

- Monitor ClemsonJobLink daily for new postings and have the most current information and documents in your profile.
- Research company information in the Flora M. Riley Career Resource Center, Glassdoor, Hoover's Online and on the Web.
- Conduct a mock interview with a career counselor or on Simplicity's Virtual Interviewing System.
- Attend campus Career Fairs in the fall and spring and actively participate in on-campus recruiting.
- Attend all Career Center job search workshops and career fairs.
- Network and regularly update your LinkedIn profile.
- Participate in employer information sessions and research the companies of your field of interest to start the full-time employment search process.
- Gather information about job offer and salary negotiations.
- Research graduate/professional school information and application time lines.
- If applicable, register and take a graduate school or professional school admissions test, and apply to graduate school.
- Stay organized; follow up on all applications and keep a record of your contacts, interviews and the status of each.
- Join a professional organization of your field of interest and attend conferences.



GRADUATE STUDENT CAREER PLAN

SELF-ASSESSMENT

- Work with your faculty to evaluate your interests, abilities, skill gaps, and values.
- Speak with a career counselor about your interest, abilities, skill gaps, and values to learn about opportunities for growth.
- Evaluate your level of proficiency on each of the nine core competencies (see pages 12-13).
- Begin developing career related documents and accounts.

EXPLORATION AND IMPLEMENTATION

- Explore career options that utilize your degree. The Career Center maintains many resources that can help you.
- Attend workshops on successful job searching and networking, developing your CV and/or résumé and interviewing.
- Update your résumé. Add your graduate degree, most recent work experiences, any professional organizations you have joined, any related class projects completed, conferences attended and/or presentations made, research experience, publications and any new skills gained.
- Look into possible internship and/or practicum experiences that will enhance your degree. Some departments require them, but even if your department does not require an internship, employers like to see degree-related experience on your résumé!

- Attend the Career Fair to begin networking with employers.
- Join professional organizations and attend national, regional, state or local conferences. This allows you to find out more about what is going on in your field as well as network and share ideas with other professionals and graduate students.
- Talk with your professors about possible job opportunities in your field.
- At least one semester before you graduate, begin sending out résumés to companies and/or organizations where you would like to be employed.
- Secure the names of three–five people you can use as references. These should be professional contacts such as professors, former employers and/or advisers. Make sure to ask these people before using their names for a job application.

DECISION MAKING

- Maintain positive and genuine relationships with contacts and inquire about potential opportunities.
- Reflect on the search process if you are not having success and speak with a career counselor.
- Fully consider all job offers and do not renege once an offer has been accepted.



INCREASE YOUR WORTH

INFORMATIONAL INTERVIEWING

The purpose of an informational interview is to learn more about an occupation or industry that you might be interested in pursuing. Informational interviews can also help in clarification and confirmation of your career choice. This type of activity can build confidence for real job interview situations. Networking is a big advantage as well since interviewing allows you to make new professional contacts and learn about employment opportunities that may never be advertised.

An informational interview is NOT a time to ask for a job. It may open up opportunities for future employment, but it is not a time to plot your way into the company.

TIPS FOR NETWORKING AND MAKING NEW CONTACTS

Your network can include people you already know, such as friends, relatives, other students, co-workers (present or former), supervisors, advisers and neighbors. Professional and trade organizations like Chambers of Commerce can be useful as well. Organizational directories and trade journals are beneficial in finding out the names of businesses and/or organizations in your field of interest.

ARRANGING AN INFORMATIONAL INTERVIEW

This can be accomplished in several different ways. You can email the person you would like to interview, you can call them or you can send a letter.

HERE IS A SAMPLE SCRIPT FOR AN INITIAL PHONE CALL:

“Hello, my name is _____ and I am a student at Clemson University. (Name of the person and place) referred me to you. I am trying to determine my future career direction and I am interested in your field of work. Would you be willing to spare 20 to 30 minutes to meet with me and discuss your current position?”
(Be prepared to suggest days and times to meet.)

Here is a sample of what you can say in an email/letter:

March 27, 2015
Mr. Joe Right
RIGHT, RIGHT and SONS
123 Right Avenue, Suite 123
Orange City, SC 12345

Dear Mr. Right:

I am currently a senior at Clemson University. In the fall, I will begin studying at the USC School of Law. Labor Law has been of interest to me since I took a class in the subject as an undergraduate, and I plan on my area of concentration being in this field of study.

Your practice has an outstanding reputation in this field, and I would appreciate the opportunity to meet with you to briefly discuss your specialty area. I am especially interested in your views regarding public vs. private employment experience. Any further insights you have would be greatly appreciated.

I will contact your office the week of April 3rd to set a mutually convenient time for this informational interview.

Sincerely,

Anthony X. Best Jr.

WHAT SHOULD YOU DO IF THEY DECLINE?

Simply ask if they can refer you to someone else and always thank the person for his/her time and consideration.

HOW SHOULD YOU PREPARE?

Make sure you know your own interests and abilities and how they will relate to the company and type of job that you are speaking with the person about. Dress as if you were going to a job interview. Bring a notebook and prepared questions. Be punctual, polite and professional. Stay specific and stay on track. Express interest, listen attentively and show enthusiasm/appreciation. Do not forget to relax!

Gather information about the company, the field, industry and person you are going to meet. You may consult company literature, the internet or articles in business magazines.

EXAMPLES OF QUESTIONS TO ASK

Getting started:

- What training is required for this type of work?
- What personal qualities or abilities are important to being successful?
- How do people find out about job openings in your occupation?
- How did you get this position? What are common career paths?
- What types of training do companies offer people entering this field?
- Are there internship or volunteer opportunities?
- What are typical hiring procedures?
- What areas of knowledge are most important for advancement in this field? What degrees? Certification?
- If you were starting out again, would you do anything differently?

DAILY WORK ROUTINE AND WORK ENVIRONMENT

- What do you do on a typical day in this position?
- What are your alternative career paths?
- How many people do you supervise and to whom do you report?
- What part of this job do you find the most challenging or satisfying?
- What are the positive/negative aspects of your field?
- What are the “hot issues” in this field?
- How many hours do you typically work each week? Do you often work in the evenings or weekends? Can you arrange your own hours?
- What is a typical starting salary? Average salary? Other benefits?
- What are some of the rewards of your occupation?
- What are the geographic restrictions in this field? How much are you required to travel?

ABOUT THE ORGANIZATION, INDUSTRY AND FUTURE

- Please tell me more about your organization.
- How was your organization founded?
- What is unique about your organization?
- Do employees in this organization generally feel their jobs are secure?
- Would you rather work for a smaller or a larger company? Why?
- Is there a demand for people in this occupation?
- What are the problems you see working in this field?

- How does your job fit into the organization or department?
- What is the “corporate culture” here, (i.e. is it formal, informal, do people work autonomously, does everyone come early, stay late)?
- What are the toughest challenges you face in the organization?
- How would you evaluate the future of this career field? How do you see jobs in this field changing in the future? What areas do you feel promise the most opportunity? The most growth?
- What opportunities for advancement are there in this field? How will this job change over the next five years? 10 years?
- Is your organization expanding, shrinking or maintaining? Who are the competitors in this field?

SPECIAL INTEREST QUESTIONS

- What advice would you give a person entering this field?
- What, if anything, do you wish you had known before you entered this occupation?
- What professional journals in this field should I read?
- What strategy would you suggest for a person to break into this field?

DO NOT FORGET TO ASK

- Can you suggest anyone else whom I could contact? When I call him/her, may I use your name?
- What is the long-term/short-term outlook for hiring in this field?

THE FOLLOW UP

Assess the interview:

- Did you get the information you needed?
- How do you feel about this occupation?
- Did you get an objective opinion?
- Immediately after the interview, record any information you might need in the future.
- Keep records of everyone you meet (take business cards, names and addresses).

KEEP IN TOUCH

- **Write a thank you letter/email within 24 hours of the interview.**
- Follow-up with future notes or phone calls to let the person know his/her help has been of service and how you are doing in your career exploration. This will further remind the person of you and encourage him/her to let you know of future opportunities.

INTERNSHIP PROGRAMS

INTERNSHIPS MAKE GOOD SENSE

Employers say good grades, summer job experience and participation in student activities and organizations are not enough to help students land a good full-time job. In today's competitive job market, the students with career related work experience are the students who get the best interviews and job offers. As an added bonus, many companies report that *well over 70% of full-time hires come from their internship program.*

Other benefits:

- Often receive higher full-time salary offers.
- Gain experience and exposure to a career.
- Bridge classroom applications to the professional world.
- Network with professionals.
- Build the résumé.
- Increase your marketability.

OFF-CAMPUS AND INTERNATIONAL INTERNSHIPS

An internship is a form of experiential learning that integrates classroom knowledge with career-related work experience. This can be a vital link between college majors and the exploration of professional opportunities. Students are able to participate in a domestic internship on- or off-campus, as well as internationally. Specific requirements will vary depending on the type of internship and the student's major. Internships are typically offered for a specific period of time during the spring or fall semester (14–16) weeks or during the summer (10–14) weeks. Students are strongly advised to begin their search at least four to six months in advance. Students are also advised to attend a workshop, contact their department or visit with a career counselor at the beginning of each semester.

The Center for Career and Professional Development (CCPD) offers a variety of services for students to find internships. In addition to providing counseling and resources that aid in the internship search process, part-time and full-time, zero-credit hour internship courses, which are denoted on students' academic transcripts, are also available through CCPD. The full-time INT courses also allow students to maintain their University enrollment status while interning. Students enrolled in the program must register for the appropriate course number (e.g. INT 1010, 1020, etc.) for each rotation to receive a grade of Pass or No Pass. Students pay a participation fee each academic term that coincides with an internship rotation.

Some students will even stop by the CCPD to explore their international internship options while at Clemson. Amongst other international internship resources available at the CCPD, the Internship Programs began offering a 3-credit hour

international internship course in 2016. Student enrolled in the INT 3010 course are provided housing, placement services, work authorization, credit hours, cell phones, and on-site staff in locations like Barcelona, Dublin, Santiago, Sydney and London.

DEPARTMENTS/MAJOR REQUIREMENTS

Internships typically involve a structured project with a professional mentor that relates to a student's major or career interests. Credit-bearing internship courses may be available through a student's academic college or department. Some majors may also require students to complete an internship as part of the curriculum. Further inquiries about departmental internship requirements should be directed to the specific department.

UNIVERSITY PROFESSIONAL INTERNSHIP/CO-OP PROGRAM (UPIC)

The University Professional Internship and Co-op (UPIC) Program offer students on-campus professional learning experiences. Students have the opportunity to work with Clemson faculty and staff as well as receive an internship notation on their transcript. Participating students will be given significant work that will help them prepare for their future careers. These are paid positions, and students can work part-time (160-175 hours) or full-time (320–400 hours). Enrollment in an INT course (INT 1510, 2510) is required for this program. In order to be eligible for the program, a student must have completed at least one full semester at Clemson University and be an enrolled, matriculating, undergraduate student in good standing. Student applications for future internships are typically listed in ClemsonJobLink halfway through the semester prior to the experience.

We know Clemson students don't dream of having an internship where their primary duty is fetching coffee and bagels. Check out an on-campus opportunity you can't afford to miss!

- Get a mentor — work closely with a member of the faculty or staff.
- Be 20% more likely to have accepted a full-time job offer upon graduation.
- Receive academic notation on your official transcripts (INT1510, INT 2510)
- Get paid to have an experience related to your field.
- Be more marketable when searching for an off-campus internship.
- Have a determined spirit – you qualify!

Still need more reasons? Visit the UPIC website to learn more about how you can have an engaged experience that will give you the career edge, build your professional network, and allow you to develop your transferable and field-related skills in new and exciting ways!

SEARCHING FOR AN INTERNSHIP

Although a number of students will engage in an internship experience during their freshman and sophomore years, most students pursue internships their junior and senior years. The internship search process is very similar to searching for a full-time job. *Allow several weeks for the search process to take place.* Have a plan of attack, including: how you will contact potential employers (i.e.; networking, ClemsonJobLink, professional associations), the proper paperwork associated with the internship search (cover letter, résumé, reference sheet) and the appropriate follow up procedures (thank you letters and phone calls). Also, be sure to keep good records of all your correspondences.

INTERNSHIP SEARCHING TIPS

- Attend an Internship Workshop.
- Utilize ClemsonJobLink to sign up for on-campus interviews and to have access to national and international internship listings.
- Target several organizations with which you would be interested in interning.
- See internship books and Web resources in the Flora M. Riley Career Resource Center.
- Set up an individual appointment with a career counselor for more assistance (864-656-0440).
- Attend the Fall (September) and Spring (January) Career Fairs.
- Network with Clemson University academic department personnel, family and friends.
- Visit the iCenter internship consortium for internships in agricultural, environmental, life sciences and related fields (see our homepage for more details at: clemson.edu/career).



CLEMSON[®]
INTERNSHIP PROGRAMS

COOPERATIVE EDUCATION PROGRAM

Cooperative Education (Co-op) is an academic engaged-learning program designed to provide the student with an opportunity to learn and work under a mentor in his or her field of study. Cooperative Education, as the term implies, represents an educational partnership between the University and participating companies.

- Students are employed full-time, with pay, by the participating company.
- Semesters of Co-op rotations typically alternate with semesters of classes and result in significant full-time experience for each student.
- The students' experiences are monitored and evaluated by an academic staff of Co-op advisors to ensure a successful teaching and learning process.
- Companies serve as teaching partners of the University and the Co-op experience becomes an integral part of the student's education.

Beyond the educational benefits of the program, students agree that the significant full-time experience the program offers gives them a competitive edge when seeking employment upon graduation.

Tell me and I forget
Show me and I remember
Involve me and I understand

This ancient proverb expresses so well what the Co-op Program is about. Co-op assignments add a textual dimension to the curriculum as students are challenged to think critically and creatively within a work setting.

- When given the chance to apply theory that is learned in class, students gain a greater understanding of the material from a different perspective.
- Students report that when they are on a Co-op rotation, they learn new concepts in their field as well as material not yet covered in their classes.

HOW TO ENTER THE CO-OP PROGRAM

Students interested in seeking a Co-op assignment should contact the Co-op Program office early in the semester before they want to begin their first rotation. The fall semester is the time to interview for assignments that begin in Jan. and the spring semester is the time to interview for assignments that begin in May or Aug.

We share office space with our partner, the Michelin® Career Center, located in Suite 316 on the third floor of the Hendrix Center. The lobby receptionist will direct you to our office area.



ELIGIBILITY REQUIREMENTS

Most students enter the program as sophomores or juniors. All students must have declared their majors. Students must have a minimum Clemson University GPA of 2.5 and be enrolled in a full-time (minimum 12 credit hours) course load.

- Transfer students must have an established Clemson University GPA before entering the program.
- Mechanical engineering students must successfully complete ME 2010-Statics & Dynamics, before beginning the placement process.
- Chemical Engineering students must be in the second semester of their sophomore year before entering.

Completion of the Co-op program is a curricular requirement for some majors such as Packaging Science. Packaging Science students normally complete the program in two back-to-back rotations during one six-month period.

THE CO-OP COURSES

Students enrolled in the program register for the appropriate Co-op course (COOP 1010, 1020, 1030, etc.) for each rotation and receive a grade of Pass or No Pass. Students receive academic recognition on their transcript, although no credit hours are awarded.

- Students pay a program participation fee each semester or summer session that they are on a Co-op rotation.
- In responding to questions about student status related to health insurance, scholarships, loans, etc., the University classifies a student on a Co-op rotation as a full-time continuing student.

For more information, please visit: career.clemson.edu/cooperative_education

Additional Information about the Co-op Program

- Co-op students maintain full-time student status during each rotation.
- State scholarships may be deferred while on rotations so that students maintain their funding through graduation.
- The Co-op Program can be integrated into a college plan that includes other academic or social programs offered by the University, such as Study Abroad.
- A minimum Clemson University GPA of 2.5 is required to enter the program, however some companies require a higher GPA.



TURNING AN INTERNSHIP OR CO-OP INTO A FULL-TIME POSITION

Participating in an internship or cooperative education assignment can be a good way for both you and the employer to see if there will be a good fit between you and the company. Internships and co-ops allow you to gain real-world experience, find out if you will enjoy certain types of work and build your résumé.

Keep a positive attitude about your work and complete tasks given to you with enthusiasm. Having a good outlook and sense of humor can be an asset to you and the company. Learn to take criticism well and listen to suggestions for improvement.

Take your work seriously. Complete all assigned tasks, no matter how insignificant they may seem. Dependability and accuracy are very important in any work environment. If you have any questions about how to complete a project, ask your supervisor for clarification. Making mistakes is part of the learning experience but do not dwell on your mistakes; learn from them and go on. If you earn a reputation for being dependable, honest and trustworthy, you will be given more important tasks to complete and therefore learn more about your chosen career field.

Be punctual and complete assignments on time. Deadlines are a part of life, especially in a fast-paced work environment, so make sure you know what your deadlines are for all projects and complete them on time. This will help you to learn time management and prioritizing skills.

Set goals you know you can meet. Setting goals for yourself can be a good way to keep yourself on task and ensure that you will learn as much as you can during your co-op or internship. Remember to set attainable goals. If you set goals you are not able to reach, you will set yourself up for disappointment. This may send a negative message to the employer as well. Your experience should be a positive learning experience, so outline your goals from the beginning and talk with your supervisor about these goals to make sure they are reachable. Meet with your supervisor regularly to make sure you are on the right track.

Learn to communicate effectively. Written and oral communication skills are extremely important in all career fields. Be respectful of those around you by being courteous and professional at all times. Listen to everyone around you because

they probably have more knowledge in that subject area, but do not be afraid to present your ideas when in an appropriate setting.

Flexibility is important. You should be willing to do a variety of tasks even if those tasks do not relate directly to your career path. Multi-tasking is an important skill to learn that will help you develop flexibility. Be ready, willing and able to “switch gears” on a moment’s notice.

Teamwork is a skill valued by many employers. You must be able to work well with people around you and be able to be productive in groups. Project work is an important part of many work environments, so you need to learn how to be the most productive team member you can be.

Find a mentor, someone who you can turn to for advice, information, encouragement and constructive criticism. A mentor can help you through difficult situations and also offer insight into the company. A mentor can also teach you a lot about the industry.

Enjoy yourself. Have fun with your internship or co-op. Try to think of everything as a learning experience.

Things to Do:

1. Go above and beyond the call of duty to show your employer that you are valuable. Ask for advice from supervisors and coworkers. Work with your adviser to set immediate goals for the internship, then ask for a written evaluation at the end.
2. Be active and involved! Educate yourself proactively in the ways of your company. Also, get involved in non-work related activities like athletic events and company outings. Interact with as many coworkers as possible to help you stand out from the rest and increase networking contacts.
3. If your employer thinks you have done a good job achieving your goals, then ask about a full-time position.
4. Take the time to say goodbye and thank you on your last day.
5. After completing your co-op or internship, send your immediate supervisor and the president of the company well-written thank you letter. Thank them for the opportunity and point out what you have accomplished and learned. Indicate in your letter that you would like to work for the company and how you can be of value.
6. Be patient and persistent. Follow your thank you letter with a phone call to your supervisor to inquire about employment.



MARKET YOURSELF

STEPS TO NETWORK YOURSELF INTO A JOB

Advantages of Networking:

- You will be exposed to the hidden 70-80% of jobs in your field. Likewise, you will encounter little competition for these jobs.
- You are less likely to encounter rejection since you are not asking directly for a job — instead, you are simply asking for information, referrals and to be remembered.
- You are exposed to higher-level positions.
- You go directly to the people who have influence on the hiring process.
- You will be considered when a contact hears of a job, and may be referred as a result.
- Remember, by genuinely asking advice about your career, you will make an impression on someone and be remembered. Once you have established a favorable contact, it is very likely that you will be considered for a job when it becomes available.

STEP ONE:

Prepare a list of all the professional people in your field of interest, as well as other people who may know someone in your field. The average person usually comes up with 50 or more names — set your goal even higher.

Your list might include the following people:

- Friends/Relatives/Neighbors
- Teachers
- Past Employers
- College Alumni via the Alumni Association/
Regional Clubs/Academic Societies/
Constituency Groups
- Dentists/Doctors/Hairdressers
- Bankers/Lawyers/Stock Brokers
- Clergymen/Politicians/Librarians
- Small Business Owners

STEP TWO:

Call the people on your list who are outside the field you are interested in and ask them if they know anyone in the career

you are considering. At this time, stress to them that you are NOT looking for a job. Your contacts will be more willing to give you names if they understand that you will not be annoying their friends for a job, but rather requesting advice on what this field is really like and whether it is appropriate for you.

Your goal at this stage is to interview experts to learn whether certain fields are really what you want, while also building a loyal network of professionals who will refer you to their friends when a position does become available.

STEP THREE:

From your general contact list, develop a *targeted list of contacts* who work in the field that you are considering.

STEP FOUR:

Call everyone on your revised list of contacts and arrange a meeting time to get advice on breaking into your desired field(s). Tell them who referred you and ask for about 15 minutes of their time to gather information on your chosen career.

STEP FIVE:

Conduct your informational interview. When you meet your contact, **HAVE YOUR QUESTIONS READY**. Some sample questions are:

- How did you get started in this field?
- What skills or training are required?
- What do you find most rewarding about your work?
- What type of advice would you give to young people who want to enter this career?
- What is the job outlook in this field?
- What do you do in a typical day?
- What types of people do you work with?

Be specific with your questions, and let your contact know that you are NOT applying for a job. You will go a lot further if you simply ask for advice about their field, since people are usually willing to give advice freely, but are not always ready to help you get a job. Toward the end of the conversation ask if your contact can refer you to others in your field so that you can get more information. Remember that information gathering is a two-way street. During your interview, share information with your contact that you have learned about the field through your research. See pages 16–17 to learn more about informational interviews.

STEPS FOR CONDUCTING A SUCCESSFUL JOB SEARCH

The challenge of finding your first “real” job is a daunting one indeed. Even if you are searching for an internship or have previously been in the work force, finding the position of your dreams is difficult. The keys to a successful job search are to use a variety of strategies, to utilize your network and to make personal connections as often as possible. Here are a few steps to help you get started:

- Allow yourself at least six to nine months for your job search.
- Know your skills, interests, values and goals to guide your search and to prepare to answer employers’ questions.
- Register with ClemsonJobLink, the on-line recruiting system for Clemson students available on the Career Center website.
- Create a résumé and have it reviewed by Career Center staff.
- Write a cover letter draft and have it critiqued by Career Center staff.
- Attend the Career Fair offered every year in the fall and spring.
- Attend Career Center workshops on Job Searching and Networking, Résumé Writing and Interviewing
- Search ClemsonJobLink for job postings and on-campus interviews.
- Utilize CareerShift and Going Global for job postings. Both resources can be accessed at clemson.edu/career under “Advice and Handouts.”
- Create an “A List” of targeted employers in your industry and preferred geographic area. Research these employers on their organization websites and bookmark human resources pages.
- Find helpful job search websites, including national job boards and industry-related professional associations. Web searching can be a helpful way to learn about open positions but should not be relied on as your only job search tool.
- Develop a list of networking contacts and discuss your job search with them.
- Research salary statistics in your industry and geographic area.
- Practice your interview skills by conducting a mock interview at the Career Center.
- Follow up with employers by calling or sending an email to confirm that your application was received and ask additional questions about the selection process.
- After conducting interviews, always send a thank you note.
- If you experience difficulty with your search, make an appointment with a career counselor to brainstorm additional strategies.

Remember, the Career Center staff is available to help you navigate your job search. Visit our website or drop-in to talk with a career counselor for assistance with any of these steps.

INTERNATIONAL STUDENT JOB SEARCH**INTRODUCTION**

Finding a job in the current US climate can be challenging. As an international student, it is important to remember that the job search in America can be a time consuming endeavor that demands patience, diligence and work. The international student faces the challenge of successful preparations of job search materials such as résumé, cover letter and other correspondences in addition to adjusting to culturally different job search procedures. The following information is an overview of important issues for the international student’s job search.

CONSULT YOUR INTERNATIONAL STUDENT ADVISER

International students need to make an appointment with the Office of International Services to discuss employment opportunities. Depending on the type of visa, an international student may be qualified for a practical training experience. To ensure success, it is imperative that students follow the advice of their international adviser in a timely manner.

JOB SEARCH PREPAREDNESS

A competitive job applicant will have spent time adequately preparing for the job search. This includes producing culturally appropriate résumés and cover letters. Correspondence and interview practices differ cross-culturally. For this reason, international students are encouraged to utilize the many services offered at the Center for Career and Professional Development to better assist them with acculturation issues related to the American job search.

- Research and match your skills to the skills requested on the job description.
- Network. Network. Network. Often, finding a job is facilitated by relationships that you may have with professors, university staff, family members, community professionals, etc.
- Attend conferences and utilize professional organizations related to your major/career field.

JOB SEARCH CLIMATE

International students are competing against a large pool of qualified domestic applicants. Employers must demonstrate that they were unable to find an equally qualified domestic worker before they can sponsor an H1-B visa. However, an international student can highlight the skills and tools they have gained through their international experience, as well as related job skills, which may distinguish them from the rest of the applicant pool (ex. *proficiency in foreign languages including English, or the ability to acclimate to diverse cultures*). Employers are interested in understanding how you can benefit the company. Be prepared to share your expertise and distinguishing characteristics, which may make you the best candidate for the position.

HOW TO NAVIGATE CAREERSHIFT

CareerShift offers the most comprehensive online resources, designed to support the number one request of job seekers. This is an easy to use website to conduct and organize your job search and is FREE for Clemson students.

ACCOUNT SET UP

Log on to the Center for Career and Professional Development website: clemson.edu/career.

- STEP 1: On the top panel navigation titles, click on “Resources”
- STEP 2: Scroll to the bottom of the page to find the header, “Favorite Resources”
- STEP 3: Under Favorite Resources, find the header “Student and Family”
- STEP 4: Under Student and Family, click “CareerShift”
- STEP 5: Create your account by answering a few personal information questions under “Register To Begin”
You now are ready to enter your member login information at the top of the CareerShift webpage to start and save your searches

To access CareerShift again, go to careershift.com and enter your email address and password under “Member Login”

SEARCH

To begin your job or internship search, go to “My Jobs” tab at the top left

1. Enter keywords in your interest area or major
2. Enter the city/state and mileage
3. Determine if this search is for an internship or part-time/ full-time position

If you are overwhelmed with too many opportunities, try narrowing or being more detailed with the key words that you enter. If the search does not produce the number of opportunities desired, simply try broadening your search. Search with related terms in your field of interest. You may also save your search and refer to the job/internship findings the next time you log onto the website.



SOME EMPLOYERS WHO FREQUENTLY RECRUIT ON CAMPUS

Aflac Group Insurance
AirWatch
Amazon
AMEC
American Junior Golf Association
ARAMARK
ArcelorMittal
Asbury Automotive Group
Ascend Performance Materials
Baldor Electric Company
Balfour Beatty Construction
Bank of America
Barry-Wehmiller
Baxter Health Care
Benefitfocus.com, Inc.
Blackbaud
BlueCross BlueShield of South Carolina
BMW Manufacturing Co.
Bosch
Brasfield Gorrie
Bridgestone
Brooksource
C.H. Robinson Worldwide Inc.
Campbell Soup Company
CB&I (Chicago Bridge & Iron)
Cintas Corp.
Colgate-Palmolive
Colonial Life/Unum
Continental Automotive
Corning, Inc.
Costa Farms
Coveris
Cox Automotive
Crown Cork and Seal
Denso Manufacturing
Dillard's
Draexlmaier Automotive
Duke Energy
Dynetics, Inc.
E. & J. Gallo Winery
Eastman Chemical Company
Eaton Corporation
Elanco Animal Health
Enterprise Rent A Car
Esurance
Exceed Landscape Solutions, Inc.
Exxon Mobil Corp.

Federal Bureau of Investigation
Ferguson Enterprises Inc.
First Quality Enterprises, Inc.
Fluor Corporation
Frito Lay
Fusion360
Garmin International
GEICO
GENERAL ELECTRIC - GE
Georgia Pacific LLC
Haskell
Henkel Corporation
Honda Manufacturing of Alabama
Honeywell
Hormel Foods Corp.
Hubbell Lighting, Inc.
Hubbell Power Systems
I.B.I.S., INC.
Insight Global, Inc.
Integration Point, Inc.
Intel Corporation
Internal Data Resources
Itron, Inc.
Jacobs Engineering
James Hardie Building Products
JEAR Logistics, LLC
KapStone Paper & Packaging
Keck & Wood, Inc.
KeyMark Inc.
Kiewit
Kimley-Horn Associates, Inc.
Koyo Bearings USA, LLC
Kubota Manufacturing of America Corp.
Lowe's Companies, Inc.
Manhattan Associates, Inc.
Mansfield Oil
MetLife - Global Technology & Operations
Michelin North America
Milliken & Company
Techtronic Industries, N.A., Inc.
MIT Lincoln Laboratory
Mitsubishi Polyester Film, Inc.
Mohawk Ind
Morgan Advanced Materials
MWV-MeadWestvaco
Nan Ya Plastics
NAVAIR

NCR Corporation
NetApp
Nolan Transportation Group
Norfolk Naval Shipyard
Norfolk Southern
North Carolina Department of Transportation
Northwestern Mutual
Nucor Steel
Occidental Chemical Corporation
Orora North America
Owens Corning
PCL Industrial Construction Co.
PepsiCo/Frito-Lay
Phoenix Landscape Management
Piedmont Natural Gas
Pilgrim's
Plastic Omnium Auto Exteriors, L.L.C.
PLS Logistics Services
PolyOne Corporation
Pond & Company
PotashCorp
Premier Inc.
Proterra, Inc.
Prysmian Cables & Systems, LLC USA
Pulte Group
RaceTrac Petroleum
Raytheon Teligy
RBC Bearings
Rehrig Pacific Company
Reynolds American
Röchling Automotive USA LLP
RockTenn Company
RR Donnelley
Ryder Systems, Inc.
Sage Automotive Interiors
Santee Cooper
Savannah River Nuclear Solutions
SCANA Corporation
ScanSource, Inc.
Schaeffler Group USA
Schnabel Engineering Inc.
Schneider Electric
Sealed Air Corporation
Shaw Industries INC
Social Security Administration
Sonesta Resort Hilton Head
Sonoco Products Company

Space and Naval Warfare Systems Center
SPAWAR Systems Center Atlantic
State Farm
SunTrust Bank
Syngenta Crop Protection, LLC
SYNEX Corporation
Target Corporation
TD Bank
TEKsystems
Tencarva Machinery Company
The Boeing Company
The Sherwin-Williams Company
The Spinx Company, Inc.
The Timken Company
The Vanguard Group
Thompson Industrial Services, LLC
TIC-The Industrial Co.
Tindall Corporation -- SC
TRW Automotive
Turner Construction (Atlanta)
U.S. Department of State
United Rentals
UNITED STATES NAVY
UnitedHealth Group
US Air Force
US Marines
Volkswagen Group of America
Volvo Group
Waffle House
Wood Group Mustang
Young Entrepreneurs Across America
Zachry Engineering Corporation
ZF Group

CLEMSONJOBLINK INSTRUCTIONS

LOG ON TO CLEMSONJOBLINK

1. Go to clemson.edu/career and click on “CLEMSONJOBLINK” on the menu to the left.
2. Proceed to the “Students” section to log into CLEMSONJOBLINK and enter your CUID and password.

CREATE YOUR PROFILE

1. Select “My Account” from the the left column of tabs and enter your personal information.
2. Click “Save” to go to the next tab. Enter your academic information and click “Save.” It is important to update your information each semester because the system automatically evaluates your qualifications based on your profile. If your information is outdated, you may be excluded from job opportunities.

In the privacy settings, you can select to “Receive Email Notifications, Include in Résumé Book, Include in Global Talent Search, Sync Options” to make the system work better for you and receive text alerts as jobs are posted. It is important to check the box if agreeing to the “Privacy Policy and Consent Guidelines” to Release Records. Click “Save Changes and Continue.”

PUBLISH YOUR PROFILE

1. Select “Profile” from the left column and click the banner on right to edit. A cover image and profile photo can be added and edited. To edit personal information such as your name and academic information select the edit pencil symbol.
2. To add a personal statement to your profile, select the “add personal statement” option located under the banner. When statement is written be sure to select “save” before moving on. Following the same procedure Education, Experience, Projects and Skills and Competencies can also be added. It is important to update your information as you gain more experience.
3. The right column provides you with an opportunity to publish your profile, add a permanent email, link your account to Facebook and LinkedIn, and link any professional websites you preside over.

UPLOAD DOCUMENTS

1. Select “Documents” from the left column of tabs and click on the “Add New” button.
2. Label the document and choose the type.
For job-specific cover letters or résumés, include, the

employer name in the label to ensure that is submitted to the correct job posting.

3. Select “Choose File” and locate the document on your computer. Click “Submit” when finished.
You can use the options column to delete documents or select one as a default.

POSITION TYPES

- *Professional Full-time*: Positions for those who will be graduating or have graduated and looking for full-time employment.
- *Fellowship*: Short-term opportunities that are sponsored by a specific organization seeking to expand leadership in their field.
- *Internship (Off-campus)*: Part-time or full-time opportunities related to a student’s major/career interests; can be completed in the summer/semester with an employer located off campus.
- *Internship (UPIC Program)*: Part-time or full-time opportunities related to a student’s major/career interests; can be completed in a summer or during a semester and is located in a department on campus.
- *On Campus Internships (Non-UPIC)*: Part-time or full-time opportunities related to a student’s major/career interests; can be completed in the summer or a semester and is located on campus.
- *Part-time (Off-campus)*: Part-time employment opportunities at businesses in Clemson and the surrounding area.
- *Part-time (On-campus)*: Part-time employment opportunities with departments on Clemson’s campus.

SEARCH FOR JOBS

1. Under the “Jobs” tab, select “ClemsonJobLink Postings” from the tab at the top of the page, and then select the “Advanced Search Link” to the right.
2. Begin your search by choosing a position type, and then select “More Filters” at the bottom of the page. Under “Majors/Concentrations” select your college/major, and then “Search.”
3. For a more focused search under your major, check “Yes” next to “Ignore jobs with ‘All Majors’ selected” and click “Search.”
4. Select “SORT BY” at the top of the job postings page by; Position Type, Job Title, Employer, Date Posted and Deadline.
5. Select the job title for more information on the position, description, location, class level, degree level, work authorization, salary, and contact information and how to apply.

SEARCH BY EMPLOYER

1. Select the “Employers” tab on the left of the page.
2. Underneath employers click “Employer Directory.”
3. Type the employer name in “Keywords.” The employer’s name will appear if they have registered an account.
4. Select the employers name to learn a brief overview of the employer and current available positions.

APPLY FOR A POSITION

1. After reviewing the job description, you will see the instructions on how to apply for this position. Follow the company’s instructions, as some positions will require you to submit a résumé on their website verses through ClemsonJobLink.
2. If the instructions read “Apply” click on “Apply” the instructions will state what documents the company is requesting. Scroll down to select the document and press “Submit” to complete the application process.
3. If you do not have the document needed, such as a cover letter or unofficial transcript resume, click “Add New” and browse your computer for the document you wish to use.

You will need to have an uploaded résumé in ClemsonJobLink before being able to apply for any positions.

SIGN UP FOR ON-CAMPUS INTERVIEWS

A job posting that displays “On Campus Interviews” (referred to as OCI) means that the employer will be on Clemson’s campus conducting interviews.

1. You will need to follow the instruction just like any job posting. OCI will include a “Résumé Submission Start Date” and a “Résumé Submission End Date.” You will need to submit a résumé and any other documents requested.
2. If the OCI job post is “pre-select” or “pre-select to alternate” you will be notified by email if you have been selected to interview with the employer after the “Employer Select Date” has ended. The email will come from “sympility.com.” For reference, review the “Types of Interviews.”
3. Once you are notified that you have been accepted to interview, log into ClemsonJobLink. Go to “Interviews”, “Requested Interviews” sign up for a time beginning on the date indicated by the “Sign-up Start Date.” You need to choose a time that fits into your schedule before the date marked by the “Sign-up End Date.”
4. After signing up for an interview time, view your “Scheduled Interviews” located under the “Interviews” tab. “Interview Requests” shows what interviews you still have pending.

FIND EMPLOYER INFORMATION SESSIONS

The Career Center advertises Information Sessions held by visiting employers looking to recruit Clemson students in ClemsonJobLink. These sessions take place both on and off-campus throughout the school year and are a great way to network and learn about employers.

1. Select “Events” from the left column of tabs.
2. From here dates, times and locations of information sessions can be viewed by day, week, month or year.

OTHER CAREER RESOURCES

(use Clemson email to register)

CAREERSHIFT

Offers the most comprehensive online resource using a keyword search to view job opportunities within 5 to 100 miles from major cities.

CAREER SPOTS

Offers short web videos clips (two to five minutes) addressing key job search issues such as interviewing tips, social networking and much more.

GOING GLOBAL

A web resource designed to help candidates search country career guides, H-1B info, key employer directory, internships and full time employment opportunities, internationally.

GLASS DOOR

A career site that offers an inside look at jobs and companies.

LINKEDIN

Visit [linkedin.com](https://www.linkedin.com) to create your LinkedIn account profile.

General LinkedIn Tips

- Choose an appropriate (professional and conservative) photo
- Endorse your connections on skills you believe they are advanced in
- Give a little to get a lot – Leave recommendations for first degree network connections that you feel have earned a great one
- Provide a creative and professional profile headline, highlighting your area of study, career ambitions or goals
- Invest a good amount of time up front to create a great, detailed profile
- Spend a small, but productive amount of time, updating and maintaining your LinkedIn network on a consistent basis
- Research someone on LinkedIn before meeting him or her in a job interview or business meeting
- Get free market research by posting a question on ‘LinkedIn Answers’
- Scan through your Network Updates to be aware of what your network is doing
- Use the LinkedIn Status Update function to keep your network apprised of your business

Be cautious with your updates if you do not want people to be updated on your activity. To change this, go to Settings, Privacy Controls, and “Turn on/off your activity broadcasts”

Strategies to Build your LinkedIn Network

- Fill out your LinkedIn profile suggested information
- Check for former colleagues and classmates by using specific LinkedIn search tools
- Import your Outlook contacts or Webmail contacts
- Check for people who share groups or affiliations
- Go through your business cards for potential contacts or send them an invite to join
- Advertise yourself through LinkedIn Answers
- Use the ‘People You May Know’ feature
- Meet people via LinkedIn Answers, Groups, Jobs, and People Search and invite them to connect

Why Join LinkedIn? The Benefits Include:

- The ability to enhance your personal brand, while controlling your professional on-line identity
- The ability to be found by recruiters, hiring managers, and

others to open the door to new opportunities

- The ability to reconnect with former colleagues and school contacts
- The opportunity to learn, share and make important connections to those with similar professional interests
- Helps in establishing yourself as an expert: Contribute your knowledge by answering questions
- Ask your question and get fast, accurate answers from your network and other experts worldwide
- Stay up-to-date on the latest in your industry and functional area
- Allows you to get connected to people that aren’t in your network
- The opportunity to show you are comfortable with current technology
- The opportunity to show off and expand on your academic and professional accomplishments beyond what you are able to fit on a résumé

What are the different ways I can use LinkedIn?

- To identify careers that utilize your interests
- To help others and provide value
- For informational interview contacts
- To identify target companies of interest
- To look at career paths of those in positions you’re ultimately interested in
- To learn more about job functions and skills needed for specific occupations
- To learn which job titles you may want to pursue, related to your job search, and what titles require more experience than you may have
- To expand your network through groups and see the connections of others in your network
- To learn about job openings
- To get questions answered related to your career interests, invite people you meet who you would like to include in your network to link in with you

How should I set up my profile to maximize my LinkedIn account? Please include:

- A keyword-rich summary tailored, to positions you’re seeking and the skills required
- Recommendations/endorsements from internship supervisors, part-time or full-time jobs, and professors you’ve worked for
- A custom URL with your name at the end
- Your email and/or telephone, internships, part-time work,

extracurricular activities, case competitions, study abroad, clubs you've been a part of, or other related volunteer or leadership activities

- TIP: Look at profiles of those who are working in your area of interest and how they set theirs up
- TIP: Look at the groups they've joined and whether you qualify to join those groups
- TIP: Remember to add your LinkedIn account to your email signature

Who do I connect with?

- Friends, parents, friends of parents
- People from internships or volunteer experiences
- People you've met through part-time work, whether on campus or off campus
- People at organizations you've belonged to
- Undergraduate or grad student peers
- Professors who know you
- People you meet through events on campus and networking groups off campus
- Speakers you meet at workshops and conferences

ADVANCED LINKEDIN OPTIONS:

What are the different sections of LinkedIn and what are some searches that I should consider doing?

- People – 'People Search' in the search box lets you quickly find the person you are looking for by his/her title, company, school, name, or other characteristics. You can also quickly find one of your connections by typing their name and clicking on the suggestions that will be automatically generated.
- Groups - Join up to 50 groups for free in your industry, preferred job title, schools and area. The 'Groups Directory' allows you to easily find the right group. Click on the 'Category' dropdown to sort by different group types (Alumni, Corporate, Non-Profit, Corporate, etc.) Once you have found a group you are interested in joining, click on the 'Join Group' link to membership. Membership may be subject to review by a group manager. Remember to send a message to the group owner listed on the group information page to introduce yourself. Many positions are posted for free to groups on LinkedIn.
- Companies – 'Company Profiles' is a great tool that can be used to find and research companies. Profiles include an overview of the company, who you know at the company, and unique data from the LinkedIn network. Learn which companies are the most viewed, fastest growing, or most connected to your network.

Job Search - Networking is one of the most effective job search tools.

- Use the 'Companies' option in the search menu to locate people in your network who work at companies (including

corporate, nonprofit, education and government) that you are targeting in your job search.

- Search jobs that are posted directly to LinkedIn by employers; often these jobs are posted only to LinkedIn and include contact information for the company. For each job listing, a link connects you to people in your network who might work at the company or the individual posting the position.
- Find executive search and staffing professionals, as many have profiles on LinkedIn. Ask for an introduction to recruiters in your field through your connections. Find recruiters by using "Advanced Search" in the People search option. ***Tip: Put Clemson University in the school field to learn which recruiters are Clemson University alumni.

What is the etiquette related to using LinkedIn?

- Only invite people to join your network whom you have met.
- Don't use the default LinkedIn invite: "I'd like to add you to my professional network on LinkedIn". Use your own wording and remind the individual where you have met.
- Call or email a connection to ask about introducing you to their contact versus using the LinkedIn intro, unless they request you utilize that method.
- Remember: Don't ask for a job; only ask for advice

LinkedIn Job Searching Tips

- Make sure your profile is up-to-date, accurate, and matches whatever you provide to a hiring manager or recruiter.
- Stay on top of your Network Updates so you know if someone in your network has been promoted or switched jobs to a company where you would like to work.
- Use 'Advanced People Search' to find 2nd or 3rd degree network connections that work at a target company. Request an introduction to that person and ask for advice or an informational interview.
- Advertise your skills and knowledge by answering questions posted in LinkedIn Answers.
- Make sure your profile highlights measurable accomplishments that you did at your jobs. For example, instead of saying that you "managed the sales force," state that you "managed a 37% growth in revenue in the last four quarters."
- Use 'LinkedIn Company Pages' to see which of your connections work at a particular company or has recently been promoted at that company, and to see specific information about the company for your cover letter and interview.
- Don't forget to use LinkedIn's job board. There are millions of postings available when you search the web on LinkedIn's job board.
- If you find and apply for a job using LinkedIn's job board, see if the job poster is someone in your extended network. If so, ask for a referral or introduction to that person so you can connect with him or her and make a great impression!



MANAGE YOUR RESUME

IDENTIFY YOUR SKILLS

Are you wondering what you have to offer your next employer? If you are unsure of your skills, now is the best time to stop and make a list. The ability to identify and articulate your skills will be necessary in order to land your next job, obtain a promotion or positive performance appraisal and to evaluate the suitability of your chosen career field.

A skill is simply an ability to do something, whether it is recently acquired or an ability that you have had for years. Skills can be things you do only with a great deal of difficulty or they can be things you do effortlessly, without thinking. Skills include such things as your natural abilities, “knacks” for certain things, special talents, “know-how” and training you have acquired. Many people think that they do not have any employable skills because they forget those skills that are second nature, or because they limit the definition of skills to “technical expertise.”

This information is intended to acquaint you with the total definition of skills and is based on the work of Sidney Fine, the researcher of skills with the *U.S. Government's Dictionary of Occupational Titles*. Sidney Fine identified and defined the following three types of skills:

SELF-MANAGEMENT OR ADAPTIVE SKILLS

Description: These are skills (sometimes described as “personality traits”) that allow you to perform the day-to-day tasks associated with work. They involve self-control in dealing with people, time and your environment.

Examples: Punctual, persistent, conscientious, imaginative, loyal, sincere, efficient, dependable, industrious and tolerant.

TRANSFERABLE OR FUNCTIONAL SKILLS

Description: These are those instrumental skills that can be used in a wide range of work situations. They are generally skills that are natural or those that have been cultivated through experience or education. They are related to working with people, data or things.

Examples:

People: Communicating, negotiating, teaching, supervising, leading.

Data: Developing, organizing, planning, analyzing, computing.

Things: Handling machines or manual skills, general computer skills.

WORK CONTENT SKILLS

Description: These are skills that are primarily related to working in a particular field. They are therefore job-specific. The “technical skills” that some people report not having are included in this area. These skills are obtained through formal education or training.

Examples: Computer programming, playing an instrument, taking blood pressure, utilizing accounting principles, interpreting a standardized test, typing legal documents, repairing a car, operating a cash register, tailoring suits, styling hair.

CATEGORIES OF SKILLS

Skills can also be divided into categories that designate what you would be working with: people, data (information) and things. These categories are typically used to indicate the day-to-day tasks associated with a particular job. For example, a teacher deals primarily with “people” skills (training), some “information” skills (organizing) and a few “thing” skills (handling of office equipment).

A FINAL WORD ON SKILLS

Many of these skills can be attained at any time and in a variety of settings. They do not have to be learned on a job for you to claim that you have them. Therefore, you do have employable skills. You need to identify those that you have and like to use and develop a list of concrete examples that demonstrate those skills. Once you have accomplished that task, you will be better able to convey in a job interview what you can do and why you should be the person who is hired.

MARKETING YOUR LIBERAL ARTS DEGREE

In today's world of work, the sky is the limit! The highlight of your liberal arts degree is the preparation it gives you for lifelong learning. Your studies have allowed you to explore many topics, and once you graduate, you can apply these studies in more ways than you can imagine. Skills gained through liberal arts coursework will never become obsolete. Almost every profession requires you to communicate (written and spoken), solve problems, adapt to new situations, analyze information and interact with diverse people. These skills are highly valued by employers and are the highlight of your liberal arts education. It has been reported that 38% of today's CEO's majored in the liberal arts! There is value in your liberal arts education. Your task is marketing your skills.

SKILLS EMPLOYERS SAY THEY WANT

NACE Research

- Communication skills
- Interpersonal skills
- Honesty/Integrity
- Teamwork skills
- Motivation/Initiative
- Strong work ethic
- Analytical skills
- Flexibility/Adaptability
- Computer skills
- Self-confidence/Maturity

Information from the *National Association of Colleges and Employers*

MCC Research

- Communication skills
- Critical Thinking skills
- Interpersonal skills
- Leadership skills
- Technical/Computer skills
- Self-Management skills

Results reported by 77 recruit recruiters who recruit at Clemson University through a survey conducted by the center.

How do you market these skills? One key to obtaining that first job offer is to think like an employer. What would you want in a prospective employee? Interpersonal skills such as honesty and reliability are important. Communication skills, along with critical thinking skills, are also in demand in today's job market. Try to anticipate the problems or needs of the company. Newspapers, brochures, annual reports and company information from websites are important resources for learning more about potential workplaces.

As a liberal arts graduate, you may have to do more work than someone who is majoring in nursing, accounting or any of the technical degrees. You have to research different job markets and find out where there is a demand. Conduct in-depth research on any companies that appeal to you, and try to match their need to your wants. You must be specific; it is possible to be too general and too flexible.

Sources for career information and experience:

- Informational interviews
- Volunteer experience
- Internships
- Shadowing experience
- Part-time jobs
- Summer jobs
- Campus activities
- Community activities
- Independent study
- Project or thesis

Source: A handout from the *Job Search for Liberal Arts Majors Teleconference*

What kinds of positions should Liberal Arts students pursue?

Many students are not sure how to answer this question.

Reflecting on activities, jobs and projects that you enjoy can give you a starting point. Look for themes. Were you most satisfied in activities where you were working alone or with others? Do you prefer to use spoken or written communication skills? Once you have answered these and other questions, look at possibilities for matching your interests with a job. Do not get stuck on job titles. In fact, forget about the titles and look at the job descriptions.

As you create a list of skills and activities, consider where they would be of most value. If you have too many options, prioritize and just get started! It may be that you will have more clarity after trying an internship or your first professional position.

While graduate school might be an option, it is not a requirement for all liberal arts students.

Practical experience gives you time to assess the organization and to demonstrate your personal skills and abilities. So when someone asks you, "What are you going to do with your major," here are a few good responses:

- | | |
|-----------------------------------|-----------------------------|
| Advertising Account Executive | Management Consultant |
| Air Traffic Controller | Marketing Representative |
| Artist | Museum Coordinator |
| Auditor | Office Administrator |
| Bank Manager | Outpatient Therapist |
| Business Systems Analyst | Paralegal |
| Buyer | Photographer |
| Child Support Enforcement Officer | Probation Officer |
| Claims Examiner | Product Specialist |
| Communications | Psychologist |
| Computer Specialist | Public Relations Specialist |
| Copywriter | Quality Engineer |
| Counselor | Recreation Administrator |
| Customer Service Representative | Research Analyst |
| Editor | Restaurant Manager |
| Employee Relations Specialist | Retail Manager |
| Financial Consultant | Sales Representative |
| Graphic Designer | Social Worker |
| Hotel Manager | Speech Pathologist |
| Human Resource Specialist | Stockbroker |
| Industrial Designer | Systems Analyst |
| Interpreter/Translator | Teacher |
| Journalist | Technical Writer |
| Law | Transportation Specialist |
| Librarian | Underwriter |
| | Urban Planner |
| | Writer |

DEVELOPING A WINNING RESUME

Résumé counseling is available through the Center for Career and Professional Development. Career counselors and staff are available to provide valuable information, training and techniques that will enhance your résumé.

Deciding which work and academic experience to include in the first draft of your résumé can be difficult. All sorts of questions come to mind: How far back should I go? Should I include anything I did in high school? How much of my college experience should I list? Is it worth putting down jobs I did “just to make money?” How about my outside activities? How do I fit it all onto one page? All of these questions are valid and need answers; but do yourself a big favor, do not answer them at this stage.

Begin by making a list of everything. Try to think of every significant event and activity in your life. Don’t limit yourself. List jobs, school activities, sports, awards, honors, travel, music talent, hobbies, forging language fluency, office skills and charitable activities—in short, any and every skill, interest or worthy achievement that might be of interest to an employer. Once you have listed everything, you are ready to start selecting which items will present the best picture to your potential employer and be most relevant to the position you are seeking. Every résumé should be tailored to the job for which you are applying.

It is important to note that skills that have employment value are not only those that are work content related. There are numerous self-management and transferable skills that employers prize.

OBJECTIVE

Not every résumé will have an objective. If you are creating a résumé to distribute at a career fair or to mass distribute to a number of employers, it may be difficult to write an objective to fit each employment situation. If you are creating a résumé for a specific job, however, you will want to include an objective. The best approach to writing an objective is to write a focused objective.

Here is an example of a good objective:

Objective: To obtain the Summer 2017 internship program with New Foundations Home for Children to utilize my mediation and child development skills.

EDUCATION

In the education section, be sure to list your expected highest degree first. Do not forget to include relevant professional development courses, licensures and certifications since your interviewer will be interested in your pattern of self-improvement. High school information is generally not needed.

EXPERIENCE – GETTING STARTED

When listing your “Experience,” think carefully about which items are best suited for the industry or job for which you are applying. It may be possible to present your experience so that it relates directly to the skills and talents the employer needs. Use paid jobs, unpaid internships, volunteer activities and college activities.

If you are applying for a sales job, for example, and have held two or three jobs that involved sales, such as publicity director of your college theater, list them separately in a section called “Sales Experience.” You can then list the other jobs you have held in a section called “Other” or “Additional Experience.” This method gives you the flexibility to arrange your experience out of chronological order and sort your skills for the employer. The employer can review your résumé and immediately see that you understand their needs because you have listed the most relevant background first.

Once you determine which of your experiences are most relevant, list your skills that do not fit in the “Education” or “Experience” categories. For example, if you are fluent in one or more foreign languages, list this information in a section called “Languages.” If you have mastered computer languages or programming skills, list them. For those that are submitting international and curriculum vitas, other information can be added to showcase other talents, skills and abilities such as publications, presentations, awards and honors. This information may also be incorporated into the three most common résumés—the reverse chronological, the functional and the hybrid (better know as the combination).

EXPERIENCE – DEVELOPING CONTENT

Now that you know what kinds of experience to list in a résumé, you need to know how each experience should be described. Again, the employer’s point of view is your guide. Most employers look for common strengths in their candidates. Therefore, the descriptions of any jobs or activities should reflect both the results you have achieved and your potential.

Where possible, quantify the work you have done. For example: How much money did you raise? How many books did you sell? Did you lead a 10-member or 100-member tour? Did you graduate number five in a class of 10 or in a class of 100? Put some objective scope on your work that can be judged positively by potential employers.

Keep in mind that you must always be truthful. You are trying to create a document that sells your virtues, but do not get carried away. If you worked on just part of a project, do not take full credit. If you waited tables, do not say you were the maitre d’. Truth in advertising is a must.

It goes without saying that your résumé should be proofread meticulously. Although one spelling error or typo rarely eliminates you from consideration for a position, keep in mind that along with your cover letter, your résumé is one of your writing samples. It is a clear indicator of how well you communicate. If you miss a typo, the employer will think, “Maybe this person will miss important details while on the job, too.” Therefore, in addition to reviewing the résumé yourself, ask a friend, professor or career counselor to read your résumé. A new eye often picks up the obvious typo that you have not seen for weeks.

WHAT ABOUT REFERENCES?

It is not necessary to include the phrase “References Available upon Request” on your résumé. It is always a good idea, however, to have a list of your references with their names, addresses, email addresses and phone numbers on a separate sheet to hand to the interviewer. Remember to always obtain permission from your references before using them.

An example of a reference:

Mr. Harry Winston
Chief Financial Officer
Wachovia Bank
Charlotte, NC 26751
704-555-1212
winston@wachovia.org

SOME FINAL THOUGHTS...

In addition to perfecting the content of your résumé, you will want to take a critical look at the format. Your résumé should be appealing to the eye and utilize consistent formatting. Stay away from résumé templates; those programs seem easy at first but result in a résumé that will look too similar to other applicants.

Typically, your résumé should be printed on quality bond paper produced by a high-quality photocopier, laser printer or offset printing service. These processes ensure a consistent quality from résumé to résumé.

Be conservative when it comes to the color of your résumé. Acceptable colors include white, beige and gray. You take a chance by using other colors. Also avoid using grainy textured papers. Keep the size of the paper to the standard 8½ x 11 page. A legal size résumé may stick out in a pile and does not fit into standard filing systems. Use a font size between 10 and 12 point in a professional font style, such as Arial or Times New Roman. In order to encourage potential employers to learn about your qualifications, the résumé format must be attractive and easy to read.



VERBS TO USE IN RESUME WRITING

The following words are those that best describe the duties and functions executed in summer, part-time and full-time jobs, internships, co-ops and while involved in co-curricular activities.

Accounting

Record
 Assess
 Audit
 Prepare
 Maintain
 Forecast
 Calculate
 Estimate
 Figure
 Appraise
 Examine
 Measure
 Verify

Administration

Monitor
 Track
 Assess
 Coordinate
 Organize
 Requisition
 Access
 Receive
 Process
 Serve
 Furnish

Analysis

Assess
 Observe
 Review
 Dissect
 Interpret
 Discern
 Conceptualize
 Discover
 Infer
 Illuminate
 Clarify
 Quantify
 Qualify
 Conclude

Counseling/Healing

Listen
 Sense
 Intuit
 Assess
 Analyze
 Assist
 Align
 Coordinate
 Understand
 Inform
 Facilitate
 Help

Consulting

Troubleshoot
 Problem solve
 Assess
 Assist
 Arrange
 Guide
 Counsel
 Survey
 Serve
 Contribute
 Motivate
 Train

Craft/Artisan

Design
 Create
 Build
 Entertain
 Perform
 Draw
 Render
 Illustrate
 Compose
 Construct
 Conceive
 Choreograph

Design/Organize

Explore
 Formulate
 Sketch
 Draw
 Draft
 Layout
 Create
 Plan
 Style
 Pattern
 Build
 Display

Editing

Review
 Analyze
 Compare
 Comment
 Correct
 Revise
 Amend
 Improve
 Initiate
 Investigate
 Advise

Finance

Analyze
 Invest
 Budget
 Inventory
 Evaluate
 Appraise
 Construct
 Develop
 Acquire
 Deploy
 Manage
 Project

Fundraising

Research
 Analyze
 Strategize
 Program
 Develop
 Contact
 Inquire

Inform
 Motivate
 Direct
 Persuade
 Monitor
 Coordinate

Human Resources

Assess
 Analyze
 Recruit
 Survey
 Screen
 Interview
 Select
 Train
 Mediate
 Appraise
 Coordinate
 Align

Information

Appraise
 Analyze
 Inventory
 Structure
 Design
 Categorize
 Document
 Process
 Manage
 Program
 Link
 Coordinate
 Organize

Innovating

Create
 Modify
 Change
 Upgrade
 Improve
 Design
 Activate
 Restructure
 Establish
 Stimulate
 Implement
 Transform

Investigating

Pursue
Interrogate
Question
Analyze
Intuit
Seek
Search
Probe
Examine
Explore

Language

Translate
Interpret
Lecture
Converse
Negotiate
Compare
Understand
Comprehend
Proficiency
Fluency
Teach
Tutor

Leadership

Create
Lead
Encourage
Manage
Organize
Compare
Inspire
Represent
Govern
Direct
Advise

Management/

Supervision

Coordinate
Facilitate
Plan
Schedule
Delegate
Mediate
Evaluate
Strategize

Develop
Listen
Consult
Monitor

Marketing

Review
Assess
Survey
Analyze
Quantify
Identify
Announce
Promote
Advertise
Advance
Boost
Improve

Mechanical

Analyze
Design
Construct
Craft
Troubleshoot
Create
Engineer
Repair
Manipulate
Align
Coordinate
Balance

Organizing/Logistics

Classify
Organize
Assist
Maintain
Liaison
Assist
Support
Arrange
Systematize
Schedule
Coordinate
Streamline
Simplify

Performing

Create
Present
Play
Interpret
Act
Sing
Dance
Perform
Model
Read
Inspire

Persuading

Present
Articulate
Clarify
Challenge
Negotiate
Inquire
Reason
Influence
Convince
Arbitrate
Mediate
Reconcile

**Program
Development**

Analyze
Design
Construct
Develop
Prepare
Strategize
Coordinate
Formulate
Recommend
Persuade
Implement
Monitor

Public Relations

Assess
Prepare
Coordinate
Present
Negotiate
Publicize

Strengthen
Promote
Handle
Participate
Facilitate
Troubleshoot

**Research/
Development**

Identify
Evaluate
Review
Assess
Compare
Analyze
Critique
Explain
Prepare
Recommend
Conclude
Determine

Selling

Inform
Educate
Persuade
Provide
Assist
Serve
Trade
Vend
Handle
Present
Sell
Convince

Service/Hospitality

Serve
Assist
Troubleshoot
Present
Maintain
Help
Coordinate
Prepare
Welcome
Enhance
Anticipate

Teaching

Educate
Tutor
Stimulate
Inform
Instruct
Facilitate
Awaken
Explore
Advise
Counsel
Entertain
Amuse

Technical

Conceptualize
Design
Troubleshoot
Inspect
Locate
Edit
Analyze
Implement
Construct
Modify
Operate

Writing

Conceive
Construct
Craft
Integrate
Interpret
Capture
Abstract
Express
Inform
Summarize
Conclude

YOUR LIST

From the previous examples, compile your own list of verbs you can use in your résumé.

RESUME HEADINGS

Possible section headings for your résumé.

OBJECTIVE
 JOB OBJECTIVE
 TEACHING OBJECTIVE
 CAREER OBJECTIVE
 PROFESSIONAL OBJECTIVE
 POSITION DESIRED
 TEACHING
 PHILOSOPHY

 EDUCATION
 EDUCATIONAL BACKGROUND
 EDUCATIONAL PREPARATION
 ACADEMIC BACKGROUND
 ACADEMIC TRAINING

 SPECIAL TRAINING
 CERTIFICATION
 ENDORSEMENTS

 AREAS OF KNOWLEDGE
 AREAS OF EXPERIENCE
 AREAS OF EXPERTISE
 EDUCATIONAL HIGHLIGHTS
 COURSE HIGHLIGHTS
 BACKGROUND HIGHLIGHTS
 CAREER HIGHLIGHTS
 PROFESSIONAL SKILLS

 STUDENT TEACHING EXPERIENCE
 PRACTICUM EXPERIENCE

TEACHING EXPERIENCE
 COACHING EXPERIENCE
 EXPERIENCE SUMMARY
 EXPERIENCE HIGHLIGHTS
 PROFESSIONAL BACKGROUND

 ACHIEVEMENTS
 CAREER ACHIEVEMENTS
 EMPLOYMENT
 OTHER WORK
 ADDITIONAL EXPERIENCE

 PART TIME/SUMMER WORK EXPERIENCE
 VOLUNTEER ACTIVITIES
 RELATED ACTIVITIES
 CIVIC ACTIVITIES
 PROFESSIONAL/COMMUNITY ACTIVITIES

 COMMUNITY/OTHER ACTIVITIES

 COLLEGE ACTIVITIES
 ACTIVITIES/
 DISTINCTIONS
 SPECIAL HONORS

 COLLEGE DISTINCTIONS
 HONORS/
 DISTINCTIONS

HONORS/AWARDS

 MEMBERSHIPS
 PROFESSIONAL MEMBERSHIPS
 PROFESSIONAL AFFILIATIONS
 PROFESSIONAL ORGANIZATIONS

 SPECIAL TALENTS
 LEISURE ACTIVITIES
 SPECIAL SKILLS
 INTERESTS
 TRAVEL ABROAD
 TRAVEL
 FOREIGN LANGUAGE SKILLS
 LANGUAGE COMPETENCIES
 MILITARY SERVICE

 COMPUTER HARDWARE/
 SOFTWARE
 COMPUTER LANGUAGE SKILLS

 EXHIBITS
 PUBLICATIONS
 CURRENT RESEARCH
 INTERESTS
 PRESENTATIONS
 PUBLIC SPEAKING
 CONFERENCES ATTENDED

 CREDENTIALS
 PLACEMENT FILE
 REFERENCES

Jane S. Freshman

112 Clemson Lane, Clemson, SC 29634
(864) 777-7777
jsfresh@clemson.edu

OBJECTIVE

To obtain the Summer 2015 internship position with New Foundations Home for Children that will utilize my mediation and child development skills.

EDUCATION

Clemson University

Clemson, SC

Bachelor of Science in Sociology

May 2018

Minor in Business

GPA: 3.26/4.00

LEADERSHIP EXPERIENCE

Lakeview High School Student Body Government

Spartanburg, SC

President

August 2013- May 2014

- Worked with student body and administrators to resolve campus issues
- Collaborated with school administrators to create a 2013 Class Memorial
- Gained managerial skills by supervising 3 other officers to ensure each position was handled with care

Lakeview High School Key Club

Spartanburg, SC

President

August 2013- May 2014

- Developed organizational skills by coordinating and planning meetings, special events, and volunteer projects
- Recorded attendance and kept track of expenditures

WORK EXPERIENCE

Bi-Lo Grocery Store

Spartanburg, SC

Cashier

July 2013-August 2014

- Handled monetary transactions and returns
- Provided excellent customer service through in- store and telecommunications
- Trained 3 new employees on cash register and customer service procedures

VOLUNTEER EXPERIENCE

Oakwood Elementary School

Spartanburg, SC

Tutor

September 2011- May 2014

- Tutored 2 First Grade Students in Mathematics, Writing, and Reading
- Informed teachers on progress achieved by students

EXTRACURRICULAR ACTIVITIES

Clemson University Sociology Club

September 2014-Present

Delta Alpha Sigma Sorority, Lambda Chapter

August 2014-Present

Lakeview High School National Honor Society

November 2012-May 2014

Lakeview High School Beta Club

September 2011- May 2014

Lakeview High School Varsity Cheerleading

August 2012-May 2014

Captain 2013-2014

HONORS/AWARDS

South Carolina Palmetto Fellows Scholarship, Recipient

Lakeview High School, Class of 2014 Valedictorian

South Carolina Girl's State

Lakeview High School, Most Likely to Succeed

Molly B. Internship

(864)-656-0440 · Molly@clemson.edu

Current Address: 112 Clemson Ln., Clemson, SC 29634

Permanent Address: 100 Main St., Elmhurst, IL 60126

OBJECTIVE

To obtain the Marketing and Communications Internship with the American Diabetes Association to utilize my education, experience coordinating events, and strong written communication skills

EDUCATION

Bachelor of Arts in English

Clemson University

Emphasis: Writing and Publications Studies

Minor: Non-Profit Leadership

Language: Proficient in Spanish

Spring 2016

Clemson, SC

GPA: 3.57/4.00

RELEVANT EXPERIENCE

Assistant Student Director

Annual Literature Festival, Clemson University

Fall 2014 - Present

Clemson, SC

- Collaborate with 10 other students to organize the festival
- Write and distribute press releases and lead social media promotions for 16 events
- Communicate and coordinate readings with authors via email
- Organize donor dinner for nearly 100 people by reserving venue, creating invitations, and managing budget

Social Executive Chair

Phi Sigma Pi, Clemson University

Fall 2014 - Present

Clemson, SC

- Lead a committee of 8 members in the planning of social events
- Plan and execute a variety of social events including coordinating with vendors and event staff
- Assisted with information sessions and recruitment of new members

Ambassador

College of Architectures, Arts and Humanities

Spring 2013 - Present

Clemson, SC

- Help plan event promoting the arts to the campus and community
- Promote the college and university to prospective students and families at recruitment events

WORK EXPERIENCE

Hostess

Macaroni Grill

Summer 2012 - 2014

Elmhurst, IL

- Greeted customers to the restaurant and organized wait list
- Coordinated reservations over a multi-line phone and online reservation system
- Directed special party and event functions
- Trained new employees on restaurant operations

Youth Swim Coach

Silverleaf Swordfish Swim Team

Summer 2012 - Summer 2013

Elmhurst, IL

- Taught children ages 2-5
- Instructed on necessary skills to swim safely and basic skills to progress on to competitive swim teams

HONORS AND ACTIVITIES

Public Relations Student Society of America

Clemson University President's List

Clemson University Dean's List

Fall 2012 - Present

Fall 2014

Fall 2013, Spring 2014

TECHNICAL SKILLS

Adobe InDesign - Proficient

Adobe Photoshop - Proficient

HTML - Basic

Prezi – Proficient

FRED J. FUNCTIONAL

fred@clemson.edu • 2031 Sycamore Street • Tiffin, OH 44883 • 419.555.7891

OBJECTIVE

To obtain a training position in the field of human resources utilizing my skills in recruitment, management and employee relations.

EDUCATION

Master of Human Resource Development
Clemson University

May 2016
Clemson, South Carolina

Bachelor of Science in Psychology
University of Toledo

May 2008
Toledo, Ohio
GPA: 3.2/4.0

HUMAN RESOURCE SKILLS

Recruitment/Selection

- Researched, compiled and created college recruitment resources obtained from a total of 35 schools to further enhance the company's marketing potential on university campuses
- Advised recruiters on the overall campus recruiting process
- Performed a thorough job analysis, using interviews and observation techniques for a new technical recruiting program
- Developed promotional leaflets on creative recruiting techniques to attract students to the Tampa Bay area and GTE Data Services
- Coordinated, implemented and scheduled campus interviews and information session dates
- Revised company brochures on benefits and college recruitment

Training and Development

- Instructed approximately 150 students weekly in resume writing, job search strategies, and interviewing techniques
- Conducted weekly interview, resume writing and internship workshops
- Created a "Train the Trainer" manual including task analysis, performance objectives, session plans, and tests to evaluate the training of Career Center personnel

Management

- Managed daily operations of five departments, including merchandising, inventory control, ordering and cash control
- Supervised, trained, scheduled, counseled and motivated 10 sales associates
- Prepared annual performance reviews on sales associates
- Utilized employee motivational and communication programs to improve departmental operations to increase production and efficiency

Employee Relations/Counseling

- Led investigations concerning employee grievances and conflicts and provided counseling as needed
- Served as a referral source for all employee inquiries and concerns
- Informed and advised sales associates of company policies and procedures on how to handle dissatisfied customers
- Assisted students in computerized job search information systems including resume disk for windows and student information systems

EMPLOYMENT HISTORY

Clemson University Career Center

Employer Relations Assistant

Clemson, South Carolina
August 2012 – Present

BMW Manufacturing, Professional Recruitment

Human Resources Intern

Greenville, South Carolina

June 2011 - August 2011

Macy's Department Store

Department Manager

Atlanta, Georgia

May 2007 - May 2010

COMPUTER SKILLS

Adobe InDesign

Adobe Illustrator

Microsoft Office

HONORS AND PROFESSIONAL ORGANIZATIONS

Society of Human Resources Management, August 2010-Present

Macy's Employee of the Month Award, December 2009

Dean's List, December 2006-May 2008

Permanent Address:
100 Clemson Parkway
Clemson, SC 29634
864-777-7777

Abbey Abroad
global@clemson.edu
global.abbey.com

Global Address:
Avenue Pearson, 39-45
08034 Barcelona
11-111-1111

OBJECTIVE

Obtain an English teaching position utilizing my Spanish speaking abilities as well as my cultural education gained from living in or visiting various countries.

EDUCATION

Clemson University—Clemson, SC May 2016
Bachelor of Arts in Education GPA: 3.48/4.00
Minor: Spanish

Trinity College—Barcelona, Spain Spring 2015
Education Study Abroad Program

INTERNATIONAL EXPERIENCE

Semester Abroad in Spain Spring 2015

- Embraced cultural differences by adapting to the environment
- Communicated with others to organize trips to nearby cities
- Maintained finances in several currencies

International Student House Resident Assistant Spring 2015

- Built relationships with students from various nations
- Supervised and organized various programs that appealed to students from different cultures

Independent Research Project Spring 2015

- Researched various public secondary afterschool education programs and the benefits associated with enrolment
- Collected data and produced a comprehensive report to the Education Department

RELATED WORK EXPERIENCE

St. Paul’s School—Barcelona, Spain Fall 2015
Teaching Assistant/International Intern

- Assisted the English teacher with grading, curriculum planning, instructing and enforcing policy
- Managed 30 Spanish speaking children
- Taught grammar and English literature to 12-and 13-year olds

VOLUNTEER EXPERIENCE

Clemson University Alternative Break—San Jose, Costa Rica Winter 2014
Volunteer Lead

- Built add-on classrooms for underprivileged children
- Tutored over 50 children in various subjects utilizing the Spanish language

Clemson University Serve Away Medical Trip—Venezuela Summer 2014
Volunteer

- Provided basic medicines like Tylenol, Advil, and Benadryl as well as immunizations to a family in need
- Presented medical education programs utilizing the Spanish language

LANGUAGES

Fluent: **Spanish • French • Latin • English**
Intermediate: **Japanese • Chinese**

RELATED COURSEWORK

Literature in Spanish	Cross Cultural Awareness	Spanish Oral Communication
Literature in French	Public Speaking	Intermediate Chinese

James L. Master

112 Clemson Lane
Clemson, SC 29634
(864) 777-7777
jmast@clemson.edu

OBJECTIVE

To obtain a position as a software engineer utilizing my educational background and computer language skills.

EDUCATION

Clemson University, Clemson, SC Master of Science in Computer Science	May 2016 GPA: 3.85/4.00
Clemson University, Clemson, SC Bachelor of Science in Computer Science <i>Minor in Mathematical Sciences</i> South Carolina Palmetto Fellows Scholarship	May 2012 GPA: 3.65/4.00

RELATED EXPERIENCE

Clemson University, School of Computing, Clemson, SC Junior Systems Programmer, Graduate Assistantship	May 2012–Present
<ul style="list-style-type: none">• Assist in the installation, configuration, and maintenance of Solaris, Linux, and Mac OS X systems• Investigate emerging technologies and setup test environments• Write and maintain administrative scripts and C/C++ programs• Create, destroy, and debug user accounts, and assist users at the UNIX helpdesk• Led the way in introducing Linux to the public lab system	
Cisco Systems, Research Triangle Park, NC Systems Programmer Intern	June 2013–August 2013
<ul style="list-style-type: none">• Assisted with the planning, installation, deployment, and maintenance workstations, file servers, disk arrays, email servers, web servers, printers and print servers, databases, and various other systems• Continually maintained adequate security and backups for all production services and data• Planned, documented, and executed service migrations while minimizing downtime• Evaluated and implemented current and emerging technologies following industry best practices• Generated reports on system usage and suggested improvements to management• Installed and maintained commercial and open source software packages• Assisted research teams in capacity planning for upcoming or expanding research projects• Wrote and maintained shell & Perl scripts and C/C++ programs to aid with job duties and to assist users	

RELATED EXPERIENCE CONTINUED

Cisco Systems, Inc., Lab Operation, Research Triangle Park, NC June 2012-August 2012

Network Lab Operator Intern

- Recreated customer environments on the entire range of Cisco's devices and operating systems to enable support engineers to debug customers' problems
- Performed full hardware configuration, initial software setup, and establish basic network connectivity of environments ranging from 1 to 30 devices
- Participated in the on-call night and weekend rotation for high priority cases
- Led and attended group training sessions on topics ranging from IP routing protocols to MPLS to VPN
- Developed new methods to aid in device configuration and lab management
- Passed the Cisco Certified Networking Associate (CCNA) exam

VOLUNTEER EXPERIENCE

The Bike Shop, Duluth, GA May 2013-Present

IT Volunteer

- Create and update website utilizing DreamWeaver and PHP
- Work remotely to ensure usability of web interface
- Increase the number of unique site visits through web design and measure using Google Analytics

Daniel High School, Central, SC August 2012-Present

Tutor

- Assist high school students with math coursework such as geometry, pre-calculus, and calculus
- Develop quizzes to help students understand mathematics material
- Increased test scores by 12% within the first month of tutoring

Habitat for Humanity, Clemson, SC August 2012

Volunteer

- Volunteered 20 hours of service for 1 week during the semester
- Helped to construct a house with other volunteers to give to the community

PROFESSIONAL AFFILIATIONS & ORGANIZATIONS

Association for Computing Machinery May 2013-Present
Association for Information Systems May 2013-Present
School of Computing Graduate Association August 2012-Present
Upsilon Pi Epsilon Honorary Society January 2011-Present

TECHNICAL SKILLS

Operating Systems: Windows, Mac OS X, Solaris, Redhat
Database Systems: Oracle, MySQL, MongoDB
Languages: Java, C++, OCamel, C, SQL, HTML, Perl, Visual Basic
Distributed Computing Technologies: Hadoop, ActiveMQ

S. Jane Doctor

Current Address: 1234 Clemson Drive, Apt 567 ♦ Clemson, SC 29631 ♦ 864-777-777 (C) ♦ sds4@email.com
Permanent Address: International or Home Address ♦ State/Province, Country ♦ Country Code and Phone #

SUMMARY OF QUALIFICATIONS

Communications consultant and writer earning a Ph.D. in Rhetorics, Communication and Information Design. Former journalist, who is responsive to urgent demands, meets tight deadlines, tells a story from numbers and communicates findings in clear and concise language. An excellent researcher with experience in primary and secondary research and statistical analysis. Expert in survey research and public opinion polling.

PROFESSIONAL EXPERIENCE

Consultant May 2014–Present
Greenville, SC

Freelance Communications Consultant

- Conduct both quantitative and qualitative analysis for companies and non-profits attempting to target messaging to certain audiences
- Provide grant-writing assistance to non-profit clients that has resulted in a total increase of \$145,000
- Assist the South Carolina Economy League to revamp the public-service website

Project Manager August 2012–May 2014
Social Science Research Solutions Easley, SC

- Designed and implemented social-science survey projects for public-policy and media organizations
- Collaborated with various organizations including the Kaiser Foundation, the Harvard School of Public Health, the Pew Center for the People & the Press, NPR and the Washington Post

RESEARCH EXPERIENCE

Focus Group Research August 2013–Present
Summer Institute for Methods and Statistics Greenville, SC

- Train in the development, preparation, implementation and analysis of focus groups
- Ensure proper protocol is followed by 10 team members to be compliant with ABC

Survey Design/Content Analysis January 2011–May 2013
National Annenberg Election Survey Clemson, SC

- Served as a data/content analyst to measure the influence of media coverage on public opinion over the course of the 2012 campaign
- Led a team of six content coders in the development of a codebook and coding of newspaper articles
- Monitored the implementation of the survey in field, which spanned over 6 months

AFFILIATIONS & AWARDS

International Communication Association (ICA), *Member* August 2014–Present
Omicron Delta Kappa, *Member* January 2012–Present
South Carolina Rhetoric Association Honors Thesis Award, *Recipient* May 2013

SKILLS

Computer: SPSS, Adobe In-Design (Advanced)
Languages: English (Native), French (Intermediate)

EDUCATION

Doctorate of Philosophy in Rhetorics, Communication and Information Design May 2018
Clemson University Clemson, SC

Master of Arts in Communication, Technology and Society May 2013
Clemson University Clemson, SC

Bachelor of Arts in Communication Studies May 2011
Clemson University Clemson, SC

Christina C. Smith

ccstudent@clemson.edu

Current Address:
University Village Dr. Apt. 999
Central, SC 29630
864-444-4444

Permanent Address:
222 Woodland Rd.
Clemson, SC 29634
864-555-5555

OBJECTIVE To obtain a marketing position that utilizes the ABC skills gained through XYZ coursework taken within my T degree curriculum.

EDUCATION **Bachelor of Science in Marketing** May 2016
Minor: Writing – Journalism GPA: 3.14/4.00
Clemson University Clemson, SC
Study Abroad – Italy Paderno Del Grappa, Italy
Consortium of Universities for International Studies Spring 2012

RELATED EXPERIENCE **The Civic Center** Any City, SC
Marketing Department Intern Summer 2014

- Updated press release file by calling various magazines and newspapers
- Created an Excel spreadsheet of contact information for statewide radio stations’ DJs and broadcast times and television stations’ anchors and broadcasts times
- Developed PR ideas for seasonal promotions
- Sent emails to inform local companies of concerts and promotional events
- Practiced writing press releases
- Shadowed and helped marketing manager during concert

OTHER EXPERIENCE **County School District Printing Services** Any City, SC
Office Assistant Summers 2001–2014

- Assisted supervisor and secretary with clerical work Winter Break 2013
- Collected payroll
- Typed requisition figures into database file for revenue records

Greentree Country Club Any City, SC
Waitress/Snack Bar Staff Summers 2001–2014

- Worked special party functions held at the club Winter Break 2011
- Developed close relationships with cooks, manager and other wait staff
- Manned pro shop snack bar
- Opened and closed cash register and recorded daily cash and credit revenues
- Stocked snacks and drinks, kept track of inventory

ACTIVITIES/HONORS Marketing Association, Officer – Programming Fall 2013–present
Student Government – Judicial Board Member Fall 2013–present
Children’s Miracle Network Volunteer Spring 2012–present
Student Alumni Association Fall 2012–Spring 2016
IPTAY Collegiate Club Fall 2011–Spring 2016
Intramural Racquetball Fall 2014
Clemson Women’s Club Soccer Fall 2011–present
LIFE Scholarship Recipient Fall 2012–present

John B. Smith

1234 Highway 99
Clemson, SC 29634
jbstudent@clemson.edu
864-555-5555

Objective

Secure an Intern Position that will allow me to gain practical experience through a viable engineering opportunity enabling me to determine my long-term technical interests and career direction.

Education

Clemson University	Clemson, SC
<i>Bachelor of Science, Mechanical Engineering</i>	May 2017
Business Minor	3.62/4.00 GPA

Work Experience

Clemson University	Clemson, SC
<i>Supplemental Instruction Leader, Calculus I</i>	August 20013–Present
<ul style="list-style-type: none"> • Manage 30 students per semester • Provide daily assistance for Calculus I • Prepare weekly overview and practice tests • Provide supplemental classroom instruction 	

Sunshine Pools	Central, SC
<i>General Assistant</i>	May–August 2015
<ul style="list-style-type: none"> • Executed building permits • Organized warehouse and stocking • Assisted with in-ground pool construction • Provided general maintenance and customer service • Problem solved issues when required 	

Computer Skills

MATLAB	Maple	Microsoft Word
Microsoft Office	Microsoft Excel	Microsoft PowerPoint
Solid Edge	C Programming	

Relevant Coursework

Advanced Numerical Analysis with MATLAB 7	Differential Equations
Intro to Fluid Mechanics	Engineering Statistics
Electrical Circuits	Business Management

Honors & Activities

Dean’s List	(2012–present)
SC Life Scholarship Recipient	(2012–present)
Student Alumni Association	(2013–present)
Habitat for Humanity Volunteer	(2015)
National Society of Collegiate Scholars	(2013)

Carol M. Smith
cmstudent@clemson.edu

Current Address:
999 Clemson Drive
Clemson, SC 29631
864-444-4444

Permanent Address:
888 Country Club Drive
Spartanburg, SC 29306
864-555-5555

OBJECTIVE

Highly motivated Psychology major looking to obtain a position that will utilize my skills with leadership, problem solving, creative thinking, personal development and project management.

EDUCATION

Clemson University Clemson, South Carolina
Bachelor of Science in Psychology May 2016
Major GPA: 3.71/4.00

WORK EXPERIENCE & LEADERSHIP

NC Probation, Parole, and Pardon Services Raleigh, NC
Agent/Intern January 2015–Present
Interview offenders to complete weekly and monthly office reports, filing materials in proper place, conducting visits to offenders' homes to verify living conditions, attending court hearings involving offenders and assisting other agents with their case loads

Safe Home Battered Women's Shelter Columbia, SC
Volunteer September 2012–Present
Delivered food and clothing to the shelter, cared for children of residents while meetings were being held and arranged and organized the storage unit the shelter uses for various donations

Alpha Alpha Alpha Women's Fraternity Clemson, SC
VP Panhellenic Delegate January 2013–December 2013
Attended weekly Panhellenic meetings and Alpha Alpha Alpha Executive Board meetings and relayed important information from the meetings back to the chapter

HONORS

Psi Chi National Psychology Honors Society
National Panhellenic Counselor, Panhellenic Recruitment
Alpha Lambda Delta Honors Fraternity
President's List and National Dean's List

TECHNICAL SKILLS

Microsoft Word, Microsoft Excel, Microsoft Publisher, Microsoft PowerPoint, Windows XP, PictureProject, Adobe Acrobat 7.0

RELEVANT COURSEWORK

Advanced Experimental Psychology	Criminology
Applied Psychology & Transportation	Introduction to Logic
Introduction to Experimental Psychology	Public Speaking
Criminal Justice	Commercial Law
Introduction to Leadership Methods	Social Psychology

Stephen F. Education

992 Tiger Lane, Clemson, SC 29631 • stephen@g.clemson.edu • 864-777-7777

OBJECTIVE (optional)

To obtain a mathematics teaching position at Clemson High School that will utilize my communication and problem solving skills as well as my passion for positively influencing students.

EDUCATION

Clemson University

Clemson, SC

Bachelor of Science in Mathematics Teaching

Spring 2017

Minor in Physics

GPA: 3.60/4.00

South Carolina Teaching Licensure in Secondary Education—Mathematics

Pending

TEACHING EXPERIENCE

Clemson High School

Clemson, SC

Mathematics Student Teacher

Spring 2015

- Collaborate with cooperating teacher to develop and implement short-term and long-term planning for five classes including Honors Algebra 1, Honors Geometry, and Personal Finance
- Incorporate a variety of appropriate instructional strategies to actively engage and help all students achieve learning objectives
- Analyze data to individualize instruction in achieving student growth targets
- Utilize classroom instructional technology (Promethean boards, laptops, Ipads, etc.) and web resources to design lesson plans to foster learning and enhance student engagement
- Offer weekly study sessions to ensure all students achieve learning objectives
- Advise Math Counts team of 15 students and assist with preparation for team competition

Foothills Montessori School

Foothills, SC

Camp Counselor

Summer 2014

- Developed and implemented learning activities to enhance math skills for 10 students
- Managed daily routines for elementary students involved in summer camp
- Planned group-dynamic and team building activities for summer camp staff

LEADERSHIP EXPERIENCE

Clemson University Office of New Student and Family Programs

Clemson, SC

Orientation Ambassador

Summer 2013

- Assisted in the coordination and planning to welcome over 1000 new students to campus
- Mentored and led groups of new students in orientation sessions and activities
- Introduced new students, parents and guests to campus and its resources

VOLUNTEER EXPERIENCE

Oakwood Elementary School

Pendleton, SC

Tutor

Fall 2011–Spring 2013

- Instructed two first-grade students in mathematics, writing and reading
- Informed teachers and parents of progress achieved by students

HONORS AND EXTRACURRICULAR ACTIVITIES

South Carolina Life Scholarship

Fall 2012–Present

Clemson University Student Council of Teachers of Mathematics

Fall 2012–Present

Gamma Sigma Sigma Sorority, Inc.

Fall 2012–Present

Young Life Leader

Fall 2011–Present

CERTIFICATIONS AND ENDORSEMENTS

Read to Succeed

Inter Teach to the Future

Gifted and Talented

ESOL

CPR

First Aid

COVER LETTERS AND OTHER CORRESPONDENCE

PURPOSE OF A COVER LETTER

A cover letter is your introduction to an employer. In this letter, you should briefly describe your interest in a position and summarize your qualifications.

A few guidelines:

- Anytime you mail your résumé, it should be accompanied by a cover letter.
- Always address your cover letter to a specific person, if at all possible (call the company or organization and ask to whom it should be addressed). If you are unable to determine a specific person, we suggest using Dear Hiring Manager.
- A separate letter should be written for each position. Just as you tailor your résumé for each position, cover letters should be tailored for each position, addressing the specific skills requested in the job description.

SAMPLE COVER LETTER

922 Tiger Drive
Clemson, SC 29634

February 1, 2015

Mr. Tom Smith
Director of Human Resources
First National Bank of Clemson
2001 Tiger Boulevard
Clemson, SC 29633

Dear Mr. Smith:

Tell Mr. Smith why you are writing. If you are applying for a position, tell him how you learned about the position and the company (through a personal contact, an advertisement, the company's website, the Career Center, etc.).

In the second paragraph, describe your interest and knowledge of the company or organization, and show how you are qualified for the position. Elaborate on information in your résumé (major, university, relevant experience, etc.) but do not repeat it. Be concise and give specific examples of your skills. For example, "As you can see from my résumé, I have three years of experience in management."

In the final paragraph, ask for an interview. Ask Mr. Smith to call you at his earliest convenience, or say that you will call in one week to schedule a time to meet with him. Thank him for his time and consideration.

Sincerely,

(your signature here)
Fred Functional

Enclosure

THANK YOU FOR INITIAL INTERVIEW

Your Mailing Address

Date

Contact's Name
Contact's Title
Company
Company's Mailing Address

Dear Ms. Alvarez:

Remind the interviewer of the reason you were interviewing and the date of the interview. Thank them for the interview and add specific aspects of the interview to personalize the thank you.

Confirm your interest in the company/organization along with the position. Use specifics to re-emphasize that you have researched the company and what the position involves. You may add anything else that you wanted to say in the interview, but remember to keep it brief.

This paragraph is where you want to close with a suggestion for further action. Enclose your contact information again and mention that you will follow up by contacting them within a given time frame. Let them know that you would be happy to provide any further information about your qualifications.

Sincerely,
(Your signature)
Your full name typed
Enclosure(s)

<p>ACCEPTING AN OFFER</p> <p>Your Mailing Address</p> <p>Date</p> <p>Contact's Name Contact's Title Company Company's Mailing Address</p> <p>Dear Mr. Washington:</p> <p>Tell your contact that you are very pleased to accept his/her offer of (position) with (company). State that you look forward to making every effort to contribute to their company.</p> <p>In the second paragraph, tell your contact that you accept the annual salary of \$_____ per year. State that you look forward to starting work on (date).</p> <p>In the final paragraph, tell your contact not to hesitate to contact you if he/she should require additional information. Again, thank your contact for his/her positive response to your candidacy.</p> <p>Sincerely, (Your signature here) John Smith</p>	<p>DECLINING AN OFFER</p> <p>Your Mailing Address</p> <p>Date</p> <p>Contact's Name Contact's Title Company Company's Mailing Address</p> <p>Dear Ms. Cook:</p> <p>Thank Ms. Cook for the letter or telephone call offering you (the position) with (company). State what you liked about the job and company or what was attractive about the offer.</p> <p>In the second paragraph, tell Ms. Cook that you respectfully withdraw/decline from consideration for the position. Relate to Ms. Cook that it was a difficult decision but you have decided to accept another offer that better meets your qualifications or career interests.</p> <p>In the final paragraph, again, thank Ms. Cook for the opportunity to interview with her or relate that you are grateful for the personal time she devoted to considering you for the position.</p> <p>Sincerely, (Your signature here) Terry Ford</p>
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PREPARE FOR INTERVIEWING

BEFORE THE INTERVIEW

RESEARCH EMPLOYERS

The number one complaint from employers are candidates who are not prepared for the interview. Researching the employer will help you decide if you are truly interested in working for the employer, discover the career paths available, and, most importantly, prepare for the interview. Here is what you should look for:

- **The basics:** Products and services, organizational structure, operating divisions, location of facilities, major competitors, typical career paths and available training and development programs.
- **Performance and personnel:** Size and number of employees, accomplishments, sales, financial performance, research and development activities, employee diversity, hiring and promotion policies.
- **Philosophy and culture:** Corporate goals and objectives, the traditional values, beliefs, views and operating styles that characterize the organization, and the potential impact of private ownership toward advancement.
- **Plans for the future:** Expansion and restructuring plans, new projects, projected financial growth and new market ventures.

RESOURCES AVAILABLE TO HELP PREPARE YOU FOR THE INTERVIEW

- **Employer's Home Page:** If the employer has one (most do), they expect you to have viewed their information.
- **Employer Information Sessions:** Attending an information session prior to an on-campus interview is a must. Employers notice those who do and DO NOT attend.
- **Career Resource Center and Career Counselors:** Many print and electronic resources are available for employer research in the career library. Career Counselors are available for interview counseling and mock interviews. ClemsonJobLink offers a virtual mock interviewing system where you can practice answering interview questions.
- **Newspapers and Broadcast Media:** Look up news stories regarding employers.
- **Chamber of Commerce Publications:** Local, state, national and international Chambers of Commerce are excellent resources for employer information.
- **College professors:** Your professors are often excellent resources for information about employers.

Key Principles for Success in Interviewing:

1. Plan for travel:
 - a. If possible, drive to the building the day before
 - b. Clarify who is responsible for travel costs
2. Make a positive first impression
3. Review your qualifications
4. Practice your communication skills
5. Answer questions effectively
6. Ask questions that show interest
7. Follow-up after the interview

TYPES OF INTERVIEWS

An interview is a situation where you “sell yourself.” This applies to all interviews, not just for jobs. For example, you may have been “interviewed” by the parents of someone that you are dating. Or perhaps you were quizzed by a committee of professors at a comprehensive review of your major. This section is about job interviews, but the principles in all interviews are the same. Knowing how to interview is a handy skill to have.

There are several types of job interviews. For example, a person from the personnel office may have a different goal in mind when conducting the interview than the line supervisor. Since people within the company may approach interviewing differently, it pays to know how to handle each situation. Typically, there are four types of interviews:

On-Campus Interview/Personnel Interview: Most campus recruiters are trained interviewers. Their role is to evaluate your overall potential and decide how well you would fit within the company. They focus on both how you present yourself as well as your technical expertise. They tend to ask questions about your goals and attitudes. Your preparation, how you dress, how easily you answer questions and your general motivation are areas they evaluate. Since you can predict most of their questions, prepare and practice your answers in advance.

Supervisor Interview: When talking to direct supervisors, the interview questions are more technical. These people are directly responsible for getting the work done and want to be sure you can handle the job. They want to know “Can you do the job?” and “Will this person fit into our team?” Therefore, expect to talk about the nuts and bolts of the job and to show that you are a team player.

Co-Worker Interview: Sometimes, your future co-workers may interview you to see if they can work with you. Usually, these people are not trained in interviewing and are busy working when you are introduced to them. The idea is to be pleasant and positive, give a short statement about your background and show your willingness to be a member of the team. Remember to keep your questions and answers brief.

Group Interview: Occasionally, you will find yourself facing more than one interviewer at the same time. Use your introduction and questions to steer the interview in the direction you want. Be sure you interact with everyone present, not just one or two group members. Make eye contact with everyone there. Conclude with a statement of your interest in the job. Watch for the cue to leave from the person who brought you into the group.

DURING THE INTERVIEW

Typically on-campus interviews will last approximately 30 minutes and will include some small talk, the actual interview, time for you to ask questions about the position and a summary. Since first impressions are so important, you will need to polish up your “small talk” skills before you enter the interview. It will also be important to have an effective closing to the interview. For example, candidates should always have a few intelligent and relevant questions to ask about the position and organization when given the opportunity (*salaries should not be brought up by candidates during the first interview*). Furthermore, ending the interview in a very enthusiastic and appreciative manner can have a lasting impression on a potential employer.

CRUCIAL STEPS FOR A SUCCESSFUL INTERVIEW

1. Arrive 15 minutes early
2. Bring extra copies of your résumé, a pen, some paper and a copy of your references.
3. Make sure you know how to properly pronounce the interviewer’s name
4. Dress professionally and conservatively
5. Make a positive first impression:
 - a. Offer a firm handshake
 - b. Greet the employer by name
 - c. Be relaxed and enthusiastic
 - d. Do not smoke or chew gum
 - e. Maintain eye contact about 70% of the time
6. Be familiar with the typical structure of the interview



THE POWER OF FIRST IMPRESSIONS

PROFESSIONAL DRESS

While your skills and experience are essential to finding a job or internship, looking professional is an important part of landing a position. Having just the right suit will not get you a job, but looking disheveled and unprofessional can surely prevent you from receiving an offer.

Appropriate professional dress is dependent on the industry for which you are applying. For most positions, candidates should dress professionally for interviews. As a general rule of thumb, professional dress requires a well-fitting, dark-colored business suit paired with a light-colored shirt, simple accessories, polished shoes and well groomed hair.

In a few industries, business casual is appropriate for an interview. You do not need to wear a suit to an interview on a farm and you would not want to wear khakis to an interview at a bank. It is up to you to learn the appropriate dress for your industry.

Tips for Men:

- A two- or three-button black or navy suit.
- White long-sleeved dress shirt.
- Conservative tie, avoiding loud patterns.
- Black shoes, socks to match your suit.
- Hair and facial hair should be well groomed. No cologne.
- No suit? Dark dress slacks, a long-sleeved white shirt and a tie is the next best outfit.

Tips for Women:

- A skirt suit is most professional. The skirt should be knee length or just above the knee. Avoid styles that are very tight, too short or too long.
- Pants suits are acceptable interview attire for most employers.
- Solid-colored button-down blouse or shell under jacket. Avoid sleeveless tops.
- Closed-toe shoes with neutral hose.
- Keep jewelry to a minimum.
- Hair and make-up should be well groomed and conservative. No perfume.
- No suit? A black knee-length skirt and a conservative blouse is the next best outfit.

MAKING A POSITIVE FIRST IMPRESSION

First impressions last. Employers often use the interview as a way to confirm their first impression of you. You can turn this to your advantage by making a positive first impression that, in turn, sets a favorable tone for what happens during your interview. Make a favorable first impression by offering a firm handshake, dressing appropriately, arriving on time and being friendly and courteous to everyone you meet.

ARRIVING ON TIME

Employers often use “being on time” as a measure of how well a person will perform on the job. They assume that your actions during an interview represent you at your best. If you arrive late, they assume the worst about your work habits.

BEING FRIENDLY AND COURTEOUS

Receptionists and administrative assistants are often asked for their impressions of a job seeker. You may never know who has a deciding vote on extending the offer. Be friendly and courteous to everyone you meet at the interview. Do not be too talkative or try too hard to impress.

ANSWERING QUESTIONS EFFECTIVELY

Know the Company and the Product:

Do your research! This can be achieved through the use of the following resources:

- Thoroughly review the company's website.
- Contact employees. Getting an inside contact in an organization is an important step in the networking process and a major factor in job search success.
- Contact the public relations office and have company literature sent to you.

Facts Worth Knowing:

- Relative size of the company and growth potential
- Potential growth for the industry
- Array of services and/or product lines
- The nature of the competition
- Typical career paths
- The organizational structure
- Headquarter location and number of facilities
- The kind of training provided

KNOW THE POSITION

By knowing about the position you will be better able to match your strengths to the job description. Review the job descriptions and employer profiles available in ClemsonJobLink and/or any company information available in the career library.

- What is the job description? What are the essential functions that the person in this job will need to perform?
- What are the expected working hours?
- What is the work environment like?
- Is the position compatible with one's professional and personal values?

ANTICIPATE WHAT THEY WILL ASK

Put yourself in an employer's shoes and think about what you would want to know if you were doing the hiring. You can predict most of the questions they will ask!

Many questions are standard. You may have answered them to get your last job. Some of them are new and will depend on the specific situation or industry. The more you practice and think about hiring from the employer's point of view, the less likely you will be taken by surprise.

BE BELIEVABLE

The way you answer questions can be as important as what you say. Look directly into the person's eyes. Give short, crisp, smooth answers that do not sound memorized. Be sure not to talk too much — 50% is a good rule of thumb. Modify your verbal style and actions to match those of the interviewer. Be honest, but not confessional.

Sit up straight and smile. Your body language has a big impact on the impression that you create.

HAVE A POSITIVE ATTITUDE

Say positive things about your former supervisors, previous companies and working conditions. Show that you focus on solving problems rather than broadcasting them. Find ways to let them know you are a team player who will work overtime to meet a deadline and are open to traveling if necessary. Employers want to hire people who have a “can do” attitude!

QUESTIONS ASKED BY EMPLOYERS

Personal:

1. Tell me about yourself.
2. What are your hobbies?
3. Why did you choose to interview with our organization?
4. What can you offer us?
5. What do you consider to be your strengths/weaknesses?
6. Have you ever had any failures? What did you learn from them?
7. Of which three accomplishments are you most proud?
8. Who are your role models? Why?
9. How does your college education or work experience relate to this job?
10. What motivates you most in a job?
11. Have you had difficulty getting along with a former supervisor/co-worker? How did you handle it?
12. Why should we hire you rather than another candidate?
13. What do you know about our organization (products, services and history)?
14. What was the most useful criticism you ever received, and who was it from?
15. Where do you want to be in five years? Ten years?

Education:

1. Why did you choose your major/college/university?
2. In which campus activities did you participate?
3. Which classes did you like best? Least? Why?
4. Do your grades accurately reflect your ability? Why or why not?
5. Describe your leadership style.

Experience:

1. What job related skills have you developed?
2. What did you learn from these work experiences?
3. What did you enjoy most about your last employment? Least?
4. What are your team-player qualities? Give examples.
5. How do you think a former supervisor would describe your work?
6. What frustrates you most?

Behavioral:

Before you begin interviewing, think about these questions and possible responses and discuss them with a career adviser. Those questions asking for a story should be portrayed in a positive light, and include specifics of the situation, your action and the results. Conduct mock interviews and be sure you are able to communicate clear, unrehearsed answers.

1. Describe a time when you kept other individuals informed about projects or things that impacted their job or role.
2. Tell me about a time when you communicated technical or field-related information to individuals outside of your area of expertise.
3. Describe how you have contributed to your organization's, department's or employer's goals.
4. Tell me about a time when you worked on a team. What was your role and how did you ensure you met your commitments to the team?
5. Tell me about a time when you delegated work to others. How did you decide what to delegate to different individuals?
6. Tell me about a time when you worked with a group on establishing a plan to reach a goal.
7. What do you do when priorities change quickly? Give an example of when this happened.
8. Describe a time when you failed and had to demonstrate resilience.
9. Describe a time when you made a suggestion to improve the work in an organization/company/etc...
10. Describe a time when you had to analyze information and make a recommendation. What kind of thought process did you go through and what was your reasoning behind your recommendation?
11. Give an example of a time where you introduced someone else to a new technological approach to solving a problem.
12. Tell me about a time when you disagreed with a manager or boss. How did you handle the situation, and in looking back, would you do anything differently?
13. Tell me about a time when you were under extreme pressure. How did you handle the situation?
14. Give a specific example of a time when there was no rule or precedent to help you attack a problem.
15. Tell me about a time when you had to handle a tough problem which challenged fairness or ethical issues.
16. Give an example where you adjusted your approach to working with a team after receiving feedback from a peer or co-worker.
17. Describe what has impressed you about a previous supervisor or colleague and how you have tried to emulate that quality in your work.

THE S.T.A.R. METHOD

Situation	Detail the background. Provide a context. Where? When?
Task	Describe the challenge and expectation. What needed to be done? Why?
Action	Elaborate your specific action. What did you do? How? What tools did you use?
Results	Explain the results: Quantify accomplishments, recognition, savings, etc.
'STAR' Technique to Answer Behavioral Interview Questions	

The STAR Method is a systematic structure to follow when answering behavioral-based questions during an interview. For example, when an interviewer asks you to share a time when you set a goal and accomplished it, you can use the S.T.A.R. Method as an outline for discussing this experience. It is important that you “tell the story” of your experience by including the situation, task, action and result.

Career Goals:

1. Do you prefer to work under supervision or on your own? What kind of boss do you prefer?
2. Would you be successful working with a team?
3. Do you prefer large or small organizations? Why?
4. How do you feel about working in a structured environment?
5. Are you able to work on several assignments at once?
6. How do you feel about travel, working overtime, the possibility of relocating, working flextime?
7. How are you conducting your job search and how will you make your decision?

ASK QUESTIONS THAT SHOW INTEREST

Once you have answered the interviewer’s questions, you will usually be given the opportunity to ask questions. Interviewers make hiring decisions based on the answers you give as well as the questions you ask. Be prepared with questions that show your concern for the employer’s welfare, not just your own. This is an opportunity to separate yourself from the pack. Good questions are related to the job for which you are applying. Ask about job duties, the department, company goals and growth opportunities.

Do not ask about the salary, things that you have already been told or things that are obvious.

Avoid these kinds of questions:

1. “What about benefits?”
2. “When could I expect a promotion?”
3. “What happens after my probationary period?”
4. “How much will I earn?”

Winning Questions to Ask

Here are some questions that may be appropriate to ask. Review these questions before each interview and decide which ones apply to your situation.

1. Why was this position created?
2. What would my initial duties be? How will they change over time?
3. What is your method of training and orienting new employees?
4. Tell me how this job fits in with other jobs.
5. Why did the previous person in this position leave?
6. What is the most difficult part of the job?
7. What are the expectations of the supervisor?
8. What freedom would I have in getting the job done?
9. Describe the type of person who does well in this company.
10. How would you describe the management style of the company as a whole?
11. What are some of the short and long range goals of the company?
12. What would add or subtract from the incumbent’s performance to increase their effectiveness?
13. How has the company/organization changed over the past 5 or 10 years?
14. Can you tell me how my performance will be evaluated?
15. What is going to be the biggest challenge of this position?
16. When will you be making a decision to fill this job?
17. What is the next step in the application process?
18. What do you like about working for this company?

INTERVIEWING FOR STUDENTS WITH DISABILITIES

Should you disclose your disability? If so, when? Timing your disclosure can be critical to whether or not you get a job offer.

DISABILITY ISSUES IN THE EMPLOYMENT PROCESS:

- Employers are not allowed to ask if you have a disability on the job application. They may, however, ask if you can perform the essential functions of the job.
- Employers may not use tests that tend to screen out people with disabilities. The tests must be proven to be job-related and consistent with business necessity.
- Employers must make sure that test administration is not discriminatory.
- Drug tests/medical examinations must be job-related and are only allowed after a conditional job offer has been made.

SUGGESTIONS FOR PREPARING TO DISCLOSE:

- Write out your disclosure statement and get feedback from friends in the working world and career counselors.
- Rehearse your statement until you feel comfortable.
- When writing out your script, avoid being too detailed and/or clinical sounding. The employer will want to know the basics: will you be there, can you do the job as well or better than other candidates, and will you be valuable to the company?
- Remember your script and stay positive. If you remain positive, the employer will also. Focus on your skills rather than your disability.

DISCLOSING DURING AN INTERVIEW:

Advantages: Honesty/peace of mind; opportunity to respond briefly and positively, in person, to specific disability issues; discrimination is less likely face-to-face.

Disadvantages: Puts responsibility on you to handle disability issues in a clear, non-threatening way; too much emphasis on the issue indicates a possible problem; you are not being evaluated on your abilities.

Issues: How comfortable are you discussing your disability? Are you too preoccupied with your disability? These are very difficult questions, but ones that you can prepare to answer. Be prepared to re-direct or re-focus the interviewer if he/she gets off track with the interview.

TIPS FOR PREPARING FOR AN INTERVIEW:

- Research the company and know the job description. This will help you inform the employer as to what, if any, accommodations you will need.
- Become familiar with types of accommodations that are

available and the cost of each one.

- Practice! Schedule one or more mock interviews with a career counselor so you can become more comfortable with the interviewing process. Mock interviews can also help you prepare for types of questions that you might be asked.
- Ask questions of working friends with disabilities to find out how they prepared for interviews.

Be prepared to answer questions such as:

- Will my insurance rates go up?
- How would you be able to get out of the building in case of an emergency, such as a fire?
- How will you get to work?
- This position deals with highly sensitive information. If you are hired, your reader or interpreter will have access to confidential material.
- I know you've said you can do the job, but in light of your disability, I am having a hard time understanding how you would do it. Would your mind showing me?
- I do not know anything about making accommodations for a disability such as yours. I would not know where to start.

DURING AN INTERVIEW:

- Put the employer at ease by addressing any noticeable disabilities.
- Remain engaged in a discussion with the interviewer, rather than just answer questions. Be prepared to re-focus the employer if they get off-topic or sidetracked.
- Inform the employer of any accommodations that you would need and how they can be accessed.
- Focus on the positive! Remember to sell your strengths!

ILLEGAL QUESTIONS:

The Americans with Disabilities Act makes it illegal for employers to ask the following questions:

- Have you ever been treated for any diseases?
- Has anyone in your family ever had any of the following listed illnesses?
- Have you ever been hospitalized? For what?
- Have you ever been treated for a mental disorder?
- Are you taking any medication?
- Have you ever been treated for drug addiction or alcoholism?
- Do you have any major physical disabilities? If so, how did your disability come about?
- Have you ever filed for worker's compensation benefits?
- How many times were you absent from your previous job because of illness?
- Do you have any disabilities that would affect your performance in the position for which you are applying?

GUIDE TO APPROPRIATE PRE-EMPLOYMENT QUESTIONS

SUBJECT

ILLEGAL INQUIRIES

LEGAL INQUIRIES

National Origin

Are you a U.S. citizen?
 Where were your parents born?
 What is your native tongue?
 Where were you born?

What languages do you read, speak or write fluently? (if related to the job)
 Are you legally permitted to work in the U.S.?

Age

How old are you?
 What is your date of birth?

Are you over the age of 18?
 (or whatever age is required to work in the position for which you are interviewing)

Marital and Family Status

What is your marital status?
 How many children do you have? What child care arrangements have you made?
 With whom do you live?
 Do you plan to have a family? When?

Travel is an important part of this job. Would you be able and willing to travel as needed by the job?
 Would you be willing to relocate if necessary?
 Would you be able and willing to work overtime as necessary? (Appropriate if asked of all applicants)

Memberships

To what clubs or social organizations do you belong?

Do you belong to any professional or trade groups or other organizations that you consider relevant to your ability to perform this job?

Disabilities

Do you have any disabilities?
 Have you had any past illnesses or operations?
 What was the date of your last physical examination?
 How is your family's health?
 General inquiries that would elicit information about disabilities or health conditions that do not relate to job performance.

Based on the description of this position, can you demonstrate or describe how you would perform the following job related functions?
 Do you need accommodation to perform this job? (This question can be asked after a job offer has been made)
 Are you willing to undergo a pre-employment physical exam and/or drug test? Do you understand that any offer of employment is conditional based on the results of a pre-employment exam or drug test?

Arrest Record

Have you ever been arrested?

Have you ever been convicted of a crime?

Personal

What is your sex?
 What is your height and weight?

Are you able to lift a 50-pound weight and carry it 10 yards? (If that will be a part of the job for which you are interviewing)

Military

If you have been in the military, were you honorably discharged?

In what branch of the Armed Forces did you serve?
 What type of training or education did you receive in the military?

THE SITE VISIT/SECOND INTERVIEW: ONE STEP CLOSER**ON-SITE VISIT: NOT THE SAME AS THE CAMPUS INTERVIEW**

Your on-campus interview went great! You were prepared, you looked good, and your résumé was proof that you were highly qualified for the position. And the good thing is, the company recognized this and they have invited you for a site visit. This job is yours to have, right? Wrong. In reality, you were one of the 15% of candidates chosen because you fit their minimum list of requirements. Now, it is a whole new ballgame! The company's expectations have taken a turn and they are now in search of the very best candidate for the position out of the short list of possibilities of which you are a part.

You have made it through the first round by presenting your ability to do, or learn, the position available. Now, it is a more thorough process and the company is looking to see if the first impression you gave was valid. You will want to be even more prepared for this next set of interviews, as the process begins to get deeper.

PRACTICE, PRACTICE, PRACTICE

If your first interview came during a job fair, it probably only lasted about five minutes. Visiting with a company's representatives on campus could last about twenty-five minutes. You may have gotten by these first two rounds with little or no preparation but your on-site visit is different. Your site visit/interview could take two days and may consist of individual and/or group interviews. Preparation is the key.

Actual mock interviews get you the most prepared for the real thing. Get involved; attend job fairs and career days. Being outgoing and speaking with company representatives will not only sharpen your skills, but it will build your confidence as well.

Expect the typical questions about yourself: "Tell me about yourself." "Tell me your strengths and weaknesses." "Do you prefer to work alone, or in a team setting?" "Where do you see yourself in five years, ten years?" Practice answering these questions with confidence. After all, no one can talk about you better than you can.

Questions about specific situations will probably arise. Do not speculate on how you would perform, rather be ready to tell how you actually did perform under those circumstances. "By doing this, and this, and this, I solved this problem, and got these results."

Prepare one or two questions for you to ask at the conclusion of the interview. These should be questions appropriate to the person you have been speaking with and should not be simple questions that can be answered on the company's website. For example, ask about the organizational structure or human resources policy matters.

ANALYSIS AND AGENDAS

Your company contact person and travel arrangements should be in your invitation letter. Some companies make flight arrangements in advance, providing you a ticket to be picked up at the airport. In some situations, you may have to purchase your ticket and then file for a reimbursement.

Your hotel bill may be paid for prior to your arrival. Be considerate of this and do not do things such as charge personal calls to the room, order pay-per-view movies, indulge in the mini bar, etc. Keep records of any out-of-pocket expenses, keep receipts and document the mileage on your personal car.

It is acceptable to request from the potential employer an itinerary and a list of things to bring ranging from dress to college transcripts.

It is advised that you drive by the company or interview site the evening before. By doing this, you will feel more comfortable about the route and will know the exact time you need to allot for travel. You will want to allow extra time the morning of the interview in case of traffic, road construction or some other circumstance out of your control.

BECAUSE YOU NEVER GET A SECOND CHANCE TO MAKE A FIRST IMPRESSION

A corporate interviewer should have a conservative first impression of you from your dress to your speech. The basic business suit is suggested unless told otherwise. Laying out your clothes the night before will give you one less thing to worry about the morning of the interview.

Have several copies of your résumé in a padfolio you carry. Do not carry backpacks and make sure all cell phones are turned off.

It is proper to arrive thirty minutes early but do not check in with the receptionist until ten minutes before your visit is scheduled to start. Remember, from the time you check in until you leave, you are being evaluated. Be respectful to everyone you speak with from the gatekeeper to the CEO. Address people with "Ms." or "Mr." until otherwise told.

THE INTERVIEWER: ANOTHER DIFFERENCE

At your on-campus interview, you probably met with one representative from the company. The primary goal of this person was to evaluate your basic communication skills and make sure your qualifications coincided with the company's expectations. This information was then passed along, which led you to the on-site visit where it is very possible you will go through a series of much longer interviews and meetings.

Human resources will more than likely be your first contact and from there you will meet with professionals that represent different aspects of the company. One of the people you meet with during this process could quite possibly be your boss. Your day will probably again conclude with a human resources representative.

Interviewers want to know a lot of the same information about you, so expect to be asked the same question numerous times. Keep your enthusiasm and attempt to answer each question as if it is the first time you have been asked.

ETIQUETTE

While on site, you get to see how the company interacts and in turn, they are seeing how you interact outside of your comfortable campus surroundings. Keep this in mind and stay professional at all times — from interviews to dinner engagements. These are not social events. Your manners and etiquette are under constant watch. You may want to stay away from finger foods, other messy foods and especially alcoholic beverages. It is likely that you will talk more than you eat so keep this in mind when ordering. It is also advised that you order neither the most expensive item on the menu nor the least expensive, be considerate yet professional.

TABLE TIPS

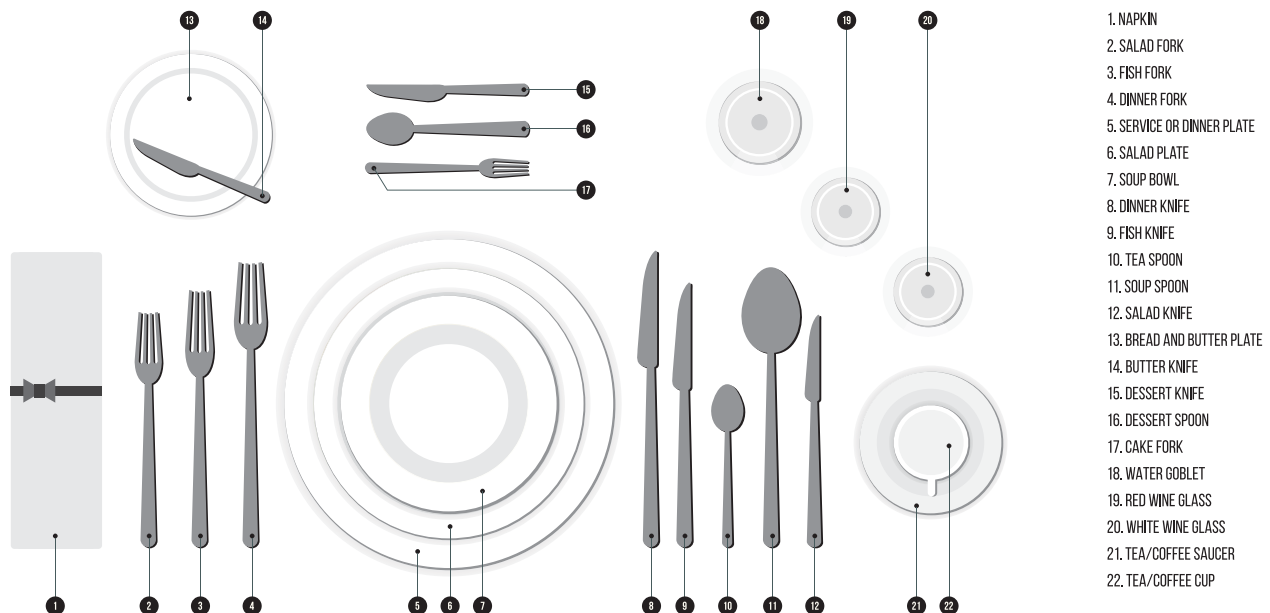
- Plan to arrive 10–15 minutes early and wait in the lobby for your host
- Turn cell phones and pagers off during the meal
- Pass the salt and pepper together
- Don't push food onto your fork with your fingers, instead use the knife to push food onto your fork
- Never move your plate away to signal you have finished
- Engage in conversation but never do all of the talking
- Never ask for seconds unless offered first
- Don't smack or slurp your lips
- Always place your napkin in your lap when eating
- Never talk with your mouth full
- Never reach across others for any item at the table

INVITATION

- Respond to invitations ASAP. If by chance you are unable to keep the reservation notify the host immediately
- Let the host/interviewer know in advance about any special eating requirements

DINNER CONVERSATION

- Follow the lead of the host/interviewer
- Do not bring up business until the host/interviewer does
- At the end of the meal, express your interest in the job and thank the host for the meal.
- Do not discuss money matters, health, politics, religion, death, off-color or discriminatory jokes, diets or ask for free professional advice
- Listen intently and this will make it easy to converse with your host
- If business is not being discussed, what should I talk about?
 - A. Sports, travel, a compliment or something nice you have noticed about that individual
 - B. Change your subject if your host seems bored



AFTER THE INTERVIEW

Throughout the application process, you should evaluate the company just as much as they evaluate you. Closely consider their answers to questions dealing with opportunities for advancement, community life and training tools. Check out the diversity of the company and make sure you can picture yourself fitting in. Also, consider the office set-up: Who typically has the corner offices? Do you foresee good, productive competition within the office or do you sense backstabbing? How is the morale of the company? Remember, this could potentially be your “home away from home” so cover all the bases.

The company will likely ask for feedback from you about your experiences throughout the day. Be positive and constructive and if you are still interested in the position make sure you let it be known. If representatives do not provide adequate closure then you initiate it tactfully by asking about the next few steps in the process.

Collect business cards from those you meet throughout the day and, once you get home, study them. Go over the names and positions of those you came in contact with and send thank you letters to them.

When you receive a job offer, respond in writing. Express both your decision to accept or reject the offer and your appreciation for their time and consideration. Whatever the outcome, your first on-site interview is over and has prepared you for future interview processes. This gets you one step closer to your dream job.

EMPLOYMENT TESTING

It is not unusual to be asked to take a test on anything from your basic skills to your personality. Do not stress out. This is a good sign. If they are willing to spend time and money to test you, you must be in the final group of potential employees. Relax, take your time and do your best.





STAY PROFESSIONAL

INTERVIEW REVIEW AND FOLLOW-UP

The following procedures should be followed after every interview:

Take good notes: During or immediately after the interview, write down what you discussed, why you are a good fit for the job and any possible objections you think the interviewer may have about your background.

Draft a brief follow-up letter: While developing your follow-up letter, you should remember to show positive “matches” between what they want and what you have to offer; refer to previous experiences or education; volunteer further information; ask for clarification regarding anything that came up in the interview; offer to provide references; justify a reason to get together.

Send a thank you note: After every interview, even when you are not interested or unqualified for the job, you should send a thank you letter within 24 hours.

THINGS TO CONSIDER

Ideally, the job you will accept will be with a company you believe in and has a culture that fits your values. The job duties might not be exactly what you were looking for but weigh the possibility of future growth and advancement. Candidates will often take a job with the hopes of moving into a new and more challenging position.

Specific items you may want to consider before accepting a position are:

Salary

As mentioned above, not everything is about the salary. The opportunity for growth, training, and securing the first job are all important factors to consider. Be mindful of the differences of Gross Income (often referred to as ‘salary’) and Net Income (‘take-home’ pay).

Location

The location of your job is an important factor to consider: know what your values are and how important working close to home is for you. Consider the cost of living in the area and the commute to work. Specific things to consider as you research this: a) traffic patterns, b) public transportation, c) parking availability & fees, and d) personal safety at different hours.

Insurance

Will you be able to qualify for insurance immediately upon being hired or do you need to wait 30 days or longer? If you

need to wait, you will need to look into temporary health and life insurance policy. What is your cost per paycheck if the employer offers health insurance? How much will insurance cost on the open market? Especially for small businesses, private sellers are often the only option. Is the employer offering Life or Disability Insurance?

Vacation and Sick Leave

Some companies will negotiate with new hires for more vacation or sick days, and, in general, there can be more flexibility here than with other elements of the employer benefits package.

Flexibility

Some companies may offer options other than the traditional 9 to 5 workday. Be sure you know what the employer expects from you. Does the organization offer a teleworking opportunity?

Relocation Expenses

If you are relocating, does the employer offer financial relocation assistance?

Retirement

What kind of retirement package is offered? Is the employer offering to match the contribution? When do you have access or when are you vested? If no package is offered – how will you save for my own retirement?

Taxes

What are your tax deductions per paycheck? A good resource is ADP’s paycheck calculator.

Travel

Know how much travel is expected in your new job. It is important to consider if you will use your own car, a rental car, or if a company car will be provided.

Education/Certifications

Many companies have professional and educational development programs. Find out if your company offers these benefits and whether you qualify. Will you get time off for continuing your education or attending conferences/seminars? Additionally, some companies offer tuition reimbursement.

Mobile Phone

Will you be given a mobile phone for business only, or business and personal use? Is it in the form of reimbursement or allotted amount up front for a certain amount? And, if so, does having a company mobile phone mean you would be expected to respond during non-work hours?

FOUND THE PERFECT JOB — NOW WHAT?

It is never too late to start researching a company and having an expected salary range. Research is going to be critical in successfully negotiating your job offer down the road. It is not enough to simply tell an employer that you deserve more money or an additional benefit – you need to have information/data to support how you meet the minimum and preferred qualifications. Research is, often, easier said than done but there are numerous resources available online.

RECEIVED AN INITIAL OFFER

Depending on the company/organization and the hiring manager, you may receive an initial verbal offer. Here are things to do when this happens:

1. Be enthusiastic about the opportunity, even if you are not initially thrilled with the offer itself
2. While you have the person on the phone [or via email], ask questions:
 - a. About benefits packages (health, dental, etc.)
 - b. Paid time off (sick, vacation)
 - c. Relocation assistance
 - d. Signing bonus
 - e. Stock options
 - f. Performance reviews
 - g. Advancement opportunities
 - h. Additional clauses (non-disclosure, non-compete)
3. Ask that you be sent the official offer letter
4. Clarify and note the timeline: when do they want an answer from you?

The first step after receiving the official offer letter is to review it. Does it have everything in it that you had previously discussed with the employer? How does the offer stand next to the research you've done?

Just because you've received an official offer does not mean the negotiation is finished. You now have, in writing, the specific details and probably more information than you had, even after your initial conversation.

Compare the offer to what your evaluation of the salary and benefits should be — make notes as this will help you in the next step: negotiation.

NEGOTIATION

Steps for successful negotiating:

1. Contact employer through preferred method (in person, phone, or email).

2. Thank them for the offer.
3. Reiterate your interest in the company and position.
4. Ask if the job offer is negotiable.
5. Be calm, collected, concise, and confident!
6. Explain why you feel you deserve a higher salary – back up with research (experience, education, preferred qualifications, and salary comparisons)
7. If the organization cannot offer a higher salary, negotiate other benefits: vacation time, signing bonus, moving expenses, etc.

CRUNCH TIME: DO YOU ACCEPT OR DECLINE?

Hopefully, you were successful in your negotiation; however, it is now time to either accept or decline the offer. As with any major decision in your life, you need to weigh all of your options.

Regardless of if you are going to accept or decline, do so verbally and in writing.

Accepting the Offer

1. Thank the employer
2. Confirm the following information:
 - a. Start date
 - b. Position
 - c. Salary
 - d. Location
 - e. Other pertinent information

Declining the Offer

1. Thank the employer - express your appreciation for the time and effort they have invested in the process
2. State that you are declining the offer in a professional manner
3. Wish the employer luck in their recruitment process

After you've accepted the offer, be sure to notify any other employers that you have interviewed with, or applied to, informing them you have accepted another position. Be sure to thank them for the opportunity to interview and/or the job offer! Remember, you never know when you may be meeting/interacting with employers in the future.

Please notify the Center for Career and Professional Development to immediately withdraw from the On-Campus Interview (OCI) process.

CHANGING YOUR MIND AFTER ACCEPTING

After interviews with several top companies, you accept a job offer from Corporation A to begin work a week after graduation. Then, XYZ Startup, a company that just began recruiting new college graduates, interviews you and offers you a job to begin a week after graduation.

You want to work for XYZ Startup, but what will you do about the job you've already accepted at Corporation A? Companies hire and fire people all of the time, you think. You'll just let Corporation A know that you've changed your mind.

Before you pick up the phone to renege on your job with Corporation A, consider this: Your choice today may ruin your choices tomorrow.

Truth: Some employers keep a running list of names of students

who've reneged after they've accepted a job offer — a “do not call” list. Even without a list, recruiters will remember you.

If you are offered a job, it's because you stand out in the crowd of applicants. The recruiting and hiring manager see and hear your name over and over during the interview and hiring process.

Universities value their corporate partnerships, and they do not want to risk having companies stop recruiting new graduates and alumni. That means, if you renege on a job acceptance, your name may end up on a “no services” list. If your school finds out that you've reneged — and they will — you may be denied access to university job boards and alumni career services when you need help finding your next job.

Credit: Kayla Villwock—Intern Program Manager for SAS Courtesy of the National Association of Colleges and Employers

STEP ONE BUDGETING 101

So you've accepted a great job offer and are ready to get to work. You have been living on a student budget for so long and it is tempting to believe your money problems are now over. You rush out and lease a fancy apartment and buy a new car, right? Wrong! The salary offer you received and the amount of money that actually shows up in your paycheck are drastically different.

Here is why:

Annual Salary:	\$30,000	
Federal Taxes:	\$4,500	Sliding percentage based on base salary (15% tax bracket applies here)
State Taxes:	\$2,100	In SC, 7% Income tax
Social Security Withholding:	\$2,300	Current federal rate is 7.65%
Insurance premiums:	\$1,500	Your contribution for health, dental and other insurance will vary – be sure to ask!
Retirement	\$1,500	It is essential to save for retirement. Join your employer's retirement plan ASAP. 5% illustrated here.
Other withholdings	???	Employers could withhold fees for parking, uniforms, use of the corporate health center, etc.
Total withholding	\$11,900	
Take home pay	\$18,100	Salary minus withholding
Monthly pay check	\$1,508	Some employers pay monthly and you have to budget your salary for the entire month!
Bi-weekly pay check	\$696	Other employers pay bi-weekly or twice a month, stretching your paycheck thinner!
Weekly pay check	\$348	Few employer pay weekly, but this is what remains!

STEP TWO FIGURE YOUR ESTIMATED TAKE HOME PAY

Annual Salary: _____

Federal Taxes:
 15% tax – \$7,550 to \$30,650 _____
 25% tax - \$30,650 to \$61,850 _____
 28% tax - \$61,850 to \$94,225 _____

State Taxes:
 In SC, income over \$12 K per year is taxed at 7% _____

Social Security Withholding:
 Current federal rate is 7.65% _____

Insurance premiums:
 Nationwide average is 5.6% _____

Retirement: Estimate 5% _____

Other withholding:
 Employers could withhold fees or parking, uniforms, use of the corporate health center and others _____

Total withholding:..... _____

Take home pay.....

Subtract your total withholding from your annual salary. This is your annual “take home” pay.

Monthly pay check
 Divide your annual take home pay by 12 _____

Bi-weekly pay check
 Divide your annual take home pay by 26 _____

Weekly pay check
 Divide your annual take home pay by 52 _____

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Join Michelin and start your career moving forward. Your job with Michelin marks the start of a shared adventure and your first step on the road to professional mobility. Our highly adaptable employees are offered a variety of career opportunities with an international flavor, interacting with people from different cultures and experiences.





Respect for people is one of Michelin's core values. As a result, we have a comprehensive career development system that fosters career growth. Just as tires are a complex blend of elements, so too are people.

We don't believe in established and pre-determined career paths. At Michelin you have the opportunity to let your talents and interest drive your career.

Whether you are a new or existing employee, Michelin provides everyone with the opportunity to learn new skills and continue to develop professionally.

For more information about Michelin careers, career development & training, or to apply for a job, please visit our web site at:

www.michelin-careers.com/us/eng

Career Opportunities At Michelin

Manufacturing

Our hands-on manufacturing team contributes to improving quality, productivity, safety and reliability of our products, processes and services. Manufacturing has opportunities in:

- Accounting/Finance
- Environment, Health and Safety
- Industrial Engineering
- Maintenance/Reliability Engineering
- Process/Quality Engineering
- Production Management
- Project Engineering
- Supply Chain

Sales and Marketing

The sales and marketing team offers customers a comprehensive portfolio of highly respected tire brands for each market segment and price point. Whether you enjoy direct customer contact or want to be part of developing company strategy, our sales and marketing organizations offer challenging career opportunities throughout the U.S.

Corporate Services

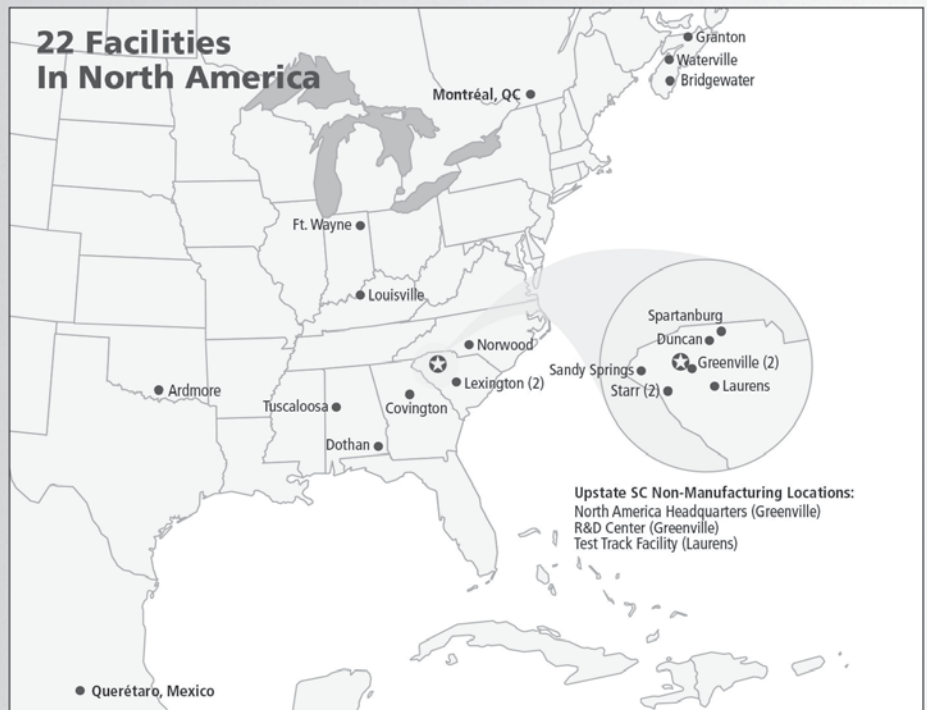
Become part of the teams that deliver mission-critical support to the entire Michelin organization by providing one of the many essential services below:

- Accounting/Finance
- Customer Service
- Information Systems
- Legal
- Logistics
- Purchasing
- Supply Chain

Research and Development

Become part of the team that has maintained Michelin as the industry leader and technology innovator for more than 120 years. The research and development team designs, develops and industrializes tires, and has opportunity in the following areas:

- Materials Research
- Process and Quality Engineering
- Product Development
- Test Engineering





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