



CAREER DEVELOPMENT GUIDE



ACADEMIC & CAREER ADVISING

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CAREER ADVISING



Create a **Handshake** account, a career services management app that allows students to connect directly to employers, attend recruiting events, and utilize career resources.

WHAT CAN CAREER ADVISING DO FOR YOU?

All current degree-seeking students and graduates of Methodist University have full access to the resources provided by Career Advising including:

- ♦ Mock Interviews
- ♦ Networking Opportunities
- ♦ Career Fairs
- ♦ Job Search
- ♦ Professional Etiquette Workshops
- ♦ On-Campus Student Employment
- ♦ Community Service
- ♦ Career Assessments
- ♦ One-On-One Career Advising
- ♦ Career Readiness Workshops
- ♦ Resume Review
- ♦ Cover Letter Assistance
- ♦ Internship Preparations
- ♦ Graduate School Search

STUDENT CAREER PLAN

FRESHMAN

Connections

- ◆ Meet with your Academic and Career Advisor to work on your career goals
- ◆ Join clubs, student organizations, and community service projects to build your resume
- ◆ Attend professional development workshops
- ◆ Concentrate on earning and maintaining a 3.0 GPA or higher

SOPHOMORE

Community

- ◆ Stop by the Academic and Career Advising Center to explore assessments that help in declaring a major or finalizing a career plan
- ◆ Explore study abroad opportunities and pursue a summer internship
- ◆ Take on leadership roles in student organizations and continue community service activities
- ◆ Develop professional skills such as writing, technology, and etiquette

JUNIOR

Collaboration

- ◆ Pursue a second internship and participate in activities in your targeted career field to advance your leadership skills and experience
- ◆ Research graduate school and required entrance exams
- ◆ Study abroad
- ◆ Practice networking skills and build relationships with people from whom you will request recommendations
- ◆ Attend professional development seminars

SENIOR

Challenge

- ◆ Meet with an Academic and Career Advisor to update your resume and cover letter
- ◆ Attend a financial/budgeting workshop
- ◆ Complete graduate school applications and entrance exams during fall semester
- ◆ Attend the Career Fair and begin your employment search six to nine months before graduation
- ◆ Finalize names and contact information for references

JOB SEARCH CHECKLIST

1

Self-Awareness: What are your...

- ☐ Interest, skills, and values?
- ☐ Strengths?
- ☐ Goals?
- ☐ Personality traits/preferences?
- ☐ Preferred work environment?
- ☐ Preferred geographic location?

2

Explore Career/Job Information

- ☐ Read job descriptions and evaluate career fields/industries/employers
- ☐ Gather information on required education and qualifications
- ☐ Research work conditions and environments, relocation requirements, earnings, benefits, etc.
- ☐ Research company reviews

3

Develop Job Search Skills

- ☐ Develop SMART goals
(S)pecific, (M)easurable, (A)chievable, (R)elevant, (T)ime-Based
- ☐ Develop a resume and cover letter
- ☐ Create a job search plan
- ☐ Build and use a network
- ☐ Develop interviewing skills
- ☐ Identify job search resources

4

Begin Your Job Search

- ☐ Tailor each employer contact
- ☐ Follow up and follow through
- ☐ Develop support systems
- ☐ Be persistent and exercise patience
- ☐ Send thank you notes/letters

FINDING AN INTERNSHIP

Resources:

- ♦ Handshake app
- ♦ On/Off-Campus networking events
- ♦ North Carolina State Internship Program
- ♦ Company websites
- ♦ LinkedIn

Tips:

- ♦ Start your internship search about 3-6 months before your intended start date
- ♦ Prepare a letter of interest and have your ACA or the Writing Center review it
- ♦ Update your resume before applying to internships
- ♦ Research companies on LinkedIn and Handshake
- ♦ Determine if you are required to take a course while completing your internship (ex. Major graduation requirement, International Student, etc.)



PREPARING FOR CAREER FAIRS

Before: PREPARE

- ♦ Research the employers that are attending
- ♦ Attend the Career Fair Prep Workshop
- ♦ Create your game plan: Whom do you want to speak to?
- ♦ Prepare a list of questions to ask employers
- ♦ Prepare your 10-second introduction. Remember background, education, experience, and goals (BEEG)
- ♦ Background, Education, Experience, Goals
- ♦ Print copies of your professional resume on resume paper
- ♦ Select, prepare, and layout your professional attire

Day of: COMMUNICATE

- ♦ Communicate your 10-second introduction
- ♦ Offer your professional resume to employer representatives
- ♦ Be courteous, show confidence, do not waste time, and make eye contact
- ♦ Ask the representative for a business card

After: FOLLOW UP

- ♦ Send thank you notes to each representative



PROFESSIONAL ATTIRE

Interview Attire	
<p>What to Wear:</p> <ul style="list-style-type: none"><input type="checkbox"/> Business Suit: Solid , Dark or Neutral Colors<input type="checkbox"/> Light Colors Can Be Worn Underneath<input type="checkbox"/> Closed-Toe Dress Shoes <p>What Not to Wear:</p> <ul style="list-style-type: none"><input type="checkbox"/> Distracting Patterns or Bright Colors<input type="checkbox"/> Jeans, Athletic Clothing, Shorts <p>If you question it, don't wear it!</p>	<p>Personal Items & Essentials</p> <ul style="list-style-type: none"><input type="checkbox"/> Carry a portfolio, professional bag, or simple purse<input type="checkbox"/> Keep cellphones turned off and out of sight
Business Casual Daily Work Attire	
<p>What to Wear:</p> <ul style="list-style-type: none"><input type="checkbox"/> Nice Pants/Slacks<input type="checkbox"/> Blouse/Dress Shirt<input type="checkbox"/> Dress/Skirt: knee length when standing and thighs covered when sitting<input type="checkbox"/> Blazers/Cardigans<input type="checkbox"/> Flats, boots, closed toe dress shoes, dress sandals, comfortable shoes for walking <p>What Not to Wear:</p> <ul style="list-style-type: none"><input type="checkbox"/> Unless permitted by company: No jeans, shorts, or athletic clothing	
General Recommendations	
<p>Clothes Should Be:</p> <ul style="list-style-type: none"><input type="checkbox"/> Tailored<input type="checkbox"/> In Good Condition<input type="checkbox"/> Wrinkle & Lint Free <p><input type="checkbox"/> Hair: Well-Groomed Hairstyle</p> <p><input type="checkbox"/> Nails & Makeup: Natural in Style</p> <p><input type="checkbox"/> Jewelry & Fragrance: Moderate Jewelry and Mild Fragrance</p> <p><input type="checkbox"/> Shoes: Neat and Clean</p>	

RESUME

What is it?

A resume is an opportunity to communicate with an employer about who you are as a professional and how you will be an **asset** to the organization.

Parts of a Resume

- ◆ Contact Information
- ◆ Objective Statement (optional)
- ◆ Education
- ◆ Language Skills
- ◆ Certifications and Technical Skills
- ◆ Internships and Professional Work History
- ◆ Accomplishments and Honors

RESUME CHECKLIST

Appearance & Format

- ☐ Use fonts that are professional, easy to read, and in a legible size (10-12 point)
- ☐ All formatting including fonts, bolding, italicizing, bullets, and use of capitals are consistent throughout your resume
- ☐ Use appropriate margins: between 0.5-1 inch
- ☐ Document must be free of spelling and grammatical errors

Contact Information

- ☐ Contact information should include name, address, email, and phone number
- ☐ Boldfaced name; size 16 is suggested
- ☐ Email address should be professional

Education

- ☐ List full name of institution(s) with city and state
- ☐ Degree, minor, and concentration spelled out accurately and listed along with anticipated graduation date
- ☐ If listing multiple institutions, list in reverse chronological order (you do not need to list your high school education)

Internships & Professional Work History

- ☐ Include job title, organization name, city, state, and dates
- ☐ Begin descriptions with action verbs in appropriate tense (Present vs. Past tense)
- ☐ Focus descriptions on accomplishments and relevant skills, not just job duties
- ☐ If listing multiple experiences, list in reverse chronological order

Accomplishments & Honors

- ☐ It is appropriate to list accomplishments and honors related to leadership development, community engagement, global education, and undergraduate research.

Objective Statement & Professional Summary

- ☐ Wording is specific and employer-focused, targeted to a particular field, position, or industry

ACTION VERBS FOR RESUME

Managed/Supervised

administered	established
aligned	facilitated
authorized	formed
chaired	formulated
controlled	fostered
coordinated	founded
cultivated	guided
delegated	headed
designed	hired
developed	implemented
devised	initiated
enabled	inspected
engineered	instituted
ensured	introduced

Planned, Organized & Improved

accelerated	furthered
achieved	gained
advanced	generated
amplified	influenced
boosted	integrated
capitalized	lifted
centralized	maximized
clarified	merged
converted	modified
customized	outpaced
delivered	overhauled
enhanced	redesigned
expanded	refined
expedited	refocused

Problem Solving

acquired	evaluated
analyzed	examined
assembled	exceeded
assessed	explored
attained	forecasted
audited	forged
calculated	identified
completed	interpreted
conserved	investigated
consolidated	itemized
decreased	lessened
deducted	mapped
diagnosed	measured
discovered	navigated

Customer Service & Communication

advised	critiqued
advocated	defined
arbitrated	demonstrated
authored	documented
awarded	edited
briefed	educated
campaigned	fielded
coached	illustrated
co-authored	informed
composed	lobbied
conveyed	persuaded
convinced	promoted
corresponded	publicized
counseled	reached

Utilizing AI for Resumes

Artificial Intelligence (AI) can be a great **tool** to help with formatting and editing resumes. However, it is important to ensure your resume reflects truth to your developed skills and experiences.

Below are some tips when utilizing AI for resume building and review:

- Input data for job description keywords, skills, or resume into AI
- Copy/Paste AI output into Microsoft Word or Google Docs and then edit, to ensure truth and accuracy to your personal experiences. Once edited, save as a PDF
- Don't include private information or sensitive information (full street address)
- If you have signed a Non-Disclosure Agreement (NDA) or Confidentiality Statement as part of your role, it is recommended to not put that information into AI

Formatting Your Resume for an Applicant Tracking System (ATS)

Applicant Tracking Systems (ATS) are becoming a common method for large companies to utilize AI technology to scan, score, and rank applications based on the position's description. Below are some tips for optimizing your resume for Applicant Tracking Systems:

Content

- Tailor your resume for each position:
 - Use keywords and exact phrases from the job description throughout your resume and online application.
 - Keywords are graded both by how often they appear and the extent to which they get used in context (they should be mostly in your Work Experience/Experience section).
- List as many measurable results as possible in your bullet points.
- Only abbreviate terms (i.e. B.S. degree) if it is also abbreviated in a job description.

Formatting

- Create your resume in a MS Word or Google Doc and then convert to PDF (creating a resume in another program/system and then converting to PDF may not work well in ATS).
- Use simple formatting. If you'd like to create a more design-based resume, only submit that resume when you know that ATS is not used by the organization.
- Bullet points (not dashes) are recommended.
- Write out months and years.

Once you have completed your resume, Resumeworded is a tool that can be utilized to score your resume for a Applicant Tracking System.

Adapted from *Columbia University's Center for Career Education*

RESUME TEMPLATE

FIRST NAME LAST NAME

Street Address | City, State, ZIP code
(xxx)xxx-xxxx | professional email address

EDUCATION

Methodist University | Fayetteville, NC Month Year
Bachelor of Science in Sport Management with a concentration in Business Administration

EMPLOYMENT EXPERIENCE

Employer Name | City, State Month Year – Month Year
Position

- ◆ Duty or key responsibility (Use <https://www.onetonline.org/> to assist you with bullets)
- ◆ Duty or key responsibility
- ◆ Duty or key responsibility

Employer Name | City, State Month Year – Month Year
Position

- ◆ Duty or key responsibility
- ◆ Duty or key responsibility
- ◆ Duty or key responsibility

Employer Name | City, State Month Year – Month Year
Position

- ◆ Duty or key responsibility
- ◆ Duty or key responsibility
- ◆ Duty or key responsibility

CAMPUS INVOLVEMENT AND COMMUNITY ENGAGEMENT

(Include athletics, clubs and organization, fraternities, sororities and other campus involvement, volunteerism, etc.)

- ◆ **Organization Name** | *Role*
- ◆ **Organization Name** | *Role*

RESUME TEMPLATE

JANE DEER

1234 Ramsey Street | Fayetteville, NC 28311
910.123.4567 | janedeer@yahoo.com

EDUCATION

Methodist University | Fayetteville, NC

Expected Graduation: May 2020

Major: Business Administration with a concentration in Sport Management

RELEVANT EXPERIENCE

Atlanta Braves; Atlanta, GA | *Guest Services*

Ambassador April 2018-Present

- ◆ Actively problem solve to reduce and resolve fan issues in the ballpark
- ◆ Conduct seat visits within the ballpark to assist fans with any questions or issues, and to give special recognition for birthdays, anniversaries, and other special occasions
- ◆ Assist with event management, to include verifying attendee credentials and event set up for post-game concerts, Kids Run the Bases, and batting practices
- ◆ Cataloging lost & found items into the computer system, and rotate to other guest service locations to provide assistance as needed
- ◆ Interact with families in the distribution of Kids Club packages and related prizes for game attendance
- ◆ Work in the Game Day Staff Store to distribute raffle tickets for chip redemption, sell parking vouchers and merchandise, and provide information
- ◆ Distribute MLB Ballpark App prizes to fans

Lynchburg Hillcats; Lynchburg, VA | *Game Day Intern*

May 2017-August 2017

- ◆ Rotational internship that included working in customer service, in-game promotions, ticket office, and supervising picnic area
- ◆ Sold tickets using computerized ticketing system and served will-call window
- ◆ Interacted with fans and sold "Throw for Dough" tickets in the stands on game nights

Rome Braves; Rome, GA | *Intern*

May 2016-August 2016

- ◆ Assisted in the Customer Service area on game days, to include set up, take down, prize distribution, and interaction with fans and dissatisfied patrons
- ◆ Distributed pocket schedules and other promotional materials during games
- ◆ Performed general office duties, to include answering phones, assembling mailers, and shipping documents
- ◆ Supervised the Kid Zone, sold tokens, assisted with games, and monitored play areas

CAMPUS LEADERSHIP AND HONORS

- ◆ **Sport Management Club** | Vice-President
- ◆ **University Cheerleading Team** | Member, National Championship Team
- ◆ **Methodist University Office of Admissions** | University Ambassador
- ◆ **National Society of Leadership and Success** | Member, National Engaged Leader Award
- ◆ **Delta Mu Delta International Business Honor Society** | Member

RESUME TEMPLATE

JOHN DOE

5400 Ramsey Street | Fayetteville, NC 28311

123.456.7890 | johndoe@gmail.com

EDUCATION

Methodist University | Fayetteville, North Carolina

May 2016

Bachelor of Science in Sport Management with a minor in Sports Media

INTERNSHIP EXPERIENCE

North Carolina High School Athletic Association

May 2015 - August 2015

Raleigh, NC | *Administrative Intern*

- ♦ Effectively utilized InDesign software to create annual convention booklet
- ♦ Wrote and edited monthly newsletter
- ♦ Communicated with potential vendors regarding sponsorship

WORK EXPERIENCE

Methodist University | Fayetteville, NC

August 2014 - Present

Sports Information Assistant Director

- ♦ Assist with transfer of statistics and other information in website conversion
- ♦ Provide photography services for all athletic events
- ♦ Coordinate athletic events to include audio and visual components

Methodist University | Fayetteville, NC

August 2013 - Present

Resident Assistant

- ♦ Design and implement various social and academic programs and events for the residents
- ♦ Collaborate with the campus community to refer students to necessary resources
- ♦ Enforce and adhere to university policies and procedures in residence halls

Green Road Community Center | Raleigh, NC

June 2010 - August 2010

Youth Counselor

- ♦ Provided individual and group coaching to youth ages 8 to 10
- ♦ Established rapport and trust with participants and parents
- ♦ Monitored and supervised youth in a residential facility
- ♦ Maintained a safe and secure environment where youth were involved in programmatic activities

CAMPUS INVOLVEMENT

- ♦ **Sport Management Club** | *Secretary*
- ♦ **Student Athlete Advisory Club** | *Member*
- ♦ **Residence Hall Association** | *Member*
- ♦ **Sport Management Club** | *Member*
- ♦ **Women's Basketball Team** | *Athlete*

COVER LETTER

What is it?

A cover letter is an opportunity to communicate with an employer about who you are as a professional and how you will be an **asset** to the organization.

Parts of a Cover Letter

- ♦ **Use business letter format**
- ♦ Header with your Contact Information
- ♦ Date
- ♦ Employer Name
- ♦ Name of Company

CURRICULUM VITAE (CV)

What is it?

A professional document used to market your background, research, and academic interests. A CV is typically used to apply for teaching or research opportunities, fellowships, or to further academic training. The documents, in many cases, may resemble a resume as it relates to its format and overall appearance, but it is traditionally longer than the standard one-page resume for undergraduate students.

Parts of a CV

- ♦ Contact Information
- ♦ Education
- ♦ Areas of Interest
- ♦ Grants, Honors, Fellowships, and Awards
- ♦ Employment Experience
- ♦ Research
- ♦ Publications, Presentations, and Conferences
- ♦ Professional Memberships, Affiliations, and Leadership
- ♦ Teaching Experience

CONTACT CAREER ADVISING FOR A CV TEMPLATE



COVER LETTER TEMPLATE

First Name Last Name

Street Address · City, State, ZIP code

(xxx)xxx-xxxx · email address

Date

Name of Contact Person

Title

Organization

Street Address

City, State, Zip Code

Dear XXX **or** To Whom It May Concern:

Opening Paragraph: **STATE YOUR REASON FOR WRITING** – Introduction of yourself and the purpose of your letter; who you are and why you are writing. State what position you are applying for and why. Briefly mention how you learned of this opportunity, or how the employer's name was obtained, e.g. I saw your position posted on CCN (or another posting) or through a conversation that you had, and I am interested in your company. Explain why you are interested in this particular company.

Middle Paragraph: **EMPHASIZE YOUR STRONGEST QUALIFICATIONS – BASED ON THEIR NEEDS** – An overview of your competencies (talents, knowledge, and skills) and unique strengths, stated in terms of the unique value you bring to the company. Support what you say by noting the positive results you achieved in internships, previous employment or educational contexts. Map your competencies to the requirements of the specific job of interest or organization. Sell yourself.

Closing Paragraph: **STATE EXPECTED ACTION** – Thank the reader of your letter, state how you may be contacted (include both phone number and email address).

Sincerely,

Your signature (4 blank lines for this)

Your typed name

COVER LETTER SAMPLE

Jane Deer

Street Address | City, State, ZIP code
(910)111.1111 | janedeer@gmail.com

April 11, 2019

Mr. John Doe
Human Resources Manager
Miami-Dade Convention & Visitors Bureau
222 West Main Street, Suite 333
Miami, FL 44444

Dear Mr. Doe:

I am writing in response to your advertisement for an entry level management position in public relations. I will be graduating from Methodist University in December with a degree in Business Administration. I also have minors in Marketing and Spanish. I work well as part of a team and independently.

As a student at Methodist, I worked for a student newspaper, "Small Talk". I have excellent verbal and communication skills, which were demonstrated in my ability to conduct interviews and write articles for publication. I also have excellent organization skills, as I held the responsibility of editing and designing the yearbook for Methodist University.

As an intern for the Fayetteville Convention & Visitors Bureau, I helped write newsletters and advertisements. I am fluent in Spanish, and I am able to respond to requests and communicate information to individuals from the Hispanic community. I am sure that my education and background make me an ideal candidate for your organization.

I appreciate your time and consideration. I can be reached at janedeer@gmail.com or by phone at (910)111.1111

Sincerely,

Jane Deer

Jane Deer

REFERENCES

What is it?

A reference is a person who provides a recommendation for you when you are seeking employment or an introduction. A reference should be able to attest to your personal qualifications, work-related skills, and dependability.

Guidelines

- ◆ List on a separate page (not your resume) with letterhead
- ◆ List three to four references
- ◆ References generally should include at least one college professor and at least one former or present supervisor
- ◆ A relative should not be listed on your reference list
- ◆ Always obtain permission from each person prior to using their name as a reference and provide them with the most recent copy of your resume

REFERENCE SAMPLE

CARSON JONES

1234 Ramsey Street | Fayetteville, NC 28311
910.123.4567 | carsonjones@yahoo.com

References

Dr. Blair Lawson

Professor

Department of Psychology
Methodist University
5400 Ramsey Street
Fayetteville, NC 28311

Dr. Sherrie Gilbert

Director

Center of Personal Development
Methodist University
5400 Ramsey Street
Fayetteville, NC 28311

Mr. Blake Jones

Licensed Professional Counselor
Hope Counseling Center
1234 Terry Street
Fayetteville, NC 28301

THANK YOU LETTER

Guidelines

Send a thank you letter to each person with whom you interviewed within 24 hours of the interview.

- ♦ Be brief.
- ♦ Express appreciation for the interview.
- ♦ Re-emphasize key points discussed during the interview.
- ♦ Reiterate your continued interest in the position.

THANK YOU LETTER SAMPLE

Dear Ms. Jones:

I sincerely enjoyed meeting with you today and learning more about the Business Consultant Analyst position with BB&T. The job, as you presented, seems to be a very good match for my skills and interest.

In addition to my enthusiasm, I will bring to the position strong communication, problem-solving, and organizational skills. BB&T's mission to help their clients to realize their dreams through guiding them to achieve economic success and financial security that you described confirmed my desire to work with BB&T.

I appreciate the time you took to interview me. I am very interested in working for your organization, and I look forward to hearing from you regarding this position.

Sincerely,



Jane Deer

INTERVIEWING

Things to know

- ♦ An interview requires advanced planning, preparation, and practice.
- ♦ Interviewers are human. You are interviewing them and their company, just as they are interviewing you for their open position.
- ♦ An interview is a conversation with a purpose.

Types of Interviews

- ♦ Screening Interviews
- ♦ Telephone Interviews
- ♦ Group Interviews
- ♦ Panel Interviews
- ♦ Case Interviews
- ♦ Behavioral Interviews
- ♦ S.T.A.R. Interviews

BEFORE THE INTERVIEW

Checklist:

- ☐ Know what is on your resume and application.
- ☐ Research the company and the position.
- ☐ Practice your route to the interview location: consider how long it will take you to get there, traffic in the area, and parking options.
- ☐ Prepare questions to ask during the interview.
- ☐ Check your social media accounts for any negative posts, comments, pictures, etc.
- ☐ Complete a mock interview.
- ☐ Plan what to wear and cover all grooming tasks.

DURING THE INTERVIEW

Checklist:

- ☐ Arrive 15 minutes before the scheduled time.
- ☐ Sell yourself. Be confident. Convince the interview team that you are the person for the position.
- ☐ Communicate to the interviewer how your current/previous experience(s) relate to the position.
- ☐ Speak about your strengths and express your weaknesses in a manner that displays a willingness to make improvement.
- ☐ Have questions prepared to ask the interviewer. Some example questions include:
 - ♦ What are the most recent challenges and opportunities faced by your organization?
 - ♦ Can you tell me how different departments at the company work together?
 - ♦ What would it take to exceed the expectations for this position?
 - ♦ Can you tell me the next steps within the selection process?

ANSWERING INTERVIEW QUESTIONS

TIPS

- ◆ Make sure your response is clear and concise.
- ◆ Watch the interviewer's body language. If she/he appears uninterested, wrap up your answer.
- ◆ The best candidates are able to speak to everything on their resume.

WHAT IS THE COMPANY LOOKING FOR?

Before going to an interview, look at the job description or job posting and think about some of your most important milestones: projects, grades, presentations, and work experiences that make you proud. You'll use these milestones as examples when answering questions. Use your best examples to concisely tell the story to the interviewer.

Standard attributes that many companies are looking for:

- ◆ Critical Thinking/Problem Solving
- ◆ Oral/Written Communication
- ◆ Teamwork/Collaboration
- ◆ Digital Technology
- ◆ Leadership
- ◆ Professionalism/Work Ethic
- ◆ Career Management
- ◆ Global/Intercultural Fluency

B.E.E.G.

How to answer the "Tell me about yourself" question

B. Background

E. Education

E. Experience

G. Goals

S.T.A.R.

How to answer "behavioral-based interview" questions

S. Situation

T. Task

A. Action

R. Result

AFTER THE INTERVIEW

Checklist:

- ☐ Immediately, within 24 hours, follow up with the interviewers using a thank-you card, email, or letter.
- ☐ Provide any additional follow-up information requested during the interview according to stated guidelines and time frames.
- ☐ Conduct self-assessment of your performance, and outline a plan for improvement.

PROFESSIONAL SOCIAL MEDIA



Be aware that organizations use social media to recruit and vet potential hires.

♦ **CLEAN UP:**

- ☐ Review all of your social media platforms, check your privacy settings, and remove all items that may leave a negative impression.

♦ **KEEP IT POSITIVE:**

- ☐ Before posting, please consider if it is something you would want a potential employer to see. Check for grammatical errors and avoid negative comments.

♦ **BE STRATEGIC:**

- ☐ Join or follow groups, organizations, or people who are in the types of environments in which you aspire to work. Include keywords on your profile that highlight critical skill sets in your field.

♦ **ENGAGE:**

- ☐ Ask questions, publish, share, and post about your academic and career interests. Connect with recruiters, alumnae, and others to grow your network.

♦ **RESEARCH:**

- ☐ Explore organizations that hire in your field. Investigate and follow trends that are influencing related industries. Research current events for organizations that you are scheduled to interview with.

DECLINING AN OFFER LETTER SAMPLE

JOHN DOE

1234 Ramsey Street | Fayetteville, NC 28311
910.123.4567 | johndoe@yahoo.com

April 16, 2019

Ms. Amelia Jones
Program Manager
Children's Hope Center
1234 Ramsey Street
Fayetteville, NC 1234

Dear Ms. Jones:

Thank you for the extended job offer on behalf of the Children's Hope Center for the Case Manager position. I am honored and humbled to have been chosen as the finalist for this role, and I am very appreciative of the consideration that has been offered to me through this process.

While I am appreciative of the opportunity to work for such an honorable organization, unfortunately, this letter is to inform you that I am declining the offer. After careful consideration, I have determined that this decision is in the best interest of the organization and my career goals.

I am thankful for the generosity that has been displayed to me throughout this process. If there are any questions or a need for assistance in the future, please do not hesitate to contact me. It would be an honor to remain connected with your organization.

Sincerely,



John Doe

ACCEPTING AN OFFER LETTER SAMPLE

Jamie Cobbs

1234 Ramsey Street | Fayetteville, NC 28311
910.123.4567 | jamiecobb@yahoo.com

April 16, 2019

Mr. Robert Smith
Director, Graphic Design Department
ABC Studios, Inc.
1234 Ramsey Street
Fayetteville, NC 1234

Dear Mr. Smith:

It was wonderful speaking with you on the phone yesterday regarding the Graphic Designer position with ABC Studios, Inc. I am thrilled to formally accept this job offer. I am looking forward to working with you and the rest of the graphic design team.

As we discussed, my start date will be May 1st, 2019, with an annual salary of \$65,000, and three weeks of paid annual leave. As I understand, this salary does not include company provided health insurance, which will be effective 30 days after my start date.

I am looking forward to seeing you May 1st. Please let me know if there is any paperwork or additional information you need from me beforehand, or if there is any documentation I should bring along on my first day.

I am always available by email at jamiecobb@yahoo.com or by phone at 910.123.4567. Again, thank you for this opportunity.

Sincerely,

Jamie Cobbs

Jamie Cobb

SALARY NEGOTIATION

TIPS FOR STRONG NEGOTIATING

- ◆ Do your research. Know your value and determine realistic salary requirements.
- ◆ Organize your thoughts. Your offer may depend upon your prior professional experience, educational level, GPA, internships, geographic location, industry, and the employer's internal salary schedule.
- ◆ Be polite, professional, and firm. Articulate what you bring to the organization and frame the discussion around the employer's needs.
- ◆ Don't bring personal needs into the discussion. Focus on the value that you bring to the organization.
- ◆ Show your enthusiasm for the position and stay positive.
- ◆ Know your bottom line and when to walk away. Make yourself a realistic budget: estimate housing, transportation, student loans, and other financial commitments.
- ◆ Evaluate the total offer: advancement opportunities, benefits, location, etc.
- ◆ Don't commit until you are absolutely certain and get the offer in writing.
- ◆ Consider the costs of insurance, car registration, public transportation, gym membership, etc.
- ◆ Be aware of the organization's employee benefits package and retirement plan.



GAP YEAR & SHORT-TERM OPPORTUNITIES

Thinking about taking a year or two before continuing with graduate school or a long-term career related role? If yes, be sure to consider the following:

WHY

- ☐ Why do you want to take a gap year?
- ☐ How can your gap year be a benefit to your future goals?

SET GOALS

- ☐ What are your interests?
- ☐ What do you want to have accomplished by the end of your gap year?
- ☐ Are you aiming to expand your resume, clarify your career goals, or experience a different culture?

EXPLORE & RESEARCH

- ☐ Explore experiential service programs:
 - ◆ Teach for America, College Advising Corps, Peace Corps, and AmeriCorps
- ☐ Consider fellowships, travel or study abroad, political and governmental internships, community service, or advocacy programs.

MAKE A PLAN

- ☐ Identify relevant application deadlines. It is important to remember that graduate school applications can be due anytime between 3 months to a year before the start date.

CONSIDER YOUR FINANCES

- ☐ Use the 50/20/30 rule to make a budget and identify your financial plans.
 - ◆ 50%: Essentials (Rent, Mortgage, Transportation, Groceries, Utilities)
 - ◆ 20%: Future (Emergency Savings, Retirement, Paying Off Debt)
 - ◆ 30%: Lifestyle (Restaurants, Shopping, Entertainment, Fun)

GRADUATE SCHOOL

Should you go to graduate school? Is it the right move for you at this point in your career? Give your decision careful consideration, weighing all of the factors below:

CAREER

You go to graduate school to become an expert in a certain area or to be a professional in a specific industry.

- ☐ Is further education beyond a bachelor's degree required for your career goals?
- ☐ What opportunities are available to you with an advanced degree?
- ☐ Is it necessary or suggested that you have professional work experience prior to getting an advanced degree in your chosen industry?

ACADEMIC

It is important to make sure that you pick a graduate school that fits your learning needs and career goals.

- ☐ What is the size of the program? How many students will be in your cohort?
- ☐ How do students in the program describe their relationship with faculty members?
- ☐ Is the program nationally recognized for specific concentrations or specialties?
- ☐ What format are classes offered? (In-person, online, hybrid)

EXPERIENTIAL

- ☐ Is the program offering you practical experience in addition to coursework?
- ☐ How does the location fit with what you like to do outside of the classroom? Will there be organizations or companies located near the campus that might offer volunteer, research, or internship experience?

FINANCIAL

- ☐ What opportunities exist to help you finance your graduate education? Are there assistantships, fellowships, or scholarships available?
- ☐ Is it possible to work while completing this program?



ACADEMIC & CAREER ADVISING

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