

Career Guide

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For Additional Information, Please Contact:

Captain Bethany Bradbury

AMEDD Healthcare Recruiter and OIC

515-253-9637

Bethany.L.Bradbury.mil@mail.mil



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University of Iowa Pomerantz Career Center

Career Guide

Find out more about all of these
resources online:

careers.uiowa.edu >

Students > Career Resources

100 Pomerantz Center, C310
Iowa City, IA 52242
(319) 335-1023

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Pomerantz Career Center Resources

Services

- Career exploration and advising
- Interest assessments
- Career resource library and employer information
- Help with choosing a major that connects to a career
- Full-time position and internship listings
- On-campus interviewing and mock interviews
- InterviewStream - a web program to practice interviewing skills
- Job search strategies
- Career-related courses and workshops such as:
 - Job Search Strategies
 - Career Exploration
 - Career Leadership Academy
 - Global Leadership Initiative
- Career Coaching

Walk-in Hours

Mon.- Fri., 9 a.m. - 4 p.m., Pomerantz Center, C310

Meet with a Career Advisor during walk-in hours for resume, cover letter and general career assistance.

HireaHawk.com

Use HireaHawk.com to:

- Search for jobs, internships and student employment
- Submit your resume for on-campus interviews
- Set up a search agent to be able to receive email notification when new jobs are posted

To create a HireaHawk account:

1. Go to www.careers.uiowa.edu
2. Click on "HireaHawk.com" on the right hand side
3. Click on "Students"
4. Enter your HawkID and password

Register Your Internship

Through the Pomerantz Career Center, you can request to register your internship several different ways, including for 0 credit hours and transcript notation. Visit bit.ly/pccinternship for more information.

Meet With Your Career Advisor* or Career Coach

Log in to your HireaHawk.com account to schedule an appointment with a Career Advisor. Refer to the chart below to see how the areas of study are grouped to offer students individualized advising.

**Engineering students meet with Career Staff members located in the Engineering Professional Development office.*

Accounting Business Analytics & Info. Systems Economics Enterprise Leadership Finance	Interdept. Studies - Business Management Marketing Pre-Business interests
Elementary Education	Secondary Education
American Studies/Sport Studies Ancient Civilization Classical/Foreign Languages Environmental Policy & Planning Geography History	Interdept. Studies - Human Service Linguistics Philosophy Psychology Religious Studies Social Work Sociology
Cinema/Comparative Literature Communication Studies	Dance Journalism & Mass Communication
African American Studies Anthropology Art/Art History Computer Science & Informatics English Ethics & Public Policy Gender, Women's & Sexuality Studies	International Relations International Studies Mathematics Music Political Science Statistics & Actuarial Science Theatre Arts
Biochemistry & Chemistry Biology & Microbiology Environmental Science & Geoscience Exercise Science & Health Promotion Health Studies Human Physiology & Athletic Training Interdept. Studies - Health Science Nursing	Physics & Astronomy Pre-Health interests Speech & Hearing Sciences Sport & Recreation Management Radiation Sciences Therapeutic Rec. - Child Life Therapeutic Rec. - Inclusive Rec.

WWW.

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Career Strategies Timeline

Pomerantz Career Center has developed the following list of activities as guidelines to prepare yourself throughout your college years to help get you hired after graduation. We encourage you to begin using the Career Center during your first year and let us help you work through this timeline.

1. Get Started

- [] Visit the Pomerantz Career Center office (PC C310) or website (www.careers.uiowa.edu) to learn more about our services.
- [] Complete your HireaHawk.com profile.
- [] Like us on Facebook (**UICareerCenter**) and follow us on Twitter (**@UICareerCenter**) to learn more about career related events and find out about the latest internship and job opportunities.

2. Explore your Possibilities

- [] Meet with a Career Advisor to help clarify career interests and options.
- [] Identify interests and explore career goals using assessments.
- [] Check out the Find Your Focus program.
- [] Identify your main areas of interest (hobbies, school subjects, etc.) and what careers they relate to.
- [] Take the Career Exploration course.
- [] Locate at least two student organizations to join that will help explore and define your career goals.
- [] Determine the values that are important to you in a career (prestige, flexibility, challenge, etc.).
- [] Identify your three strongest talents or skills (academic and personal).
- [] Understand how to conduct an informational interview and participate in at least two.

3. Develop a Plan

- [] Participate in volunteer opportunities that can add to your skill sets.
- [] Attend at least one Career Fair to find out more about prospective careers.
- [] Consider taking Career Leadership Academy courses.
- [] Visit your Academic Advisor to discuss courses that you could take to help you gain additional skills (i.e. computer courses, career-related classes, etc.).
- [] Visit your Career Advisor and Academic Advisor to coordinate guidance and planning.
- [] Make a tentative career goal and list of alternative goals.
- [] Develop a strategic plan to achieve your career goals.
- [] Start to evaluate graduate and professional programs (if needed).
- [] Create your first resume or update your most current resume.

4. Gain Experience

- [] Explore all and participate in at least 2 of the following:
 - [] Internship
 - [] Part-time work
 - [] Externship or job shadowing
 - [] Volunteer work/service learning
 - [] Summer employment
 - [] Study abroad/international volunteer experience
- [] Attend appropriate Career Fairs (both fall and spring) to identify and apply for internships.
- [] Search for student employment, internships and full-time jobs on HireaHawk.com.
- [] Sign up for on-campus interviews.
- [] Update your resume, visit the Career Center for feedback.
- [] Write a sample cover letter and have it reviewed.
- [] Complete a mock interview or use InterviewStream to practice your interviewing skills.
- [] Obtain a leadership position in a student organization
- [] Conduct an internship search and participate in at least one internship.
- [] Have your internship noted on your transcript.
- [] Build a LinkedIn profile (www.linkedin.com)
- [] Consider taking a Pomerantz Career Center course such as Advanced Job Search Skills (CCP:3101) or Social Media for Your Job Search (CCP:1305)

5. Get Hired

- [] Create an individualized job search plan.
- [] Meet with a Career Advisor or Career Coach to discuss job search strategies.
- [] Conduct an online search for jobs and employer information, know how to perform company research.
- [] Visit the Pomerantz Career Center for final resume and cover letter reviews.
- [] Build your existing resume by making it job specific.
- [] Talk with individuals (professor, former employer, or mentor) who will serve as your references and give them a copy of your resume.
- [] Polish your interview skills—be able to articulate short and long term goals.
- [] Attend one or more Career Fair, sign-up for on-campus interviews, and apply for positions within HireaHawk.com

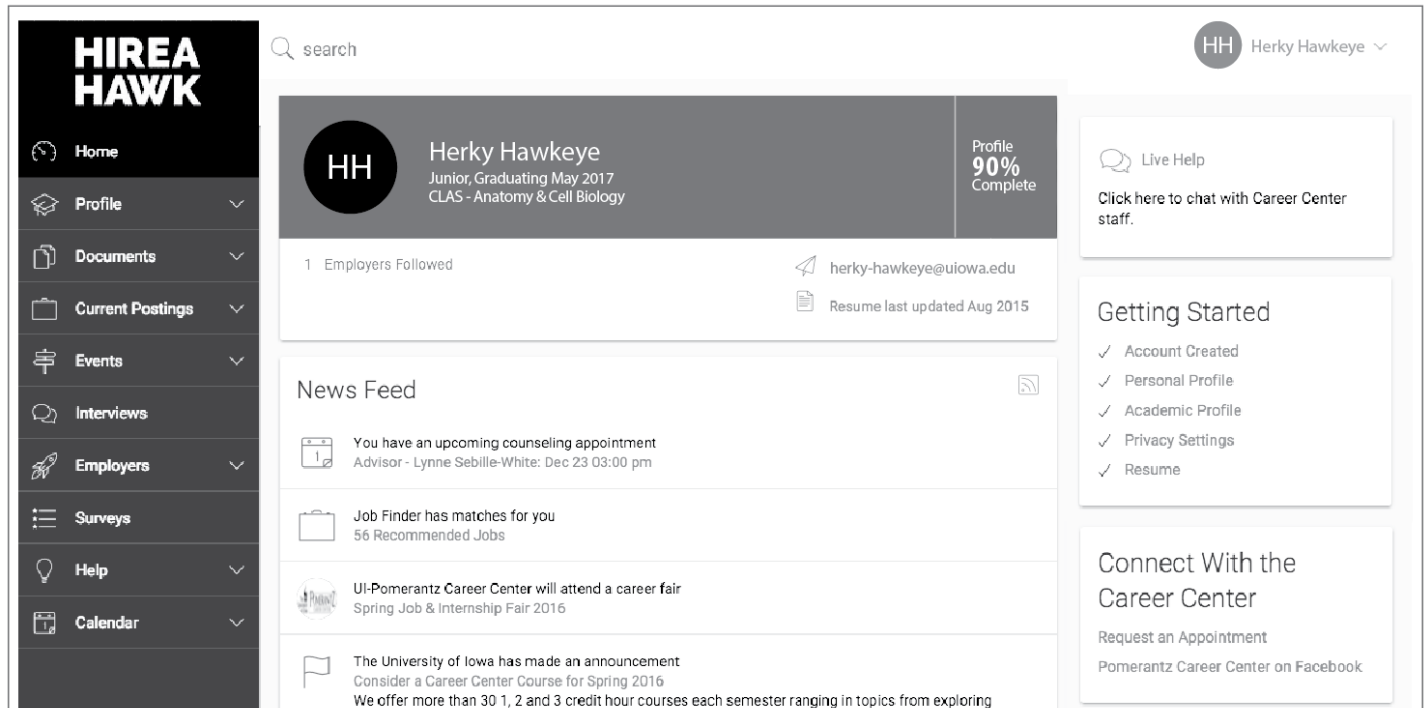


HireaHawk.com Checklist

Utilize the checklist below to help navigate HireaHawk.com. Note: We have suggested years for each area but items can be completed on your own timeline based on where you are in the process.

1st Year:

- [] **LOG IN**—Go to www.hireahawk.com > Students Log-In > enter your HawkID and password. This will take you to your HireaHawk homepage. Be sure to update all of the required fields in order to move forward and use all the features of the site.
- [] **BROWSE**—Take some time to browse through the different tabs and information available in the system.



- [] **VIEW ONLINE TUTORIALS**—Review the online tutorials under the Help tab to learn more about navigating the system.
- [] **UPDATE YOUR PROFILE**—As things change with your major, contact information, year in school, GPA, etc. update your Personal and Academic Profile under the Profile tab.
- [] **SCHEDULE AN APPOINTMENT**—Schedule an appointment with a Career Advisor at the Pomerantz Career Center by going to the homepage under Connect With the Career Center on the right side. Click on Request an Appointment.
- [] **TRACK YOUR COMMUNITY INVOLVEMENT**—Start tracking your community involvement such as volunteer hours, service learning courses, and philanthropy by going to the homepage under Record Your Experience on the right side. Click on Log Volunteer Hours.
- [] **ATTEND A CAREER EVENT**—Check out the Events tab to learn about upcoming career fairs, workshops, and events happening around campus to learn more about prospective careers.
- [] **UPLOAD A STUDENT EMPLOYMENT APPLICATION**—Upload a Student Employment Application by going to Help > FAQ & Resources. You can also find the Application under Prepare for Your Search on the right hand side. Click on the “How to Guide” or Student Application to get started.
- [] **SEARCH FOR STUDENT EMPLOYMENT JOBS**—To search for Student Employment jobs, click on Current Postings > Search & Apply. Some postings may require an application and/or resume. Please see each posting for details.
- [] **VIEW HELP RESOURCES**—View other helpful guides and documents under Help > FAQ & Resources.
- [] **CREATE A RESUME**—Use the Resume Builder feature to help create your first resume. To access Resume Builder, go to Help > Resume Builder. You can also utilize the Career Guide for resume templates and suggestions. The Career Guide can be found under Help > FAQ & Resources.
- [] **UPLOAD YOUR RESUME**—After you have met with a Career or Peer Advisor to have your resume reviewed, upload it to the Documents tab in order to be ready for applying for opportunities in HireaHawk.

HireaHawk.com Checklist

2nd Year:

[] **COMPLETE AN INFORMATIONAL INTERVIEW**

Learn more about completing an informational interview and utilize the Employers tabs to find recruiters to connect with.

[] **RESEARCH EMPLOYERS**

Research employers by industry and geography to start searching for potential volunteer and internship opportunities.

[] **COMPLETE A MOCK INTERVIEW USING INTERVIEWSTREAM**

From your homepage click on the InterviewStream link under Prepare for Your Search on the right hand side. This will take you to the InterviewStream site and complete a recorded mock interview. You will be able to access it later or share it with others.

[] **SEARCH FOR AN INTERNSHIP**

Click on the Current Postings tab and then Search & Apply to apply for internships.

[] **UPDATE YOUR RESUME**

Update your resume each year with new experiences to keep it competitive.

3rd Year:

[] **COMPLETE A MOCK INTERVIEW WITH AN EMPLOYER**

Go to Current Postings > Search & Apply. Type in "mock" in the keyword search and utilize the system to schedule a mock interview with an employer.

[] **SET UP A SAVED SEARCH**

Have the system search automatically for jobs and internships you are interested in and send you a daily or weekly email. Do this by going to Current Postings > Search & Apply. Click on the Advanced Search link and enter the search criteria you are looking for and click Search at the bottom. Once you do this, a list of jobs will appear. Then go to the Save Search tab and give your search a name in the Title field. Choose how often you would like to be emailed and if you only want new results or not and then click Save.

[] **MAKE YOUR RESUME VIEWABLE AND SEARCHABLE BY EMPLOYERS**

To allow employers to search for and view your resume, go to the Profile > Personal. Then click on Privacy which is the third option over. Mark "yes" to the first field—Include in Resume Books. If this field is marked as "yes," each resume you upload will be viewable by employers and you may receive emails from them regarding their available positions.

[] **GOING GLOBAL**

If you are a student looking to work or intern abroad, utilize Going Global on your HireaHawk.com homepage to do research on working and interning abroad, as well as search for jobs abroad. If you are an international student seeking positions in the United States, you can also utilize Going Global to help with this search.

[] **PARTICIPATE IN ON-CAMPUS INTERVIEWS**

Sign up for an on-campus interview with employers coming to campus under Current Postings > Search & Apply. Once you have signed up for an on-campus interview, you can go to the Interviews tab to see any scheduled interviews or interviews you've requested through the system.

[] **REPORT YOUR INTERNSHIP**

Go to the homepage and under Record Your Experience, on the right side, select Internship Reporting > Add New Experience to report your internship to the Pomerantz Career Center or Tippie College of Business and start the process of registering for an internship course.

4th Year:

[] **UPDATE YOUR RESUME**

Be sure to keep an updated resume and cover letter in the system as you start applying for positions.

[] **FULL-TIME JOB SEARCH**

Start searching for positions before graduation. Utilize the Current Postings tab, as well as the Events tab to assist.

[] **UPDATE GRADUATION DATE**

Keep your graduation date updated under Profile > Academic to get the most updated information from the Career Center.

DID YOU KNOW?

You can use HireaHawk to do ALL of this:

- Schedule an appointment with your Career Advisor
- Learn about upcoming career fairs and other events
- Request a mock interview
- Record your volunteer experiences
- Find part-time & on-campus jobs
- Find internships and full-time employment
- Sign up for interviews for an internship or full-time job
- Register your internship

Best of all, it's FREE!

Find Your Focus Open Major Program

The process of selecting a major and a career path can prove difficult for many students. Feeling overwhelmed or confused are common emotions as you consider how your interests, abilities, and values align with majors and occupations. The Find Your Focus program is an ideal fit for you if you are an open major or if you are questioning a declared major choice.

Find Your Focus provides a step-by-step approach to beginning the career exploration process by helping you answer the following questions:

Who Am I?

At this first checkpoint, you'll focus on self-assessment and examine your work interests, abilities, and values.

What Are My Possibilities?

At this second checkpoint, you'll begin identifying and learning more about majors and occupations of interest by utilizing various resources.

How Can I Try It?

At this third checkpoint, you'll focus on gaining career-related experiences through campus and community involvement.

Through a series of appointments, you will complete activities that will allow you to define and reflect upon your interests, in addition to learning how to utilize University resources that will aid you as you explore majors and careers. Participation with Find Your Focus requires a commitment and investment from you to thoroughly examine and research various major and career interests, however, you will receive individualized guidance that will prepare you for the next stages of your career development.

Who Can Help Me?

At this fourth checkpoint, you'll learn how others can assist you with your career exploration by offering information, insight, and advice regarding majors and occupations you're considering.

For additional details about Find Your Focus, visit careers.uiowa.edu/students/findyourfocus.

"Through the program I was able to explore my options through researching careers online and meeting with departmental advisors to learn more about the majors I am considering. The **Find Your Focus** program is definitely worthwhile, and I recommend it to every open major I meet"

- Claire, first-year

"Before participating with the **Find Your Focus** program, I was feeling overwhelmed with the idea of exploring so many different career options. With each meeting, though, I felt that I was moving in a positive direction, narrowing my search a little more each time. The program helped me realize that there is a career path for every passion."

- Natalia, first-year



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JESSICA SHORT

jessica.a.short@ehi.com

MONICA TAYLOR

monica.a.taylor@ehi.com



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Identifying Your Skills

Think about how you react when someone congratulates you on a job well done. Do you look them in the eye and say, "Thanks, you're right, I AM good at that!" Chances are, you don't! We're bashful about stating our accomplishments. The problem is, if you don't mention your skills to an employer, who will?

The first step in recognizing the skills you hold is through learning about two types of skill sets: job content skills and transferable skills. Once you understand each of these categories, you will be able to better identify and discuss your own personal skill set on your resume, in your job search, and during an interview.

If you are having trouble thinking about the skills you have, complete the Transferable Skills Survey on pages 10-11. Once you think about the skills you possess and how they can be applied, it will become easier to explain to someone else how you can be a valuable contributor to an organization.

Job Content Skills	Transferable Skills
Job content skills are related to job-specific tools and tasks. They usually have a vocabulary of their own. Technical skills rarely transfer from job to job because they are too specific.	Transferable skills are common to a number of jobs and can be adapted to a particular employer's need. Transferable skills are learned in one environment but can be used in any given number of job settings.
<i>Example:</i> In her work-study job, Susan became familiar with a database used for storing student information. Knowledge of this program is job-specific and may not transfer to her next position as a consultant.	<i>Example:</i> Jen is the president of her sorority and she's gained conflict management, leadership, and presentation skills. These transferable skills would undoubtedly be easily transferred to her first job as a teacher.

Join us, we're going places.

We're seeking people who are ...

- Talented
- Ambitious
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- Energetic
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Transferable Skills Survey

Below is a list of common transferable skills. Think about your own experiences at school, volunteering, working, etc. and describe the experiences you have that demonstrate the skill.

Strong Work Ethic

Being punctual
Meeting goals
Setting high standards for self
Produce quality projects/work

Experiences Related to Skill

Communication

Speaking effectively
Writing concisely
Listening attentively
Perceiving non-verbal messages
Facilitating group discussion

Teamwork

Willing to share credit/power
Collaborating with others
Including others
Empowering others
Managing conflict
Representing others

Initiative

Initiating new ideas
Promoting change
Accepting responsibility

Interpersonal

Cultivating relationships
Conveying feelings
Perceiving feelings, situations

Problem-Solving

Identifying problems
Developing evaluation strategies
Demonstrating web-like thinking

Analytical

Forecasting, predicting
Extracting important information
Constantly learning and reflecting

Flexibility/Adaptability

Cooperating
Enlisting help
Open to difference

Detail-Oriented

Following directions
Gathering information
Managing details

Transferable Skills Survey

Organization

Reporting information
Coordinating tasks
Managing time
Setting and meeting deadlines

Experiences Related to Skill

Leadership

Finding a common purpose/goal
Articulating a vision
Motivating
Delegating with respect
Managing groups
Coaching

Self-Confidence

Expressing ideas
Asserting one's self appropriately
Defining needs

Friendly/Outgoing

Being sensitive
Providing support for others
Counseling

Tactfulness

Providing appropriate feedback
Enforcing policies

Creativity

Suggesting ideas
Imagining alternatives
Initiating new ideas

Strategic Planning

Identifying resources
Setting goals

Entrepreneurial/Risk-Taking

Negotiating
Persuading
Selling ideas or products

Attitude/Sense of Humor

Having a positive attitude
Being optimistic
Acting appropriately in workplace

Other Skills



your
journey
starts here

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Get Involved

Students looking to explore career areas or planning to enter the work force should complement their academic preparation with a range of other experiences, such as study abroad, community service, undergraduate research experiences, student organizations, membership in pre-professional organizations, and internships. Such opportunities offer you the chance to learn by doing, in a setting where you are supervised by a workplace professional and have the opportunity to achieve your own learning goals, without the responsibilities of being a permanent employee.

Benefits of Getting Involved:

IMPROVE YOUR SKILLS

- Give you new skills and add to your knowledge base
- Gain leadership & job related skills
- Gain experience helping others
- Give you confidence in your own abilities
- Practice your communication and teamwork skills
- Have fun and gain rewarding experiences

LEARN ABOUT CAREERS

- Learn about a career field from the inside
- Decide if this is the right career field for you

MAKE PROFESSIONAL CONNECTIONS

- Meet new people and practice your networking skills
- Open the door to a job offer or a recommendation about steps to take next on your career path
- Provide a bridge between school and the professional world
- Enhance your application to graduate school

PROFESSIONAL & PERSONAL DEVELOPMENT

- Work alongside a professional in your chosen career area who can serve as a mentor
- Apply ideas, theory and techniques you've learned in school
- Provide evidence that you have initiative, are reliable and have a sense of responsibility
- Strengthen your confidence and make a valuable addition to your resume
- Gain an advantage over other applicants during a job or internship search
- Add valuable experiences to your resume

How You Can Get Involved:

1. Meet with a Career Advisor to identify your major and career interests
2. Identify, join and get involved in a student organization related to your major or explore an area of interest (iowa.orgsync.com)
3. Take on a leadership role within an organization, part time job or internship
4. Identify volunteer opportunities and funding resources in the area (careers.uiowa.edu/students/volunteer)
5. Identify whether study abroad is of interest to you, and explore programs (international.uiowa.edu/study-abroad)
6. Find internships using HireaHawk.com and other resources (careers.uiowa.edu/students)

The Perfect Candidate:

Top 6 Attributes Employers Seek
on Candidates' Resumes

Leadership
Ability to Work in a Team
Written Communication Skills
Problem Solving Skills
Strong Work Ethic
Analytical/Qualitative Skills

*National Association of Colleges & Employers Research
Job Outlook 2015*



Feeling confused about choosing a major or career? Check out the Find Your Focus program (see page 8)

Informational Interviews

What is an Informational Interview?

- The informational interview is an opportunity to learn about a career which interests you by meeting or talking with someone who is working professionally or who has completed an internship in that field.
- In a question-and-answer session in person or via phone you will learn first-hand about a job directly from someone who performs or has performed the tasks daily.

Arranging an Informational Interview:

- Your Career Advisor at the Pomerantz Career Center can help you “brainstorm” potential people to interview. Friends, parents, friends’ parents, and parents’ friends are potential sources of locating people who might be willing to participate in an informational interview with you.
- Use LinkedIn® to find Iowa alums to network with or to set up informational interviews. Your Career Advisor can teach you more about using LinkedIn® (see pages 45-46 for more information).
- Prioritize your list based on areas of greatest interest to you and convenience of arrangements. Select two or three prospective subjects to interview. When you contact them, identify yourself as a student at The University of Iowa, state that you are interested in the career or internships they have chosen, and ask if they mind meeting or speaking with you for 20-30 minutes to discuss their career and to answer some questions.
- See Informational Interview Request sample email below.

Preparing for an Informational Interview:

- Consider what you want to learn during the interview and select questions accordingly.
- Utilize Informational Interview Questions (see page 15) to help you select your questions.
- If meeting in-person dress for the job you are investigating and arrive 10-15 minutes early.
- If speaking with the volunteer over the phone be sure that you have reception and are in a quiet place.
- Bring or email a copy of your resume in case it is requested. However, don’t approach the interview as if you are looking for a job—your purpose is to gather information.

Informational Interview Etiquette:

- Be sure to give your volunteer ample time to schedule the informational interview.
- It is not appropriate to email them the day before and ask to meet or speak with them the following day.

Evaluation and Follow Up:

- Evaluate your experience. What did you learn from it? Do you have new questions? Did the interview reinforce your interest in this career? How does this career “fit” you? Talk with your Career Advisor about it.
- Keep names, addresses, and telephone numbers of your contacts for future reference.
- Send a brief thank you note to each person you interviewed thanking them for their time.

Sample Email:

Subject Line: Informational Interview Request

Dear Mr./Ms. XYZ,

I found your name on LinkedIn through The University of Iowa alumni group and I wanted to contact you about information pertaining to careers in accounting. Your experience would be insightful to me as I choose my own career.

Schedule permitting, I am hoping that I could conduct a brief informational interview with you during the week of February 20th to learn more about your career path. I would really appreciate any insight you could provide to me about careers in accounting.

I look forward to speaking with you soon.

Sincerely,

Jan Student
jan-student@uiowa.edu

Informational Interview Questions

Position-Related Questions:

- What is your job/internship like?
 - A typical day?
 - What do you do? What are the duties/functions/responsibilities?
 - What kinds of problems do you deal with?
 - What kinds of decisions do you make?
 - What percentage of your time is spent doing _____ or how does the time use vary?
- Why did you decide to work for this company?
- Was your internship paid or unpaid? What is the starting salary range for this position?
- What do you like most about this company/position?
- What would you most like to change about your position?
- What are the skills that are most important for a position in this field? How did you learn these skills? How can I evaluate whether or not I have the necessary skills for a position such as yours?
- What abilities or personal qualities do you believe contribute most to success in this job/internship?
- Why did this type of work interest you and how did you get started?
- How did you find your job or internship?
- What jobs and experiences have led you to your present position?
- What part of this job do you personally find most satisfying? Most challenging?
- Does your company offer full-time employment to interns following their internship?

Industry, Field, or Career Path Questions:

- What are the various jobs in this field or organization?
- How does your company differ from its competitors?
- What sorts of changes are occurring in your occupation?
- How does a person progress in your field? What is a typical career path in this field or organization?
- What were the keys to your career advancement? How did you get where you are and what are your long-range goals?
- If you could do things over again, would you choose the same path? Why? What would you change?
- How much travel and/or geographic relocation is required in your field?

College Involvement Questions:

- Does your work relate to any experiences or studies you had in college?
- How well did your college experience prepare you for this job/internship?
- What courses have proved valuable to you in your work? What would you recommend for me?
- How important are grades/GPA for obtaining a job/internship in this field?
- Are there any written materials you suggest I read? Which professional journals and organizations would help me learn more about this field?
- What are the educational requirements for this job? What other types of credentials or licenses are required? What types of training do companies offer persons entering this field? Is graduate school recommended? Does the company encourage and pay for employees to pursue graduate degrees?

Advice Questions:

- What kinds of experience, paid or unpaid, would you recommend for persons pursuing a career in this field?
- What special advice do you have for someone seeking to qualify for this type of position?
- Can you suggest other people I might be able to speak with who have similar career interests?
- [If you feel comfortable and it seems appropriate] Would you mind taking a look at my resume?

Resume Writing Worksheet

Use this worksheet to brainstorm ideas for your resume and then place the information in your preferred resume format.

Contact Information:

Name _____
Mailing Address _____
Email Address _____
Phone Number _____

Objective: (Optional)

**Use when seeking internship*

**List position/time frame/skills*

Education:

Institution _____
Degree seeking _____
Graduation Date expected (*Month/Year*) _____
Major/Minor _____
Cumulative and/or Major GPA (*if 3.0 or above*) _____

Relevant Coursework:

(Optional)

Work Experience:

**Include jobs and internships*

**Use bullet points and start with a power verb*

Title _____
Employer/Location _____
Duties _____

Skills Used _____
Projects/Promotions _____
Dates Employed (*Month/Year to Month/Year*) _____

Title _____
Employer/Location _____
Duties _____

Skills Used _____
Projects/Promotions _____
Dates Employed (*Month/Year to Month/Year*) _____

Leadership Experience:

**Include organizations, teams and volunteer activities where you contributed significantly*

Position _____
Organization _____
Date Range _____

Position _____
Organization _____
Date Range _____

Awards, Honors, Activities:

**Include general membership in organizations, volunteer work, awards, scholarships*

Organization/Award _____
Dates _____

Organization/Award _____
Dates _____

Language Proficiencies:

_____, _____, _____

Computer Skills:

_____, _____, _____

**You do not need to state "References available upon request." References should be placed on a separate document. See page 30 for a Reference Page sample.*

Resume Formatting Checklist

Use this checklist to make sure your resume follows the Career Center formatting suggestions.

- ☐ Place **name** big and bold at top of resume (14–16 point font)
- ☐ Include **contact information** under name (current and/or permanent address, phone, email)
- ☐ **Optional Section:** List **Objective** under name and contact information if seeking an internship
 - ☐ Be specific (include internship title, company, and time frame)
 - ☐ Identify skills you possess (i.e. interpersonal, analytical, graphic design skills)
 - ☐ Indicate what you can offer the company, not what company can do for you
- ☐ List **Education** after Objective (or after contact information if not seeking an internship)
 - ☐ List The University of Iowa, Iowa City, IA
 - ☐ Include degree and major (i.e., B.B.A. Management)
 - ☐ Include graduation date only (i.e., May 20XX)
 - ☐ List emphasis area, minor, and/or certificate if applicable
 - ☐ List cumulative and/or major GPA if 3.0 or above and Dean's List/Honors Program (if applicable)
 - ☐ Include study abroad (if applicable)
 - ☐ Only list institutions from which you received or a pursuing a degree
- ☐ **Optional Section:** List **Course Highlights** under Education (if needed to fill the page)
 - ☐ List 4-6 advanced courses related to position/field
- ☐ List **Experience** (Internship, Work, Leadership, etc.) sections next
 - ☐ Place in reverse chronological order (most recent first)
 - ☐ Include position, company, city/state and dates employed
 - ☐ A minimum of 3 bullet points for each position is recommended
 - ☐ Start each bullet point with a power verb in past tense (even for current positions)
 - ☐ Answer 5 W's and an H (who, what, when, where, why, and how) to write a descriptive bullet point (see page 18)
 - ☐ Use numbers to quantify information (i.e., timeframe, money, etc.)
 - ☐ Bullet points don't require periods
 - ☐ Other categories can include:
 - ☐ Class Project Experience (detail individual/group projects by providing bullet points)
 - ☐ College Activities (can provide bullet points or just list)
 - ☐ Volunteer Experience (can provide bullet points or just list)
 - ☐ Honors & Awards (include dates)
 - ☐ Computer Skills
 - ☐ Language Proficiencies
- ☐ **Other Reminders:**
 - ☐ Keep to one page
 - ☐ Don't use a template to format
 - ☐ Place dates on the right of the page
 - ☐ Stay consistent within format and layout (i.e., using italics, bolding items, etc.)
 - ☐ Use 10-12pt. traditional font (Ariel, Times New Roman, etc.) and no less than 0.5 margins
 - ☐ Don't include an "Interests" section unless you are Finance major
 - ☐ List Career Leadership Academy under Education or Leadership (not Activities)
 - ☐ Tailor information to position sought and place most relevant information toward top of resume
 - ☐ Consider other categories that might specifically apply (Related Experience, Lab Techniques, etc.)
 - ☐ Don't include high school information unless first-year, related to position, or need to fill the page
 - ☐ List a variety of "experience" categories
 - ☐ Don't state "References available upon request" (create a separate Reference Page, see page 30)
 - ☐ Check for spelling and grammatical errors
 - ☐ Bring resume draft to the Pomerantz Career Center for review by a Peer Advisor or Career Advisor

Writing Bullet Points

Students often tell us that writing bullets is the hardest part of a resume. When writing bullet points it is important to go beyond just your “duties” at a job. One way to do this is to think of the “5 W’s and an H” rule you learned in school.

Who: Who did your job help? The company? Clients? Customers?

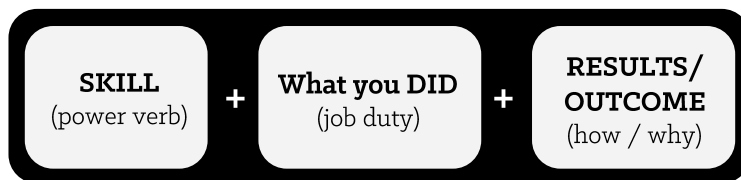
What: What happened with the results of the job? If you did research, was that information published? If you had to do a report what was done with that information?

When: When did this happen? Daily? Weekly, Monthly? Talking about how often you did something is an easy way to show productivity in your job.

Where: Where did your duties occur? Did you have to travel for a job? Were you responsible for interacting with people outside of your organization?

Why & How: Why did you do this? How did your job duties help or add to the organization’s ability to function.

Bullet point formula: Use this formula as a starting point when writing your detailed bullet points.



Before: Made a documentary

After + “How”: Filmed a 10 minute documentary using the x3000 camera

After + “Why”: Filmed a 10 minute documentary on AIDS awareness for a class presentation

Below are additional samples of how to add content and valuable details to your resume. The details will set you apart from other candidates and showcase your skills and expertise appropriately.

Example 1:

BEFORE	American Marketing Association (AMA) Member <ul style="list-style-type: none">• Created personal brand• Attended weekly meetings• Volunteered at service activities and fundraising events	Fall 20XX - Present
	Member American Marketing Association (AMA) <ul style="list-style-type: none">• Enhanced skills for future success and created own personal brand shared with 12 area employers• Participated in bi-weekly meetings in order to expand knowledge of several marketing concepts• Attended and participated in 4 service activities and 3 fundraisers in order to apply learned theory	Fall 20XX - Present

Example 2:

BEFORE	Sal’s T-shirt Depot, Any Town, IL Sales Associate <ul style="list-style-type: none">• Assisted with inventory• Provided quality customer service• Built displays for featured products	June 20XX - Present
	Sales Associate Sal’s T-shirt Depot, Any Town, IL <ul style="list-style-type: none">• Assisted with daily and monthly inventory of over 1200 domestic and foreign products• Provided quality customer service by handling customer questions, complaints, and problem solving• Handled over 200 cash and credit transactions, balanced drawer, and ATM accurately as part of each shift	June 20XX - Present

An important thing to remember is to *quantify*. Adding numbers – dollar amount, number of times you did something, or how much of something you accomplished – shows productivity. **PRODUCTIVITY IS ALWAYS TRANSFERABLE!**

TIP: If you are having trouble writing your bullet point(s) focus on the basic responsibility you were doing and use the “Power Verbs” section in this book to get yourself started. (example – if your role was communication-related, go to that section in the power-verb pages in this guide and pick the appropriate word to begin your bullet point with.)

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Power Verbs

Planning

Example: Developed and implemented a training program that resulted in a 45% increase in employee satisfaction

Administered	Commissioned	Developed	Evaluated	Formulated	Observed	Prepared	Researched	Revised	Studied
Anticipated	Determined	Devised	Forecasted	Identified	Planned	Prioritized	Reserved	Strategized	Tailored

Organizing

Example: Coordinated weekly office schedules for 8 employees

Acquired	Appointed	Authorized	Collected	Customized	Facilitated	Issued	Ordered	Retrieved	Simplified
Activated	Arranged	Catalogued	Committed	Delegated	Housed	Linked	Organized	Routed	Sought
Adjusted	Assembled	Centralized	Confirmed	Designated	Implemented	Logged	Procured	Scheduled	Straightened
Allocated	Assessed	Chartered	Contracted	Designed	Incorporated	Mapped out	Programmed	Secured	Suggested
Altered	Assigned	Classified	Coordinated	Established	Instituted	Obtained	Recruited	Selected	Tracked

Executing

Example: Handled 20-35+ customer calls per shift regarding coverage changes, renewal rates and billing procedures

Acted	Collected	Displayed	Exercised	Input	Merchandised	Produced	Proved	Sold
Administered	Completed	Distributed	Forwarded	Installed	Operated	Proofed	Performed	Stocked
Carried out	Conducted	Entered	Handled	Labored	Processed	Prospected	Shipped	Transacted

Supervising

Example: Developed and supervised the implementation of new computer filing system that reduced paper use by 35%

Adjusted	Certified	Correlated	Examined	Indexed	Measured	Overhauled	Refined	Screened	Supplied
Analyzed	Compared	Developed	Explored	Judged	Modified	Oversaw	Regulated	Set	Tightened
Apportioned	Controlled	Discovered	Graded	Licensed	Monitored	Policed	Reviewed	Scrutinized	Traced
Assessed	Corrected	Established	Inspected	Maintained	Officiated	Prohibited	Revised	Supervised	Updated

Leading

Example: Trained 20+ new employees in computer procedures over a 2-year period

Accelerated	Changed	Elected	Encouraged	Founded	Inspired	Mentored	Promoted	Spearheaded	Trained
Assumed	Conducted	Employed	Enlisted	Guided	Involved	Motivated	Raised	Stimulated	Transformed
Caused	Directed	Hired	Envisioned	Influenced	Led	Originated	Recognized for	Strengthened	Visualized
Chaired	Disproved	Empowered	Fostered	Initiated	Managed	Pioneered	Set goals	Supervised	

Getting Results

Example: Increased student participation by 25% over a 6-month period

Accomplished	Boosted	Contributed	Eliminated	Expanded	Generated	Increased	Launched	Orchestrated	Received
Achieved	Built	Delivered	Enlarged	Expedited	Grew	Innovated	Lightened	Overcame	Reduced (losses)
Added	Combined	Demonstrated	Enjoyed	Extended	Guaranteed	Integrated	Minimized	Prevailed	Rejuvenated
Advanced	Completed	Diminished	Enlisted	Finalized	Hastened	Introduced	Modernized	Produced	Renovated
Attained	Consolidated	Earned	Ensured	Fulfilled	Heightened	Invented	Obtained	Qualified	Restored
Augmented	Constructed	Eclipsed	Excelled	Gained	Improved	Joined	Opened	Realized	Targeted

Problem Solving

Example: Streamlined ordering through the use of computer technology, decreasing wait time from 6 to 2 days

Alleviated	Collaborated	Created	Detected	Foresaw	Investigated	Repaired	Revived	Synthesized
Analyzed	Conceived	Debugged	Determined	Formulated	Recommended	Resolved	Satisfied	Theorized
Applied	Conceptualized	Decided	Diagnosed	Found	Remedied	Revamped	Solved	
Brainstormed	Crafted	Deciphered	Engineered	Gathered	Remodeled	Revitalized	Streamlined	

Power Verbs

Quantitative

Example: converted files from COBAL to JAVA in order to increase compatibility with current systems

Accounted for	Balanced	Compiled	Converted	Earned	Financed	Maximized	Projected	Reconciled	Totaled
Appraised	Budgeted	Compounded	Counted	Enumerated	Grossed	Multiplied	Purchased	Recorded	
Approximated	Calculated	Computed	Dispensed	Estimated	Increased	Netted	Quantified	Reduced	
Audited	Checked	Conserved	Dispersed	Figured	Inventoried	Profited	Rated	Tabulated	

Communicating

Example: Presented to groups of 30+ transfer students on a weekly basis concerning university policies and procedures

Acted	Attested	Convinced	Dramatized	Highlighted	Justified	Publicized	Revealed	Submitted	Tested
Adapted	Briefed	Consulted	Edited	Illustrated	Lectured	Queried	Sanctioned	Substantiated	Taught
Admitted	Clarified	Corresponded	Educated	Improvised	Marketed	Questioned	Settled	Suggested	Translated
Addressed	Cleared Up	Critiqued	Elicited	Indicated	Mediated	Referred	Shaped	Summarized	Transmitted
Allowed	Closed	Dedicated	Explained	Inferred	Moderated	Reinforced	Smoothed	Supplemented	Verified
Amended	Communicated	Defined	Extracted	Informed	Negotiated	Related	Specified	Supported	Welcomed
Arbitrated	Composed	Deliberated	Fabricated	Instructed	Perceived	Rendered	Spoke	Surveyed	Wrote
Argued	Consented	Demonstrated	Fashioned	Interpreted	Persuaded	Reported	Sold	Synthesized	
Ascertained	Concluded	Drafted	Greeted	Interviewed	Presented	Represented	Solicited	Systematized	

Helping

Example: Provided academic support for 30+ at-risk primary school students through comprehensive after-school program

Aided	Assisted	Continued	Eased	Enhanced	Interceded	Prescribed	Rescued	Sustained
Accommodated	Assured	Cooperated	Elevated	Enriched	Mobilized	Provided	Returned	Tutored
Advised	Bolstered	Counseled	Enabled	Familiarized	Modeled	Rehabilitated	Saved	Validated
Alleviated	Coached	Dealt	Endorsed	Helped	Polished	Relieved	Served	

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Student Employment/Beginning Resume Samples

Ginger Snap

100 Mayflower Hall Iowa City, IA 52242
ginger-snap@uiowa.edu 319-335-0000

Education

The University of Iowa, Iowa City, IA
B.B.A. Marketing

Anticipated May 20XX

Work Experience

Cashier

CiCi's Restaurant, Galena, IL

June 20XX - August 20XX

- Worked in customer service
- Trained new employees
- Supervised wait staff

Detasseler

Knightpickers Detasseling, Galena, IL

July 20XX - July 20XX

- Detasseled see corn in the summer
- Worked 8 hours a day for 2 weeks
- Achieved perfect attendance bonus

Activities

Tippie Optimist Chapter, The University of Iowa

- Served as Pen Pal with 4th grade student
- Volunteered in after school program
- Participated in networking events

September 20XX – Present

High School Year Book, Galena High School

- Raised \$600 in advertisement sales from local businesses
- Designed 10 pages in yearbook
- Assisted with editing 9 pages in book

August 20XX – June 20XX

Community Service

Alternative Spring Break, New Orleans, LA

- Participated in trip to New Orleans
- Rebuilt houses with community members
- Communicated with 10 other volunteers and community members daily

March 20XX

Special Olympic Volunteer, Galena, IL

- Helped at 10 events
- Assisted at games, recorded scores, and handed out awards
- Greeted audience members and sold tickets

September 20XX – May 20XX

Honors

National Honor Society

August 20XX – June 20XX

Herbert F. Sampson

Herbert-sampson@uiowa.edu

Current Address: 100 Hillcrest Hall N217, Iowa City, IA 52242, (224) 682-0423

Permanent Address: 1443 E. Riverside Dr., Schaumburg, IL 60043, (847) 544-7797

OBJECTIVE

To obtain an internship with State Farm for the fall of 20XX utilizing my mathematical, business and interpersonal skills

EDUCATION

The University of Iowa, Iowa City, IA

B.B.A. Economics

Minor in Sociology

Anticipated May 20XX

CLASS PROJECT EXPERIENCE

Money, Banking, and Financial Markets

Department of Economics, The University of Iowa, Iowa City, IA

Spring 20XX

- Analyzed financial reports to project future earnings for Fortune 500 companies
- Presented investment strategy to fictional corporate client regarding a potential acquisition
- Completed a bond interest rate project by utilizing Excel to review historical financial reporting

WORK EXPERIENCE

Caddie

Barrington Hills Gold Club, Barrington, IL

May 20XX – Present

- Trained and mentored 15 new caddies a year
- Developed a client base of over 40 members
- Assisted an average of 8 members per week in transporting golf bags

Tutor

Introduction to Statistics and Inference, The University of Iowa, Iowa City, IA

August 20XX – July 20XX

- Provided tutoring services to 10 students weekly
- Increased students' exam scores by approximately 30%
- Created worksheets that were used as study tools

LEADERSHIP EXPERIENCE

Career Leadership Academy

The University of Iowa, Iowa City, IA

December 20XX – Present

- Two semester academic program focused on developing leadership and employment skills
- Strengthened communication, teamwork, interpersonal, and presentation abilities
- Attended employer panels and presentations by community leaders

COLLEGE ACTIVITIES

Treasurer, Campus Activities Board

Maintained \$70,000 account for a student organization granted the largest budget on campus

Led a committee of 5 members in making important budget decisions

Paid bills for events such as comedy shows, bands, and movies

Member, Iowa Bass Fishing Club

August 20XX – Present

January 20XX – Present

Christina Parker 21 North Johnson Street, Iowa City, IA 52241 (319) 334-5673; christina-parker@uiowa.edu		Melissa Smith melissa-smith@uiowa.edu Permanent Address: 432 Main St. Gregory, IA 49203 (515) 982-9284	
EDUCATION B.A. Communication Studies <i>The University of Iowa</i> Minor: Studio Art GPA: 3.4/4.0; Dean's List: Fall 20XX-present Carer Leadership Academy (four semester academic program) •Focused on developing leadership and employment skills •Strengthened communication, teamwork, interpersonal, and presentation abilities		May 20XX Iowa City, IA Dec. 20XX	
COURSE HIGHLIGHTS Cultural History of Advertising Communication and Relationships Persuasion in Society Media Industries and Organizations			
INTERNSHIP EXPERIENCE Marketing and Editing Intern <i>National Public Radio: WSIU-AM and KSUI-FM</i> Aug. 20XX—Dec. 20XX Iowa City, IA •Edited and created 30% of content for quarterly program guide with a circulation of 20,000 •Wrote and disseminated 5 newsletters, 3 media guides, and 10 news releases for clients •Coordinated over 50 volunteers and tabulated donations during fundraisers •Assisted with media relations and advertising campaigns for special events such as <i>Riverfest</i>			
SOFTWARE SKILLS Adobe Photoshop Adobe Illustrator Macromedia Dreamweaver Macromedia Flash Microsoft Publisher Microsoft FrontPage			
WORK EXPERIENCE Hospitality Representative <i>Walt Disney World Resorts</i> May 20XX—July 20XX Lake Buena Vista, FL •Greeted over 1,000 guests per day •Acted as host for over 50 special events including <i>Disney's Magical Summer</i> program which served over 5,000 guests per month •Provided over 100 customers with directions to attractions daily •Completed Walt Disney Practicum Course in Public Relations			
Cashier / Lesson Instructor <i>Cedar Rapids Recreation Department</i> Summers 20XX-20XX Cedar Rapids, IA •Cooperated with managers in training approximately 30 new cashiers, concession workers, and lesson instructors per summer season •Helped reconcile cash registers, often totaling in excess of \$4,000 per day •Taught swimming lessons to more than 150 children ages 3-10 •Supervised cleaning and closing procedures			
COLLEGE ACTIVITIES Member, United Campus Ministry Volunteer, River Run Member, Walt Disney Student Alumni Association Secretary, Public Relations Student Society of America (PRSSA)		Jan. 20XX—Present July 20XX—Present Aug. 20XX—Present Aug. 20XX—Dec. 20XX	

Intermediate Resume Samples

<p>Meredith Conners meredith-conners@uiowa.edu 319-637-0001</p> <p>Current Address: 375 Market St. #1 Iowa City, IA 52240</p> <p>Permanent Address: 1222 Dubuque Street Anytown, IA 56317</p> <p>May 20XX Overall GPA: 3.3/4.0</p>	<p>EDUCATION</p> <p>The University of Iowa, Iowa City, IA Bachelor of Business Administration: Management Entrepreneurial Certificate</p>	<p>MANAGEMENT EXPERIENCE</p> <p>Sales Management Intern INSYNC Business Solutions, Cedar Rapids, IA</p> <ul style="list-style-type: none"> Interviewed and hired 5 sales associates Developed and implemented 3 week training program for all new part-time hires Assisted in accomplishing an overall department sales increase of 22% Worked with Sales Manager to identify target sales audience so to increase revenue 	<p>Customer Service Shift Manager Hy-Vee Food Stores, Altoona, IA</p> <ul style="list-style-type: none"> Oversaw weekend shift of part-time customer service representatives Coordinated bi-weekly schedule of 6 employees to maintain department coverage Oriented and trained 10 new employees over a 2 year period Assisted customers with check deposits, returns, and product location 	<p>ADDITIONAL EXPERIENCE</p> <p>Office Assistant The University of Iowa Latino-Native American Cultural Center, Iowa City, IA</p> <ul style="list-style-type: none"> Answered calls and assisted callers with center information Maintained organization budget for special events Aided in the preparation of the monthly newsletter 	<p>Cashier Hy-Vee Food Stores, Ankeny, IA</p> <ul style="list-style-type: none"> Assisted over 100 customers daily with purchases of groceries, including check out and packaging Reconciled cash register with average daily cash flow of \$4,000 Helped a group of 20 employees with yearly product inventory 	<p>LEADERSHIP & ACCOMPLISHMENTS Vice President, Women in Business, The University of Iowa The University of Iowa Deans List Secretary, Leadership Council, Henry B. Tippie College of Business Morale Captain, Dance Marathon, The University of Iowa</p>	<p>COMPUTER SKILLS Word, Excel, Access, Publisher, Outlook, Adobe Illustrator</p>
<p>Thomas Ravenelli 401 South Maple St. Iowa City, IA 52241 (319) 400-6543 thomasravenelli@gmail.com</p>	<p>EDUCATION</p> <p>The University of Iowa, Iowa City, IA Bachelor of Science, Computer Science Bachelor of Arts, Psychology</p> <p>University of Madrid, Madrid, Spain Study Abroad Program Intermediate Spanish conversation and writing</p>	<p>COMPUTER SKILLS</p> <p>Languages: BASIC, PASCAL, C, C++, Java Operating Systems: UNIX, Windows, LINUX, A+ Software: Microsoft Access, Adobe Acrobat</p>	<p>PROFESSIONAL EXPERIENCE</p> <p>Technology Intern Iowa Children's Museum, Coralville, IA</p> <ul style="list-style-type: none"> Designed and maintained museum's web page Assisted with computer installation and configuration Resolved technical problems for 9 professional staff members 	<p>Computer Lab Monitor The University of Iowa, Iowa City, IA</p> <ul style="list-style-type: none"> Monitored computer lab of 25 computers Provided technical assistance on a daily basis to 100+ students Coordinated and facilitated technical instruction sessions for students as needed 	<p>LEADERSHIP EXPERIENCE</p> <p>President, Phi Kappa Tau Fraternity The University of Iowa, Iowa City, IA</p> <ul style="list-style-type: none"> Planned and conducted weekly meetings for 85 members Recruited 30 new members for the 2007-2008 school year Organized 5 volunteer events to support local non-profit organizations 	<p>Team Supervisor Habitat for Humanity, Cedar Rapids, IA</p> <ul style="list-style-type: none"> Coordinated campus recruitment efforts to encourage student participation Supervised and managed a team of 12 volunteers at construction site Provided motivation for team members through weekly meetings 	<p>WORK EXPERIENCE</p> <p>Book Store Clerk University Book Store, Iowa City, IA</p> <ul style="list-style-type: none"> Prioritized restocking order according to customer demand Assisted 50+ students daily in locating textbooks during the start of the semester Reconciled cash registers totaling an average of \$4,000 nightly <p>VOLUNTEER EXPERIENCE</p> <p>Big Brother/Big Sister Program Salvation Army</p> <p>LANGUAGE PROFICIENCIES</p> <p>Fluent in Spanish and Italian</p>

Intermediate Resume Samples

Margaret Judden

margaretjudden@uiowa.edu
320 Lori St., Iowa City, IA 52252, (319) 335-1023

EDUCATION

The University of Iowa, Iowa City, IA
B.A. Sociology
Certificate in Non-Profit Management

Anticipated May 20XX
GPA: 3.6/4.0

DEVELOPMENT EXPERIENCE

Development Intern

- UI Foundation, Iowa City, IA
- Observed rotations in Planned Giving, Corporate Foundation Relations, Annual Giving, Communications
- Met and interviewed donors, learned about tax aspects of deferred gifts, and fundraising cycles
- Researched and created prospect lists and constituent area reports for campaign purposes
- Analyzed 2 development officers' prospect portfolios and distributions

June 20XX – August 20XX

Special Events Intern

- American Diabetes Association, Des Moines, IA
- Assisted with callings and mailings to 500+ event participants, captains, sponsors, and volunteers
- Marketed for events and volunteer recruitment using social media, websites, and Convio
- Participated in committee meetings and attended 3 promotional events

June 20XX – August 20XX

WORK EXPERIENCE

Tour Guide

- Admissions Visitor Center, The University of Iowa, Iowa City, IA
- Led 5 hour-long tours per week around the campus in groups of up to 20 adults and students
- Utilized positive customer service skills to address visitors' questions about the University
- Represented the University in a friendly and professional manner

May 20XX – Present

Meal Preparation and Distribution

- Burge Marketplace, Iowa City, IA
- Prepared and served food to 3,000+ students per night
- Worked as a team with a dining staff of 20 to maintain an organized and clean work space

August 20XX – May 20XX

VOLUNTEER WORK

Crisis Intervention Volunteer

- Crisis Center of Johnson County, Iowa City, IA
- Participated in 50+ hours of Crisis Intervention training in order to be a hotline counselor
- Referred 60+ individuals to community resources while listening empathetically and non-judgmentally

May 20XX – Present

Center for Disabilities and Development Volunteer

- The University of Iowa Hospitals and Clinics, Iowa City, IA
- Comforted and played with pediatric patients to create a warm and welcoming atmosphere
- Maintained a clean environment by organizing the children's play area and stocking forms

September 20XX – Present

COLLEGE ACTIVITIES

Participant, LeaderShape Institute

January 20XX

Participant, Alter native Spring Break to Memphis, TN

March 20XX

Member, Feminist Union

August 20XX – Present

Henry Moyer

henry-moyer@uiowa.edu
100 Pomerantz Drive #3, Iowa City, IA 52242, (319) 335-1023

EDUCATION

B.S. Sociology

Spanish Minor
The University of Iowa, Iowa City, IA

Anticipated May 20XX

India Winterim Study Abroad Program

Empowering Women and Children: Innovations in Sustainable Healthcare and Poverty Alleviation
Included readings, NGO visits, and cultural activities

January 20XX

RESEARCH EXPERIENCE

Research Assistant

- The University of Iowa, Iowa City, IA
- Collaborated with Sarah Harkness, Assistant Professor at The University of Iowa
- Rendered a literature review of 25+ scientific journal articles on motherhood wage penalty and fatherhood bonus

Aug 20XX – Present

Research Assistant

- Center for the Study of Group Processes, The University of Iowa, Iowa City, IA
- Collaborated with Michael Lovaglia, Professor at The University of Iowa
- Conducted experiments with participants and used means of deceit
- Coded 30+ hours in video data of small groups completing a gendered-task

September 20XX – Present

Research, Policy, and Evaluation Intern

- Women's Housing and Economic Development Corporation, Bronx, NY
- Supported development, dissemination, and collection of a needs assessment survey
- Collected data by interviewing teaching artists and program participants
- Conducted a literature review on place-making and community development focused on impact of cultural spaces

June 20XX – August 20XX

TEACHING EXPERIENCE

Supplemental Instruction Leader

- University College, The University of Iowa, Iowa City, IA
- Facilitated review and group activities 3 times per week for Introduction to Sociology Principles
- Taught study techniques and helped 10-15 students prepare for tests
- Completed administrative duties of bi-weekly meetings, lesson plan creation, and evaluations

August 20XX – May 20XX

LEADERSHIP EXPERIENCE

Career Leadership Academy, The University of Iowa, Iowa City, IA

- Two semester academic program focused on developing leadership and employment skills
- Strengthened communication, teamwork, interpersonal, and presentation abilities
- Attended employer panels and presentations by community leaders

January 20XX – Present

COLLEGE ACTIVITIES

Member, Alpha Kappa Delta Honor Society

August 2012 – Present

Member, Iowa Sociological Association

December 2012 – Present

Mentor, Big Brothers Big Sisters

January 2011 – Present

Intermediate Resume Samples

Herky Hawkeye

(319)-555-5555 – herkyhawkeye@uiowa.edu
1234 Black and Gold Lane, Iowa City, IA 52242

EDUCATION

The University of Iowa, Iowa City, Iowa **Anticipated May 20XX**
Bachelor of Business Administration, Accounting
GPA: 3.23/4.00
Software Skills: Adobe, SPSS, Word, PowerPoint, Excel

RELATED PROJECTS

Nonprofit Accounting Analysis **August 20XX - January 20XX**
The University of Iowa, Iowa City, Iowa
• Partnered with a classmate to develop an accounting system for a local nonprofit firm
• Developed accounting system that would help track costs
• Trained current employees to use the developed accounting system
• Produced an accounting system manual to continue the development of the accounting system

Auditing Analysis **March 20XX - June 20XX**
The University of Iowa, Iowa City, Iowa
• Worked efficiently and effectively with small group (5 classmates) for Target Distribution Co.
• Developed easy to follow checklist of auditing items
• Created an effective database system for the company to efficiently account for certain costs
• Presented project to Target Distribution Executive Board

LEADERSHIP EXPERIENCE

Team Captain, Varsity Women's Swimming and Diving Team **August 20XX - Present**
Member, Varsity Women's Swimming and Diving Team **August 20XX - Present**
The University of Iowa, Iowa City, Iowa
• Organized and planned the 2015 Women's Swimming and Diving End of Year Banquet
• Awarded a full scholarship covering tuition, fees, room, and board for 4 years
• Formulated ideas and implemented Annual Breast Cancer Awareness Swim Meet
• Collaborated with co-captains to develop community service projects

Chair, Iowa Student-Athlete Advisory Committee **August 20XX - Present**
Member, Iowa Student Athlete Advisory Committee **August 20XX - Present**
The University of Iowa, Iowa City, Iowa
• Represented Women's Swimming and Diving in meetings alongside fellow varsity athletes
• Coordinated on-campus NCAA Diversity Workshop for student-athletes
• Attended Big 10 Conference SAAC workshop in May 2015
• Assembled 7 community service projects

SERVICE PROJECTS

Coordinator, ISAAC Bowling Social, Iowa City, Iowa **20XX - Present**
• Oversaw planning for an event for student-athletes to connect with one another
• Planned and implemented location reservation, rentals, and agenda
• Recruited student-athletes to participate in the event

HONORS & AWARDS

Academic All-Big 10 for 3 years
Big 10 1st Team All-Conference honors
University of Iowa record holder

VOLUNTEER EXPERIENCE
Day of Caring, Volunteer
Iowa Dance Marathon, Volunteer
Special Olympics, Athlete Volunteer

Joseph Velazquez

joseph-velazquez@uiowa.edu
203 3rd Ave, Iowa City, IA 52242, (319) 335-1023

EDUCATION

B.A. Environmental Policy and Planning, Political Science **Anticipated May 20XX**
Policy Track
The University of Iowa, Iowa City, IA

India Winterim Study Abroad Program **January 20XX**
International Development: Development of Resilient and Sustainable Agricultural Watersheds
Included readings, research, village educational outreach, and weekend cultural activities

PROFESSIONAL EXPERIENCE

Intern **August 20XX – December 20XX**
League of Conservation Voters, Iowa City, IA
• Organized 3 campus educational events on carbon emission reduction and need for executive action against coal power plants
• Participated in grassroots lobbying by hosting phone-banks and tabling once per week
• Collaborated with others to strengthen campus outreach and recruit volunteers for events

Intern **June 20XX – August 20XX**
Iowa Environmental Council, Des Moines, IA
• Edited press releases and assisted with background research and supporting documents for petitions
• Contacted potential sponsors, exhibitors, and speakers for annual conference
• Compiled and entered data to support creation of fact sheets to educate the public on threats to water quality

ADDITIONAL WORK EXPERIENCE

Supplemental Instruction Leader **August 20XX – December 20XX**
University College, The University of Iowa, Iowa City, IA
• Facilitated review and group activities 3 times per week for General Chemistry I
• Taught study techniques and helped 10-15 students prepare for tests
• Completed administrative duties of bi-weekly meetings, lesson plan creation, and evaluations

Caddie **June – August 20XX – 20XX**
Barrington Hills Golf Club, Barrington, IL
• Trained and mentored 15 new caddies a year
• Developed a client base of over 40 members
• Assisted an average of 8 members per week in transporting golf bags

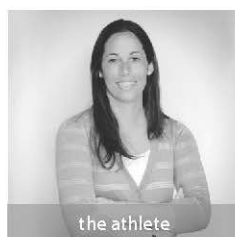
LEADERSHIP EXPERIENCE

Career Leadership Academy, The University of Iowa, Iowa City, IA **January 20XX – Present**
• Two semester academic program focused on developing leadership and employment skills
• Strengthened communication, teamwork, interpersonal, and presentation abilities
• Attended employer panels and presentations by community leaders

Treasurer, Phi Kappa Tau Fraternity, Iowa City, IA **August 20XX – June 20XX**
• Participated in weekly executive board meetings
• Tracked expenses and dues to maintain a balanced budget
• Supported all fundraising events by following appropriate cash handling and account rules

Experienced Alumni Resume Sample

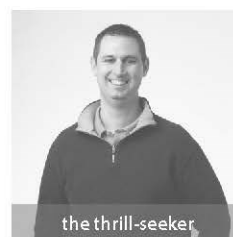
<p>Mitch Pavellec mitch-pavelec@gmail.com (C) 319-555-5555</p> <p>10 Time Drive SE Cedar Rapids, IA 52400 (H) 319-000-0000</p>	
<p>SUMMARY OF QUALIFICATIONS</p> <ul style="list-style-type: none"> Experienced professional in recruiting, training, and supervising of employees Skilled shipping coordinator for global manufacturer and distribution center Accomplished in Microsoft Word, Excel, Access, Fourth Shift and Clippership software Proficient in English, Spanish, and Portuguese 	
<p>PROFESSIONAL EXPERIENCE</p> <p>Recruitment Coordinator of Summer Employment & Interns Celestica Inc.</p> <ul style="list-style-type: none"> Recruited, interviewed, and selected part-time summer staff of 15 Conducted weekly meetings of part-time summer staff Inspected 2 production lines daily for efficiency and accuracy Developed and monitored annual summer training budget of \$15,000 Created and managed special projects and training presentations 	<p>2004-present Mt. Pleasant, IA</p>
<p>Shipping Coordinator North Company</p> <ul style="list-style-type: none"> Coordinated worldwide distribution of up to 350 packages per day Managed internet and computer updates of shipment tracking to meet monthly quota Trained 20 employees annually and supervised staff of 35 with special tasks 	<p>1999-2004 Cintas, IA</p>
<p>Assistant Human Resource and Benefits Coordinator Geratseville Limited</p> <ul style="list-style-type: none"> Managed insurance benefits and payroll accounting Interviewed, hired and evaluated 15 employees Represented the company in labor negotiations annually 	<p>1996-1999 Cedar Rapids, IA</p>
<p>EDUCATION</p> <p>The University of Iowa, Iowa City, IA Bachelor of Business Administration: Management International Business Certificate</p>	<p>May 2004</p>
<p>Indian Hills Community College, Ottumwa, IA Associates of Arts: Arts and Sciences</p>	<p>May 1996</p>
<p>ACTIVITIES & LEADERSHIP:</p> <p>Association of Human Resource Professionals Vice President, Society for Human Resources Management President, International Business Student Association Volunteer Coordinator, Habitat for Humanity</p>	<p>2004-present 2004-2006 2008-2009 1998-2004</p>



the athlete



the coach



the thrill-seeker



the go-getter



the advisor



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Governmental Resume Sample

Brittany Stratton

746 Main Street
Iowa City, IA 52240
(319) 333-1222
brittany-stratton@uiowa.edu

Citizenship: United States

Veterans Preference: None/5-Point or 10-Point (DD214 attached)

Federal Civilian Status: NA

Clearance: NA

Availability:

Job Type: Permanent, Temporary, Recent Graduates

Work Schedule: Full Time

Desired Location: US-DC-Washington/Metro

OBJECTIVE: Health Sciences Specialist Research, Department of Veterans Affairs, Job Announcement: 10-731MS

EDUCATION:

The University of Iowa, Iowa City, IA 52242

Degree: B.S., Cum Laude, May 20XX

90 Semester Hours

GPA: 3.6/4.0

Major: Biology

Minor: Chemistry

Academic Honors: Dean's List (4 Semesters), Biology Honors Program

Relevant Coursework: Developmental Biology, Biochemistry, Calculus for the Biological Sciences, Genetics and Biotechnology Lab, Genes and Development, Cell Biology Lab

Washington Senior High School, Des Moines, IA 50301

AP Classes, received diploma June 20XX

WORK EXPERIENCE:

The University of Iowa Hospitals and Clinics

Iowa City, IA

January 20XX – Present

Salary: \$12/hour, 20 hours per week

Supervisor: John Smith

Telephone: 319-222-4567

Employer may be contacted

Position: Research Assistant

Assisted with molecular biology procedures using polymerase chain reaction, DNA purification, restriction enzyme digest and other molecular biology techniques
Performed experiment-related activities including maintenance of cultured cell lines, stable and transient DNA, cell fractionation and generation of antibodies
Gathered, analyzed and interpreted data and assisted in developing presentations
Performed routine laboratory and equipment maintenance and requisitioned supplies

Abbott Laboratories

Chicago, IL 60202

May 20XX – August 20XX

Salary: \$10/hour, 40 hours per week

Supervisor: Hillary Jones

Telephone: 312-770-2314

Employer may be contacted

Position: Chemistry Intern

Organized layout of new chemical storage room and set up chemical database
Performed identifications of samples by IR and physical testing of samples
Assisted in standard operation procedure composition and editing
Prepared buffers, agars, and solutions for over 30 tests each week

ADDITIONAL EXPERIENCE:

Hy-Vee Food Stores

Iowa City, IA 52240

September 20XX – December 20XX

Salary: \$8/hour, 20 hours per week

Supervisor: Ron Hatcher

Telephone: 319-339-7788

Employer may be contacted

Position: Customer Service Assistant

- Provided fast-paced customer assistance in the city's busiest retail grocery store

LEADERSHIP AND INVOLVEMENT:

President, Undergraduate Biology Club, 20XX–20XX

Member, Women in Science and Engineering, 20XX–20XX

Volunteer, Dance Marathon, 20XX–20XX

COMPUTER SKILLS AND INSTRUMENT/LAB TECHNIQUES:

MS Excel and Access

Gas chromatography-mass spectroscopy

Polymerase Chain Reaction

FOREIGN LANGUAGE SKILLS:

Proficient in oral and written Spanish

SPECIAL INTERESTS:

Travel, scuba diving, cooking and music

Nursing Resume Sample

Sarah Jacobson

sarah-jacobson@uiowa.edu (319)555-1212
Current Address: 222 First Ave., Apt. 305, Iowa City, IA 52242
Permanent Address: 555 Main St., North Aurora, IL 60542

EDUCATION

The University of Iowa, Iowa City, IA

Bachelor of Science, Nursing, Minor in Spanish

GPA: 3.8/4.0; Member, Sigma Theta Tau Honor Society of Nursing

May 20XX

CLINICAL EXPERIENCE

Cardiac/Surgical Intensive Care, University of Iowa Hospitals and Clinics, Iowa City, IA (255 hours)

Medical/Surgical, Mercy Hospital, Iowa City, IA (180 hours)

Pediatric Cardiology, University of Iowa Hospitals and Clinics, Iowa City, IA (68 hours)

Geriatrics, Prairie Hills Senior Living Facility, Cedar Rapids, IA (135 hours)

Mental Health, St. Luke's Hospital, Cedar Rapids, IA (135 hours)

Labor and Delivery, Mercy Medical Center, Cedar Rapids (67 hours)

Community and Public Health, Johnson County Health Department, Iowa City, IA (135 hours)

Spring 20XX

Fall 20XX

Spring 20XX

Spring 20XX

Fall 20XX

Fall 20XX

Spring 20XX

HEALTH CARE EXPERIENCE

Monitor Technician, Mercy Hospital, Iowa City, IA

- Completed 40 hours of training and orientation prior to interpretation of EKGs

- Monitored patients on telemetry and medical/surgical unit

- Printed, read, and posted strips in patient charts

October 20XX – August 20XX

Certified Nursing Assistant, Keystone Retirement Residence, Aurora, IL

- Cared for 25 residents by aiding with dressing, eating, oral care, bathing, and transportation

- Trained 8 new nursing assistants to the facility

Summers 20XX – 20XX

LEADERSHIP EXPERIENCE

Programming Director, Dance Marathon, The University of Iowa, Iowa City, IA

- Acquired \$1,000 in donations for an event that raised more than \$1 million benefiting pediatric oncology patients at the University of Iowa Children's Hospital

- Managed a committee of 15 students in organizing social activities for pediatric patients and their families

- Participated in service events aimed at increasing awareness of the Children's Miracle Network

August 20XX – Present

WORK EXPERIENCE

Clerk, University of Iowa Bookstore, Iowa City, IA

- Assisted 30 students weekly in locating and purchasing textbooks

- Reconciled cash drawers with an average of \$4,000 nightly

January 20XX – May 20XX

COLLEGE ACTIVITIES

Member, Delta Alpha sorority

Member, University of Iowa Association of Nursing Students

Member, Campus Activities Board

August 20XX – Present

August 20XX – Present

August 20XX – May 20XX

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Acquiring & Maintaining References

References

How many? Plan to identify 3-5 people to use as references and then provide 3-5 for each position applied for, depending on who is the most relevant for each position.

Who to ask? Full-time and part-time work supervisors, volunteer coordinators, peer advisors/mentors, professors and academic instructors, academic advisors, and any other person that can speak to your abilities related to the job you are applying for. People not to list: parents, friends, family, significant others, etc.

What to ask? Schedule a short meeting or phone call with this person (meeting preferred) and ask them to be a *positive reference* for you. Talk about the position you want and your qualifications so that you and your reference are on the same page about what information is being presented about you. Make sure to ask this person for their preferred contact information so you can include it on your reference page, and remember to say thank you!

What to provide? A copy of your current cover letter and résumé, and anything else the reference may need from you.

Note: Notify references when you apply to a position. They'll appreciate the heads-up!

Reference Page

Use the same heading on the top of your reference sheet that you used on the top of your résumé – they should match. Write “References” as your section heading and format it so it looks the same as the section headings on your résumé.

List 3-5 references, in order of importance for the specific position being applied for. Include their name, relationship to you (i.e. Academic Advisor), their address (professional preferred), phone number, and e-mail.

Sample Reference Page:

Jackie A. Jorgensen jackie-jorgensen@uiowa.edu	Permanent Address: 411 Windsor Drive Dubuque, IA 50312 (515) 465-1234
References	
David Jones, M.A. Psychology Teaching Assistant University of Iowa 4 Iowa Avenue, Iowa City, IA 52240 (319) 400-3030 david-jones@uiowa.edu	*Teaching Assistant for Educational Psychology course
Carrie Kirk Internship Coordinator Great American Leasing 625 First St. SE, Suite 800, Cedar Rapids, IA 52401 (319) 363-0000 CarrieK@mchsi.com	*Former internship supervisor
Paul Parker Manager Olive Garden 24 Racine Ave, West Des Moines, IA 52693 (319) 344-0481 Paul-Parker@hotmail.com	*Current work supervisor

Getting a Resume Internet Ready

What is the difference? The resume that you put online is often the same or a similar document to the one you created to be printed with a few formatting exceptions. Make your resume as simple and clean as possible to ensure a seamless transition from computer to computer.

Your Electronic Resume Should:

Be easily scanned and able to be cut and pasted without difficulty. Lines and other details can be difficult to transfer. Minimize all extra design elements. Bullet-ed lists are okay but you may want to use standard keyboard symbols such as dashes (-) or asterisks (*) instead of the automatic bullets provided on some programs.

Contain a minimum of typeface changes and/or font sizes. Use only one size of font and one universal font for the entire document (exception: you can still make your name 2-3 sizes bigger). Also minimize bolded words – use all caps instead for emphasis. Also, Arial and Times New Roman are good universal font choices.

As always, be absolutely free of errors. Because of the simple format, errors in electronic resumes jump out at the reader. Check and recheck grammar and spelling – don't rely on the spell check to fix the mistakes.

Be saved as a PDF document. PDF's are the most universal of documents that can be sent and also preserve your original formatting. Many companies prefer them to Word or other common word-processing software, because of the ease of feeding them into automated resume reading systems. Be sure to check if that is the preference of the employer prior to sending your resume to them.

Tips to Stay Out of the Trash Bin:

Follow directions. Do they want your resume as an attachment? Do they specify the need for a separate cover letter? Do they want you to use a certain program?

Do a test run before sending your resume to employers. Send your resume to friends and have them open it.

Your email message is a cover letter. Like a regular cover letter the body of the email should introduce you, specify how you meet the needs of the employer, and encourage the recipient to read your full resume—especially for postings that do not ask for a separate cover letter.

Your subject line is part of your resume. Use the job title or job code cited in the job posting and your name to make it easy for your email to be recognized.

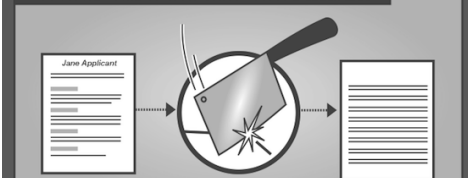
Name your resume. SmithJohnResume.doc will not only be easy for the recruiter to find but brings your name once again into the spotlight. Resume.doc will get lost in the shuffle easily.

How an Applicant Tracking System Reads YOUR RESUME

1 HR RECEIVES YOUR RESUME (along with 100's of others)

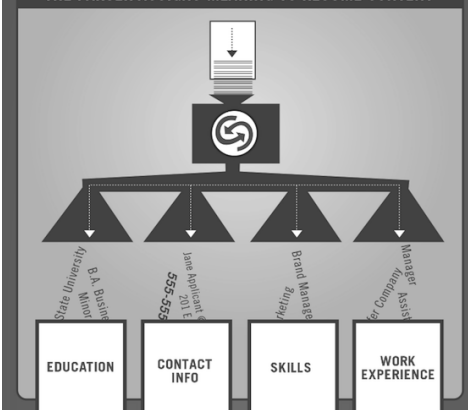


2 YOUR RESUME IS RUN THROUGH A PARSER *



*A parser is a computer program that removes styling and breaks down text into recognized strings of characters for further analysis.

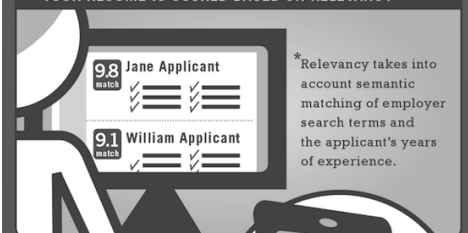
3 THE PARSER ASSIGNS MEANING TO RESUME CONTENT



4 EMPLOYER USES KEYWORDS TO SEARCH CANDIDATES



5 YOUR RESUME IS SCORED BASED ON RELEVANCY *



If you survive the ATS and score among the highest you are likely to get called in for an interview.



Resumes **NOT** optimized for Applicant Tracking Systems lack critical keywords and risk never being seen by human eyes.

Source: www.merriam-webster.com/dictionary/parser

RÉSUMATE
resumate.com

CV : The Basics

What is a CV (Curriculum Vitae)?

CV is short for Curriculum Vitae and is a comprehensive, biographical statement emphasizing your professional qualifications and activities. In general, a CV includes more information than a resume and can range from 2-50 pages in length depending on experience. Rather than focusing on work history, a CV provides a summary of one's educational and academic background by highlighting teaching and research experience, publications, presentations, professional affiliations, and academic honors. CVs are also typically written in a more narrative, paragraph format, as opposed to the quick bullet points found on resumes. In addition, an international CV may look quite different from an American CV and usually includes personal details such as age, marital status, religious affiliation, and a photo.

When is a CV Appropriate?

A CV should only be used when specifically requested. This might occur in the following instances:

- Applications for admission to graduate or professional programs
- Proposals for fellowships or grants
- Applications for international employment (see examples by country online at www.goingglobal.com)
- Independent consulting in a variety of settings
- Providing information related to professional activities (i.e. applications for professional memberships and leadership positions, and presentations at professional conferences)
- Applications for positions in academia, including:
 - Higher education positions in teaching and research
 - Institutional research and consulting
 - School administration (i.e., elementary or secondary principals, superintendents, deans of schools)



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- Technical Services
- Power Plant Operations
- Electric Line Work
- Skilled Trades
- Telecommunications
- Water Production & Distribution

CV : Sections to Include

**Note: Not all sections are appropriate for all CVs. Use discretion in deciding what categories to feature on your CV.*

Contact Information

Name, address(es), and phone number(s), email

Education

Listing of academic degrees beginning with the degree in progress or most recently earned. Include: name of institution, city and state, degree type (B.A., B.S., M.A., etc.) and area of concentration, and month and year degree was (will be) received. You may wish to include the title of your undergraduate/graduate thesis if applicable. If your GPA is 3.5 or higher, it is appropriate to include. You may also include "Relevant Coursework" under this heading.

Certifications

List all relevant certifications and the year received.

Honors and Awards

Receipt of competitive scholarships, fellowships, and assistantships; names of scholastic honors; teaching or research awards.

Relevant Experience

Listing of positions (part-time, full-time, volunteer, internship) related to the work sought. Include: department, firm, agency, or organization name; city and state; job/position title; and dates of employment. Also include a brief description of your activities/duties, using strong action verbs. List these in reverse chronological order.

Other Experience

Groupings of other experiences (including volunteer work and/or internships) can enhance your CV. Your experience can also be broken into other categories such as: Teaching, Counseling, Administration, Volunteer, Community, Internship, etc. Entries within each section should be in reverse chronological order.

Grants Received

Include name of grant, name of granting agency, date received, title or purpose of research project, etc.

Professional Associations

Include memberships in national, regional, state, and local professional organizations. Also list significant appointments to positions or committees in these associations. Student memberships in professional associations are appropriate.

Publications

Give bibliographic citations (using the format appropriate to your particular academic discipline) for articles, pamphlets, chapters in books, research reports, or any other publications that you have authored or co-authored. In fine arts areas, this can include descriptions of recitals and art exhibits.

Presentations

Give titles of professional presentations, name of conference or event, dates and location, and include a brief description. Presentations should be listed in reverse chronological order.

Research

Description of research projects recently conducted or in progress. Include the type of research and a brief description of the purpose.

Institutional Service

List institutional committees you have served on, including offices held, student groups you have supervised, or special academic projects which you have assisted.

Courses Taught

List the names of courses you have taught, institution and dates where taught, and brief course descriptions.

Community Involvement

Appropriate and relevant volunteer work, church work, community service organizations, etc.

Educational Travel

Names of countries, dates, purpose (typically, only include if relevant to the position/grant for which you are applying).

Qualifications or Skills

A summary of particular or relevant strengths or skills which you want to highlight. Typically, this is not included as a separate section, but it may be appropriate to list special computing or language skills.

Undergraduate Narrative CV Sample

<p>George M. Williams 123 Market St., Iowa City, IA 52242 319-555-1234, george-williams@uiowa.edu</p>		<p>George M. Williams Page 2</p>
<p>EDUCATION</p> <p>B.A., Psychology; B.A., Spanish <i>The University of Iowa</i> Iowa City, IA GPA: 3.9/4.0</p> <p>Spanish Language & Literature <i>La Universidad de Guanajuato</i> Guanajuato, México</p>		<p>May 20xx</p> <p>Summer 2010</p>
<p>CLINICAL EXPERIENCE</p> <p><i>Intern</i> Adoption and Attachment Treatment Center of Iowa, Iowa City, IA Administered & scored psychological testing; co-facilitated group therapy focusing on social skills and emotional regulation; assisted with behavioral interventions with children. Population served included children with attachment difficulties, trauma and loss histories, ADHD, Asperger and oppositional defiant tendencies. Trained in safe physical restraint, assisted with assessment of individual and group skills, provided children with play-directed activities to help children process feelings</p>		<p>August 20xx – May 20xx</p>
<p>RESEARCH EXPERIENCE</p> <p><i>Research Assistant</i> Iowa Depression & Clinical Research Center, Iowa City, IA Screened women for postpartum depression through inventories including the PHQ-9 and PRAMS-6; recruited participants for studies through phone interviews; assisted in data analysis and entry; presented scholarly articles of recent research findings in clinical psychology, certified from IRB, attended weekly lab meetings to discuss research findings and progress</p>		<p>January 20xx – May 20xx</p>
<p>ADMINISTRATIVE EXPERIENCE</p> <p><i>Receptionist</i> Concordia Place, Chicago, IL Managed office area of a non-profit organization assisting low-income families and children; collaborated with executive staff on projects; handled client payments; assisted clients with paperwork for the Department of Human Services and Action for Children Program; monitored building security; answered phone calls and parent questions; maintained child files and medical records; assisted with fundraisers; maintained positive, friendly environment at front desk</p>		<p>Summer 20xx</p>
<p>ADMINISTRATIVE EXPERIENCE (Continued)</p> <p><i>Administrative Assistant</i> Gersh, Hartson, Payne & Associates, P.C., Iowa City, IA Assisted clients and psychologists with client scheduling and payment needs; entered patient charges and diagnoses using Therapist Helper software; filed insurance claims on a weekly basis & contacted insurance companies to confirm patient benefits; oversaw client waiting area by answering phone calls and managing payments; assisted psychologists and office manager with reports and office projects</p> <p><i>Recruiting Coordinator Assistant</i> The University of Iowa Pomerantz Career Center, Iowa City, IA Presented to business classes on utilizing the HireHawk.com online job website; advised students on interview schedules and current jobs and internships available; worked with students to resolve problems with website account; managed interview rooms and employer lounge for recruiters; updated online employer profiles; contacted students to establish and confirm interview schedule</p>		<p>December 20xx – May 20xx</p> <p>August 20xx - April 20xx</p>
<p>LEADERSHIP EXPERIENCE</p> <p><i>Dance Marathon Programming Director</i> The University of Iowa, Iowa City, IA Acquired \$1,000 in donations for an event that raised more than \$1 million benefiting pediatric oncology patients at the University of Iowa Children's Hospital; developed and led a committee of 15 students to organize family activities attracting more than 100 attendees per event; created and maintained relationships with 3 families affected by cancer</p> <p><i>Judicial Court Justice</i> The University of Iowa Student Government, Iowa City, IA Appointed by the vice president of the University of Iowa Student Government (UISG); Adjudicated appeals sent by campus organizations and other UISG affiliations; revised entire UISG constitution after instructions to review the by-laws of the elections board committee</p> <p><i>Student Health Representative</i> The University of Iowa, Iowa City, IA Conducted research that led to the development of the first on-campus pharmacy; attended meetings comprised of university professors, doctors, nurses, and graduate students; submitted formal statements regarding the need for all students to have access to affordable</p>		<p>August 20xx - Present</p> <p>August 20xx - May 20xx</p> <p>August 20xx - May 20xx</p>
<p>COMMUNITY INVOLVEMENT</p> <p><i>Volunteer</i> Hospital ISSSTE, Guanajuato, México Assisted psychologist in scoring of psychological tests; conversed in Spanish with chronically mentally and physically ill patients; worked with clients on relaxation techniques; provided positive social interaction with patients</p> <p><i>Campus Ministry at the University of Iowa</i> Music Leader/Volunteer, Iowa City, IA Led worship services by providing organ and piano music; served the homeless; created gifts for the elderly; assisted in serving food on various occasions; supplied music for disadvantaged churches and congregations around the area</p>		<p>Summer 20xx</p> <p>August 20xx - May 20xx</p>

CINDY TU

cindy-tu@uiowa.edu, (515) 444-9135
Current Address: 123 South Dodge Street, Iowa City, IA 52245
Permanent Address: 4567 W. First Street, Ankeny, IA 50023

EDUCATION

The University of Iowa, Iowa City, IA
B.S. Psychology, May 20XX
Minor: Human Relations
GPA: 3.7/4.0
Honors: Psi Chi, national honorary society in psychology; Dean's List-8 semesters

COURSE HIGHLIGHTS

- Statistical Methods
- Research Practicum
- Research Methods in Psychology
- Advanced Research Practicum
- Introduction to Counseling Psychology
- Marriage and Family Interaction
- Ethics in Human Relations & Counseling
- Motivational Interviewing

RESEARCH EXPERIENCE

- Undergraduate Research Assistant**, May 20XX - Present
Center for Couple and Family Studies, The University of Iowa, Iowa City, IA
- Administered semi-structured interviews about the interplay between intimate relationships and mental health
 - Coded data from 14-day diary studies
 - Participated in weekly lab discussions about marital research literature
- Undergraduate Research Assistant**, September 20XX-April 20XX
- ADHD and Development Lab, The University of Iowa, Iowa City, IA
 - Administered a 2 hour testing interview to research participants biweekly
 - Recorded results accurately into a database
 - Participated in weekly lab discussions about ADHD research literature

PRESENTATIONS

- Poster Presenter**, April 20XX
Spring Undergraduate Research Festival, The University of Iowa, Iowa City, IA
- Created poster display explaining research summary regarding proposed sexual education mobile device app for teens with Autism Spectrum Disorder (ASD)
 - Evaluated 158 mobile device apps that would inform development of planned education intervention
 - Exploratory design was employed with apps targeting persons with ASD and addressing social or language development meeting inclusion criteria

TEACHING/ADVISING EXPERIENCE

- Undergraduate Teaching Assistant**, January 20XX - May 20XX
Human Sexuality Class, The University of Iowa, Iowa City, IA
- Led 15 students in group discussion once/week
 - Reviewed and corrected individual assignments
 - Presented on various sexuality topics that corresponded with faculty lectures

CLINICAL VOLUNTEER EXPERIENCE

- Crisis Intervention Volunteer**, May 20XX - Present
Crisis Center of Johnson County, Iowa City, IA
- Participated in 60+ hours of Crisis Intervention training
 - Referred 50+ individuals to community resources
 - Listened empathetically and non-judgmentally to individuals in need
- Child Psychiatric Unit Volunteer**, September 20XX - December 20XX
The University of Iowa Hospitals and Clinics, Iowa City, IA
- Monitored daily school activity group of 3-8 patients with psychiatric problems
 - Assisted with clerical tasks to ensure efficiency of the unit
 - Dedicated 70+ hours to tutoring K-12 patients in their school assignments

- P.A.T.H. Leader**, August 20XX - May 20XX
Grant Wood Elementary School, Iowa City, IA
- Attended monthly speakers on educational goals, drugs, and healthy decision making
 - Led a group of 8-10 fifth grade students regarding goal setting and managing peer pressure
 - Created questions to extend student's understanding of monthly speaker topic
 - Developed an open and trusting learning environment for students

EXTRACURRICULAR ACTIVITIES

- Member**, National Alliance on Mental Illness, August 2013-Present
Member, Iowa Students Psychology Association (ISPA), August 2013-Present
Participant, Leader Shape Institute, January 2012
Participant, Alternative Spring Break to Memphis, Tennessee, March 2012

Job Search Correspondence Overview

Job search correspondence includes more than just cover letters. This type of communication may include documents such as thank you letters, apology letters, or emails you send to accompany a cover letter and resume. Each piece of correspondence should be carefully written and reviewed. The following is a list of items considered to be job search correspondence:

Cover Letters

The cover letter is an important part of the job search process. A cover letter (when requested) always accompanies the resume when it is sent to a potential employer. The most effective letters are interesting, informative, and concise.

Letter of Application: This is the most common type of cover letter. When an employer lists a job opening and requests a cover letter, they are really asking for a letter of application. This type of letter is sent to “apply” for a position that has been advertised and that the employer is seeking to fill. When writing letters of application, it’s important to connect your experiences to the position and describe how you fulfill the job requirements.

Letter of Introduction: Sent to an employer to “inquire” about the possibility of available positions or to ask for information about the organization. This type of letter can be used to inquire about job or internship possibilities, to request company information, or to request a meeting to discuss future opportunities within the organization. When writing letters of inquiry, include details about your qualifications that will prompt the employer to decide that a discussion with you would be worthwhile.

See page 40 for a sample Letter of Introduction.

Other Correspondence

Other examples of job search correspondence could include:

Letter of Acceptance: Sent to acknowledge an offer of employment and to restate the terms of employment, such as starting date and salary offer.

Letter of Withdrawal: Sent to an employer to withdraw from consideration, usually after an interview.

Letter of Apology: Sent to an employer within 24 hours of when a candidate has missed a scheduled job interview, information interview or meeting.

Letter of Thanks: Sent to express gratitude to an employer, usually for the opportunity interview. A handwritten note always makes a positive impression, although an email is also appropriate, especially if a hiring decision will be made quickly. It is important to send thank you notes immediately after your interview and try to individually thank each person who interviewed you, including the administrative staff who greeted you.

See samples of other job search correspondence letters online, www.careers.uiowa.edu/students/career-related-correspondence

Please note that due to the interest of time, it may not always be possible to send a formal letter. In some situations, it is suitable to send an email so that your message arrives promptly.

Sample Letter of Application

JANE Q. DOE

123 Main Street • Iowa City, IA • 52242
(515-296-7787 • jane-doe@uiowa.edu

Use same header
as your resume!

Date

Name of Contact Person
His/Her Title
Organization Name
Street Address
City, State, Zip

Dear Contact Person (Mr./Ms. and last name):

(If a contact name is not listed, call the organization to ask for the appropriate contact. If you cannot locate a specific individual, address your letter to Members of the Search Committee or Human Resources Director)

Opening Paragraph

Use this paragraph to get the employer’s attention. Show your initiative, and what you have learned about the company that makes it attractive to you. Identify what position you are applying for and how you learned about the position. If you have been referred to the position by someone in your network, include that information here. Your goal is to convince the employer that you are a strong candidate qualified for an interview.

Body of the Letter

This section of the letter is where you justify why you should be considered as a candidate. Relate your qualifications to the specific job requirements, using examples of your experiences and achievements to convey your knowledge and skills. Do not simply duplicate the information your resume; rather highlight or add pertinent details of interest to the employer. Use wording similar to the job description and make a connection between your experiences and the duties/tasks of the position.

Closing Paragraph

The final paragraph is used to express an interest in an opportunity to interview for the position or to meet to discuss your qualifications. Indicate a willingness to supply the employer with additional information. Also, indicate that you will take the next step, which may be a follow-up phone call (*be sure to mark your calendar and then make the call*). If you wish, state that you will call within two weeks to ensure that your materials were received or to talk more about the position in detail. Remember to thank the employer for reviewing your application.

Sincerely,

Your Signature (use black ink)

Your typed name

Enclosure (*if you are including a resume or another document with your cover letter*)

Cover Letter Worksheet

An effective cover letter will improve your chances for an interview and ultimately a job offer. Take some time to think about yourself – what makes you special, what you’ve accomplished, what abilities you most enjoy using, etc. Address your strongest attributes and don’t attempt to include everything about yourself. Thinking through the following questions will help you write a letter that connects your qualifications with an employer’s needs.

Consider your USP (Unique Selling Proposition – an advertising term used to market a product)

What are your unique qualities and strengths?

What is it about this employer that attracts you and how would you be able to use your talents?

Think about your Job and Internship Experiences

What skills and abilities have you used to accomplish your work?

What accomplishments did you have? What are you most proud of?

Identify examples where you exhibited qualities employers are looking for:

- Communication skills _____
- Strong work ethic _____
- Teamwork _____
- Initiative _____
- Interpersonal skills _____
- Problem-solving _____
- Analytical skills _____
- Flexibility/adaptability _____
- Computer skills _____

Review your Coursework and Identify what you have Learned

What class assignments and group projects have resembled “real world” experiences?

Identify and label the knowledge, skills and leadership qualities you have acquired through your coursework.

Think about your Campus and Community Involvement

What campus and community positions have you held?

What leadership and organizational skills have you used?

Cover Letters : Utilizing the Job Description

When writing your cover letter, it is important to relate your skills and knowledge to the position for which you're applying. What related experiences can you emphasize to show a connection between your abilities and the position? Also, think about developing your cover letter from the employer's perspective. If roles were reversed and you were hiring for this position, would you consider yourself a strong candidate qualified for an interview? In short, have you sold yourself on paper and linked your experiences to what is asked within the job description and desired qualifications?

The following position was posted on HireaHawk.com, the University of Iowa's online job and internship database.

The underlined text illustrates where the applicant intends to detail her experiences that connect to that particular job task or desired skill. The following cover letter will demonstrate how the applicant relates her experiences to the job description.

Job Title: Corporate Wellness Assistant (Internship)
Organization: Mercy Fitness Center
Location: Cedar Rapids, IA
Industry: Health Services/Health Care; Public Health/Health Promotion

Description: The internship program in Corporate Wellness at Mercy Fitness Center is designed to provide the student with a well-rounded, hands-on experience in designing and delivering all aspects of a worksite wellness program.

Responsibilities:

- Execute portions of Health2Work fitness assessments for corporate clients
- Complete data management and reporting
- Design and implement Wellness Incentive program
- Workshop design and presentation
- Evaluation of wellness programs and utilizing data for continuous program improvement
- Advertising, marketing, and promotion of programs
- Learn basic wellness coaching principles and their importance in a wellness program

Desired Skills:

- Excellent communications skills, both written and verbal
- Strong attention to detail and time management skills
- Comfortable presenting to large groups
- Self-motivated with ability to complete work under tight deadlines
- Value health and wellness and maintain a healthy lifestyle

Sample Cover Letter

Hillary Stevenson

1212 N. Dodge Street, Iowa City, IA 52242
(319) 222-3456; hillary-stevenson@uiowa.edu

October 15, 20XX

Mercy Fitness Center
455 First Avenue
Iowa City, IA 53342

Dear Human Resources Director:

I am writing to express an interest in the Corporate Wellness internship position recently posted on HireaHawk.com. I feel that your mission of providing health and wellness services corresponds with my values of informing and educating the public on how to live a healthy lifestyle. I would like to be considered as a candidate for this internship for the spring semester.

As a junior majoring in Health Promotion at the University of Iowa, I have taken several classes that have expanded my knowledge of the health coach profession. For example, in my Community and Worksite Health Promotions class, I created and developed a series of wellness workshops for a fictional health organization. Through this project, I learned that the best health promotion programs incorporate statistical information presented in a personal manner. Additionally, I also volunteer at CHAMPS, the Cardio Rehab unit at the University of Iowa Hospital and Clinics. As a member of the CHAMPS team, I provide fitness assessments and exercise prescription for recovering surgical patients. As a result of this experience, I understand how important encouragement and motivation are to others as they strive to meet their health goals.

In addition to my related experiences, I am quite active on campus. As a Peer Advisor for the Pomerantz Career Center, I am responsible for promoting career center programs and services. I often present career-related workshops to classes and student organizations so I am comfortable with public speaking. I also possess strong communication and interpersonal skills and enjoy working with others.

I welcome the opportunity to further discuss the Corporate Wellness internship position. I will contact you in two weeks to make sure you have received my materials. Thank you for your time and consideration. I look forward to your response.

Sincerely,

Hillary Stevenson

Hillary Stevenson

**Please note: The underlined text illustrates the direct connections to the job description the applicant made when writing their cover letter. DO NOT underline in your actual cover letter—this is intended for learning purposes only.*

Cover Letters : Utilizing the Job Description

Job Title: Sales Account Executive (Full-time)

Organization: KWKB-TV

Location: Iowa City, Cedar Rapids, Waterloo, IA

Industry: Media/Broadcast; Communication; Television; Sales

Description: KWKB CW 20 has an immediate opening for a highly motivated Account Executive. The primary responsibility of our Account Executives is to sell commercial advertising time and other station products to local advertisers and/or advertising agencies. KWKB programming includes America's Next Top Model, Gossip Girl, and Vampire Diaries. This is a tremendous opportunity for a highly motivated individual to join a progressive company.

Responsibilities:

-Generate revenue for station by retaining current business and developing new business

-Contact local advertising agencies and direct advertisers

-Attract advertisers to sell products and services via broadcast television

-Make sales presentations to all classifications of advertisers to obtain orders for advertising time and use of commercial production facilities

-Attain budgeted revenue goals through effective solicitations and promotions

Desired Skills:

-Strong planning and organizational skills

-Proficient in MS Word, Excel, and PowerPoint

-Previous media sales experience a plus, other sales experience preferred

-Must be accountable and reliable

Sample Cover Letter

Ryan Kennedy

123 Market Street, Iowa City, IA 52242
(515) 234-5678; ryan-kennedy@uiowa.edu

March 22, 20XX

Joy Anderson
Senior Account Executive
KWKB-TV
501 1st Avenue
Cedar Rapids, IA 52404

Dear Ms. Anderson:

I am writing to express interest in the Sales Account Executive position posted on the KWKB-TV website. I am excited to work for one of the region's most recognized and accomplished television stations and would like to be considered as a candidate for this position.

As my resume indicates, I am currently the Advertising Manager for The Daily Iowan (*DI*), the University of Iowa's student newspaper. In my position, I manage the accounts of more than 200 businesses that choose to advertise in the DI. Through working with a variety of companies in the Iowa City area, I understand the importance of cultivating customer relationships through personal contacts, and I am devoted to providing clients the best experience possible. I also have experience with creating promotions to generate revenue. For example, I developed a "Buy Two Ads, Get One Free" promotion that I presented to local businesses to encourage them to advertise in special editions of the DI that were distributed during summer orientation programs. This promotion increased summer ad sales by 35%. I pride myself on being dedicated to my work and not afraid to take on challenges.

In addition to my advertising knowledge, I also possess several years of retail experience. As the Assistant Manager of a large retail chain, I have learned to be organized, efficient, and accountable. Through this experience, I understand how providing quality customer service is vital to ensuring repeat business.

My experiences have given me an understanding of the advertising sales industry and make me a competitive candidate for the Sales Account Executive position. I would welcome the opportunity to discuss this position in detail. Please feel free to contact me should you need additional information. Thank you for reviewing my materials. I look forward to your response.

Sincerely,

Ryan Kennedy

Ryan Kennedy

**Please note: The underlined text illustrates the direct connections to the job description the applicant made when writing their cover letter. DO NOT underline in your actual cover letter—this is intended for learning purposes only.*

Job Search Correspondence : Letter of Introduction

Sample Letter of Introduction

Karen T. Smith

1201 Summer Street • Iowa City, IA 52240 • 630.841.1155
831 Martin Drive • Elgin, IL 60120 • 630.847.5544
karen-smith@uiowa.edu

February 1, 20XX

Ms. Tracy Johnson
V.P. Human Resources
XYZ Company
355 1st Avenue
New York, NY 55555

Dear Ms. Johnson:

A recent issue of *Business Week* included a very interesting article on XYZ Company describing the excellent customer service you provide. This is an essential component of a successful non-profit organization, so I am writing regarding my interest in a public relations internship with your company.

I am interested in learning more about your work, as well as any anticipated openings on your staff. I have enclosed my resume for your review and my specific qualifications for a position in public relations include:

- Public Relations projects with both Wells Fargo and the Muscular Dystrophy Association
- 2 years of Event Planning experience while a member of the Public Relations Student Society of America (PRSSA) at the University of Iowa
- Work experience as a Sales Associate at a local retail store
- Pursuing a B.A. in Journalism with an emphasis in Public Relations

During the week of March 15, I will be visiting New York City. If your schedule permits, an opportunity to meet to discuss my qualifications and your hiring needs would be greatly appreciated. I will call your office next week to see if such a meeting can be arranged. Thank you for your consideration. I look forward to talking with you.

Sincerely,

Karen T. Smith

Karen T. Smith

Always use the same header as your resume—this provides uniformity between your documents and again places your name in the recruiter's mind.

The **first paragraph** emphasizes your knowledge of the organization. This is the place to mention **why the company appeals to you** and how their mission and philosophy relate to your values and what you deem important. If you have a specific contact in the industry, don't be afraid to "name drop."

An **alternate opening line** might be, "My former supervisor, Mr. John Smith, thinks very highly of the XYZ Company and recommended that I contact you regarding a possible position in Public Relations."

The **middle paragraph** is a **BRIEF summary of your qualifications AS THEY APPLY TO THIS PARTICULAR COMPANY**. Highlight related experiences that showcase your skills and knowledge.

The **final paragraph** summarizes your next steps - when and how will you follow up with the reader? Make your intentions very clear. A visit is not always necessary, but some type of personal contact is recommended. A phone call, rather than an email, should be suggested if a meeting cannot be arranged.



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Email Etiquette

Email Etiquette Tips:

- If attaching a resume and cover letter, be brief in your message, but also make sure to include necessary details.
- If only attaching your resume, your email message can become your cover letter. In this case, it's appropriate to provide additional information regarding your experiences and how they relate to the position.
- Use proper grammar and spelling—avoid using text shorthand (i.e., plz, thanx).
- Be polite—please and thank you are always appreciated!
- Address individual as Mr., Mrs., or Dr. In the example above. Begin the message with “Dear Mr. Hodge:”
- Use a positive tone—you’ll come across as respectful, friendly, and approachable.
- Don’t use emoticons (i.e., smiley faces)—you want to appear professional.
- Don’t use all uppercase letters—appears as though you are screaming.
- Review your email address. What does it say about you? Make it professional - avoid addresses like beerman@yahoo.com
- Don’t get too “attached.” Limit email attachments and ask permission to send (if not stated).
- Be careful when writing your subject line. Be aware of word choices, as some filters might consider your email to be ‘spam’ and will send your message to junk mail.
- If you include a signature line with your email, make it professional. Remove any automatic signatures by Yahoo, etc.
- Never cc your mom (or any other relatives or friends) when communicating with employers!

Example of what NOT to do:

To: steve-hodge@dfwmarketing.com
From: beerman@yahoo.com
Subject: My perfect job!
Cc: mymom@hotmail.com
Attached: resume.doc; cover letter.doc; transcript.doc; future-goals.doc; 25-page essay.doc; family-photos.jpg

I AM WRITING TO APPLY FOR THE MARKETING JOB. THANX! J

It's important to consider the message you convey to an employer when communicating through email. A first impression is being formed based on the email you write, so you want to make sure you are being received as professional!

Example of what TO do:

To: **steve-hodge@dfwmarketing.com**
From: john-smith@uiowa.edu
Subject: John Smith - Application for position #45689
Attached: JSmith_CoverLetter.doc; JSmith_Resume.doc

Dear Mr. Hodge:

Per our conversation on April 10 regarding the Marketing position (req. #45689) with Miller and Miller Consulting, I am attaching my cover letter and resume for your review. As we discussed, I believe that the skills and knowledge I gained as a marketing intern with A&B Solutions make me a strong candidate for this position.

Please let me know if you have questions or need additional information. Thank you for the opportunity to apply. I look forward to talking with you soon.

Sincerely,

John Smith

Internship Search : How Do I Find One?

There are a variety of ways to locate internships, summer and part-time jobs in your area of interest. The more extensive your research, the more likely you are to find the opportunity that best fits your needs.

Consider Using as Many of Resources as You Can

- Attend the Pomerantz Career Center's Job & Internship Fairs which are held Fall and Spring semesters. Hundreds of employers will be in attendance to speak with you about their available internship and full-time opportunities. This is a great networking opportunity!
- Use your HireaHawk.com account. This online system contains internship and job listings posted by employers interested in hiring UI students. You can also upload your resume for employers to view and can submit your resume for an opportunity to interview on campus.
- Schedule an appointment with a Career Advisor to find or develop an internship opportunity right for you. Receive help to create or update your resume and polish interviewing skills.
- Network with family, friends, and campus contacts. Let others know the types of opportunities you are looking for and share your resume with them.
- Consider unique internship programs such as The Washington Center. To learn more about The Washington Center, visit www.careers.uiowa.edu/twc or www.twc.edu.
- Visit our web site, www.careers.uiowa.edu, for more suggestions and websites dedicated to internship searches.

Internship Requirements

It is important to note that to qualify as an internship the position does not have to be labeled "internship". Many part time jobs, volunteer opportunities, or even summer jobs can qualify as an internship. To qualify as an internship with the Pomerantz Career Center it must fulfill the following:

- Professional experience which relates to student's major field or area of career interest
- At least 80% professional work
- Occupies at least one academic term (fall, spring or summer)
- At least 10 weeks during spring or fall term, or 8 weeks in summer
- Full or part-time intern must work a minimum of 10 hours per week
- Requires continuous supervision by a professional in the field (not a student)
- Must be a sophomore or have completed 12 semester hours of UI coursework

Reporting Your Internship

Once you have confirmed your internship there are 4 ways for you to recognize your internship with the University - choose the one(s) that are best for you:

1. **Tell Us About Your Internship:** Fill out a short online survey to help aid in the research, assessment, accreditation and financial aid for future students.
2. **Zero Credit Hour course and Transcript Notation:** Receive official recognition on your UI transcript with a possible course fee. In order to participate, students must have secured their internship in advance.
3. **Pomerantz Career Center Internship Course:** An internship course offered by the Pomerantz Career Center which provides students with an opportunity to expand their internship experience. Students are eligible to receive 1-3 credit hours depending on the number of hours they work. In order to participate, students must have secured their internship in advance.
4. **Department Internship Course:** Some academic departments require and/or offer academic internship for their students. Contact your Academic Advisor or Departmental Internship Coordinator to find out more information about this option.

Please visit bit.ly/pccinternship to review the 4 reporting options as well as the additional benefits and requirements of each option. For questions, contact the Pomerantz Career Center Internship Team at (319) 335-1023.

Job Search : Using Online Resources

One of the most popular ways to perform job searches in today's climate is through the use of the Internet. With this in mind we have compiled a list of tips and techniques that you may find helpful.

Identify What is Important. Is location important to you? Salary? Have a specific job title in mind? All of these things can affect how you begin an online job search. Take some time and decide what are the most important factors in your job search – then tailor your online search to sites that are related to your needs (i.e. “jobs in Chicago” or “careers in art administration” will give you better leads than typing in just “career search”).

Try a Little of Everything. Even after typing in specifics you may still get a list of sites in the hundreds. Take some time to look at as many as possible. Which sites seem the most comprehensive? Can you post your resume online? Which sites have the most listings? What types of companies are represented? Is the site easy to use?

Identify Key Resources and Visit Them Often. By this point you will have hopefully found several sites that you are comfortable with. Make sure to bookmark your favorites and visit them regularly. (You may want to physically write the addresses down in case of a computer crash!) It is recommended to check your selected sites at least twice a week for new postings.

Keep Track of it All. Dedicate a binder or folder to keeping track of all your information. You may want to print out job postings you have applied for to prevent duplicates (organizations will often post in multiple locations). Keep track of dates – when was the job posted, when did you apply, when did you call to follow up? Keep track of any and all correspondence; even rejection letters can help you network in the future. This is also a good place to keep your company research!

For a list of recommended job search sites by both discipline and location check out our website at:
www.careers.uiowa.edu under Students > Search for Jobs & Internships

Job Search : Geographic Searches

If you have a geographic location in mind and would like to begin your search by focusing in that area, here are a few tips to consider:

Use Your Networks! If you have family or friends located in the area, by all means start by connecting with them. Ask if they know anyone in the area who works in your field of interest and begin growing your network.

Use the City Chamber of Commerce. For instance, if you are interested in finding a job in Chicago, conduct a Google™ search on “Chicagoland Chamber of Commerce”, locate the member or business directory, and search for companies in your field. Often, the list will be hyperlinked directly to company websites where you can begin a targeted search. Also, contact the Chamber and inquire about a young professionals network.

In particular, large cities often have many resources for assisting young Professionals with relocation and employment.

Become a Pro at Long-Distance Correspondence. See page 42 for email correspondence etiquette and page 31 for tips on sending internet resumes.

Use library and internet resources. www.linkedin.com and professional association regional groups are good first steps.

Meet with your Career Advisor. They may have connections in the industry and will be able to provide additional resources.



LinkedIn® and Social Media

(adapted from www.linkedin.com)

Manage your online presence and jump start your professional networking using LinkedIn®. Think of your LinkedIn® profile as an interactive business card. It's a summary of your professional experience, interests and capabilities that is designed to attract the attention of important people who are searching for you online – recruiters, networking contacts, and graduate school admissions officers. A strong LinkedIn® profile is a key differentiator in the job market.

“Success is not just about what you know; it's about who you know.” With LinkedIn®, the world's largest professional online network, the “who” is at your fingertips. Start getting connected now and turn those connections into opportunities.

LinkedIn® Job Search Checklist:

BUILDING A LINKEDIN® PROFILE:

- [] **Photo.** Add a professional-looking profile photo to be 7x more likely to be found in searches.
- [] **Headline.** Stand out with a keyword-rich headline that describes how you want to be known on LinkedIn®.
- [] **Summary.** Write a brief summary describing your professional background and aspirations.
- [] **Experience.** List all jobs you've held, along with brief descriptions of each role.
- [] **Education.** Add all the schools and colleges you've attended.
- [] **Skills/Expertise.** Add at least 5 key skills to your profile.
- [] **Recommendations & Endorsements.** Get recommendations and endorsements from former colleagues, clients, managers, and classmates.
- [] **URL.** Customize your profile URL and put it on your website, resume, email signature, and business cards to drive traffic to your LinkedIn® profile.

USING YOUR NETWORK:

- [] Grow your network by searching your email contacts and finding people you may know.
- [] See where your fellow school and college alumni are working and reach out to learn more about the company.
- [] 100% complete profile = 100% more likely to get noticed. You can't build connections if people don't know who you are or see what you have to offer. Users with complete profiles are 40x more likely to receive opportunities through LinkedIn®.
- [] Get Personal - As you build your connections on LinkedIn®, always customize your connection requests with a friendly note and, if necessary, a reminder of where you met or what organization (or person) you have in common.
- [] Join the “In” Crowd - Another way to form new online relationships is to join LinkedIn® Groups. Start with your university group, then find volunteer organizations or professional associations you already belong to. As a member, you can comment on discussions and even find exclusive job listings.
- [] Lend a (virtual) hand - As you build connections think about what you can do to support others. Comment on a classmate's status update or forward a job listing to a friend.
- [] Do your homework - Before an interview, or a networking event, use LinkedIn® to learn about the background and interests of the people you're scheduled to meet, or access Company Pages to research organizations.

JOB SEARCH:

- [] Sign up to get email alerts about jobs you may be interested in (see the jobs tab)
- [] Find jobs by keyword, title, company, postal code, function, industry, years of experience, and date posted using advanced search.
- [] Check out the student jobs at www.linkedin.com/studentjobs.

LOOK

For the LinkedIn Professional
PHOTO BOOTH
at the Fall and Spring
Job and Internship Fairs

OVER 225
MILLION
LinkedIn® Users

81000
HAWKEYE
ALUMS
ON LINKED IN

3 MILLION
COMPANY
PAGES

LARGEST
PROFESSIONAL
NETWORK
IN THE WORLD

LinkedIn® and Social Media

COMPANY PAGES:

- [] Learn about a company's products/services, employees, job opportunities, and more.
- [] See how you're connected to each company through your 1st, 2nd and 3rd degree connections.
- [] Follow companies you're interested in to get updates from them on your LinkedIn® homepage.

LINKEDIN® GROUPS:

- [] Join Groups relevant to your professional interests: alumni groups, industry groups, geographic groups, and more.
- [] Use Groups to make connections, find job listings, establish thought leadership, and keep your pulse on hot industry issues.

NEXT STEPS:

- [] Meet with a Career Advisor to learn more about using LinkedIn® in your job search.
- [] Get answers you need in the LinkedIn® Help Center.
- [] Learn how to attract more career opportunities at our free webinars.
- [] See a complete list of job search tips on LinkedIn®, www.blog.linkedin.com. Be sure to check the archives to search by topic: #linkedintips, #linkedinforstudents

Other Things to Consider with Social Media

SEARCH YOURSELF

Try "Googling" your name or doing a Google™ image search. If you find something you'd rather employers didn't see, contact the site's owner and ask that it be removed or un-tag yourself if you can.

CLEAN UP YOUR SOCIAL MEDIA ACCOUNTS

Make sure to set your privacy settings so that only confirmed friends can view your information. If you are worried about what these sites say, be safe and get rid of them altogether.

TOP CONCERNS OF EMPLOYERS

- Information on drinking and drug use
- Provocative or inappropriate pictures
- Discriminatory remarks about race, gender, religion, sexual orientation, etc.
- Unprofessional screen or profile names

BURY YOUR "DIGITAL DIRT"

Cover up your negative information by crowding it out with positive information. Search engines typically rank their results based on the number of sites that link to those pages. Try starting a career-based or professional blog or career-based web portfolio, make sure your LinkedIn® profile is complete, join online groups related to your career choice and comment on discussions.

The key is to keep the new information professional and make sure the pages you want recruiters to see have more links to them than the pages you'd rather keep hidden.

BE MINDFUL OF WHAT YOU POST


You don't know who might read tweets or posts on Facebook® or other sites. Tweets and other posts may show up in Google™ searches and you don't want to be denied a job because you didn't think before you tweeted.

NETWORK BEFORE YOU NEED TO

Build your network well in advance of when you need it so you won't have to scramble if you are job hunting. Make connections in your industry and career field, follow experts, join groups on LinkedIn® and join in the discussions.

CONNECT

with the Career Center

 UI Pomerantz Career Center

 @UICareerCenter

 Career Leadership Academy

 @CLA_UIowa

**Check out career
related chats on
social media:**

#internpro
#jobhuntchat
#genychat
#LinkedInChat

Networking : The Basics

Networking is:

- Making connections and developing mutually beneficial relationships
- Asking people for assistance (without feeling like you're imposing)
- Listening
- Gathering/exchanging information, contacts, & experiences

Whether you network to find a new job, develop your current career, explore new career options, or broaden your professional horizons, it is important to focus on networking as an exchange of information, contacts, or experience. In any industry or career level, networking helps you make connections in a personal way and build relationships of support and respect to discover and create mutual benefits.

Networking is important because it

- Allows you to reach your goals more quickly
- Provides future career opportunities
- Increases your visibility
- Offers an association with people/resources that you can utilize for life

Networking Tips:

PREPARE

- Develop a list of people who would be willing to assist you: relatives, friends, faculty, alumni, former employers, high school teachers, and other professionals. Provide each of these individuals with a copy of your resume and make them aware of your career goals.
- Prepare a self introduction that is clear, interesting, and well delivered. This will allow you to start a conversation confidently and share information about you and your interests. See our Elevator Speech information for tips on crafting this introduction.
- The latest news, talk radio, or newspaper can provide updates on current events and industry news that will help you connect.
- Be prepared to network at any given moment. You can network at a conference, wedding, ball-game or at the bus stop. Identify the goals you want achieve at the networking event before you go (e.g. learn more about a particular field, to develop job/ internship leads, etc.).

CONNECT

- Go where the people are. Don't wait for networking to happen, make it happen.
- Be visible. As part of a group, organization, or committee be sure to participate. Contacts need to see your face and hear your message. Continual contact opens up opportunities.
- Find the best personal fit when seeking out organizations and groups to associate with and contribute to.
- First impressions last a lifetime so make sure your first impression is appropriate.
- Always make eye contact when you are speaking to someone. Take the focus off of you, listen more than you talk, and you will be surprised at the results.
- Don't forget it is important for you to physically move around when you are at a networking event.

ENGAGE

- The first 60 seconds of a conversation with a stranger are the hardest, but it will get easier as you learn more about the person, their experiences, and interests. Commonalities help "strangers" connect.
- Break the ice with an open-ended question: Are you...? Do you...? Then ask a close-ended question: Who? Where? Which? Then repeat with more open-ended questions.
- The people best at networking are the best listeners. Anyone will speak to you for ten minutes if you are not speaking about yourself.
- Have quality conversations rather than quantity. At large functions, be content with a quality conversation with 5-7 people, who will remember you and what you spoke about the next day.
- Be respectful of time. Pay special attention for cues from the other person indicating that they are ready to move on.

REVIEW

- Keep a record after the networking event; make a list of who you've spoken with so you don't forget how and when you met.
- Say "thank you". Show your gratitude for a referral, even if there is no result from the lead.
- Keep promises. If you offer to "take action", follow-through with the promise.
- Be persistent. Networking is a never ending task.
- Keep your "network" informed. Share good news, success stories, resources, and information with your network.

Reminders:

- Quality over quantity
- Take the time to introduce others
- Take a break by approaching someone you know
- Get to know people personally as well as professionally
- Shyness can be misinterpreted as indifference
- Conversation is give and take

Final Thoughts:

Each time you meet with someone new, you are a step closer to feeling more confident and believing in your ability to learn and grow from your network. The best networking is not simply a one-time association, but a continuing connection. Networking does not stop once the event or meeting is over. Be sure to follow up with those you've met, keep in contact, share information and offer to help in any way you can. A good method of keeping in contact with your network is through social media such as LinkedIn®, OnIowa.com, etc. Please refer to pages 45-46 for more information.

Networking : Elevator Pitch

What is an Elevator Pitch?

An elevator pitch is a quick way to sell yourself when making introductions. It sets the stage for why someone would be interested in learning more about you. An elevator pitch can be used in a variety of settings including professional conferences, Career Fairs, graduate school visits, informational interview requests, and informal social events

The goal is for the elevator speech to lead into further conversation. This could happen on the spot if there is time or in the future with a business card exchange and follow up email or phone call.

CRAFTING YOUR ELEVATOR PITCH

- Who you are plus a credential
Ex. "Hi, I'm Melanie Smith, and I'm a Sophomore Communications Studies student at the University of Iowa."
- A specific objective
Ex. "I have a specific interest in ..."
- How you have demonstrated your interest
Ex. "This summer I am seeking an internship with a firm in the marketing sector."
- Follow up with a statement or question
Ex. "I attended your presentation today and really enjoyed listening to your thoughts on..."
Ex. "I see that you work at Brainstorm Marketing. Can you tell me more about your position?"

5 Things TO DO to Make your Elevator Speech Successful:

Practice, practice, practice. Very few people are skilled enough to make a compelling 15-second speech about their professional lives under pressure. Practice your speech 100 times — literally. Know it, get comfortable with it, be able to change it for a different audience. Practice your body language with it: how will you give the speech differently sitting down vs. while walking down a hall? How will it be different over the phone vs. in person?

Focus on impact. *60 Minutes* aired a segment set at a job fair. One of the interviewees, a laid-off Wall Street executive assistant, looked straight into the camera and said, with total conviction, "I can make any boss shine." The commentator wanted to hire her on the spot. Who doesn't want to shine? Describing the impact you've made is much more compelling than talking about your number of years of experience.

Share your successes. A lot of us have been taught — by parents, teachers, or team-oriented environments — not to toot our own horns, and to use "we" instead of "I". Elevator speeches are all about "I". You've got to get comfortable with bragging about your own individual contributions and successes (in a graceful way).

Be slow and steady. Whether out of nervousness or a desire to cram in a lot of information, people giving elevator speeches tend to talk at breakneck pace — which is extremely off-putting to potential employers. Speak at a pace that shows you are calm and confident. You want them to think of you as thoughtful and deliberate.

See the whole world as an elevator. Too many people looking for jobs save their elevator speeches for job fairs and interviews. Remember the first rule of sales: ABC (Always Be Closing). Give your elevator speech to everyone — at family gatherings, in a waiting room, at student organization networking events. You never know where the next job is coming from.

Dos and Don'ts

DO:

- Be warm, enthusiastic, and genuine
- Watch your audience & maintain good eye contact
- Show passion and energy
- Speak in a friendly voice

DON'T:

- Be verbose – shorten it up
- Overdo detail but provide the most compelling ones
- Use acronyms and jargon
- Forget your audience is generally a busy person with lots on their mind

Career Fairs

Career Fairs provide individuals who are seeking jobs, internships or a chance to network the opportunity to connect with employers. A variety of employers are invited to attend our fairs. We encourage all students to attend these fairs in order to begin their career search. Tips for making a career fair successful are below:

How to Make a Career Fair Work for You

GENERAL INFORMATION

- Dress professionally or business casual. Professional dress includes a suit or dress. Business casual can include dress slacks, dress shirt, or khakis.
- Check in at the information table. Wear a name tag that also indicates major or degree. Employers like to know with whom they are speaking.
- Plan to visit several times throughout the day. Hundreds of students attend and it may be necessary to wait in line. Plan for your own breaks.
- Don't expect to receive private time with an employer. This is an informational fair and a lot of people are trying to be heard. Be patient and do your best to listen carefully when an employer is talking to you.
- If you are not looking for a job, gathering information about potential employers is also beneficial. If doing so, spend some time speaking informally with employers and gathering pamphlets and business cards.

DOWNLOAD

UI Career Fair
Plus App

VIEW:

Companies
Fair Map
Events
Announcements
and more!



IDENTIFYING & TALKING TO EMPLOYERS

- Attend a Prepare for the Career Fair session to learn more about speaking with employers.
- Read the list of employers participating in the fair. Circle the companies you are interested in speaking with. You will be more productive if you identify in advance the employers you want to meet with.
- Research the organizations that interest you. Review their web sites or research employer information in the Pearson Library. This will help you be more informed of their company or organization when you speak with them.
- Write down questions to ask representatives from your targeted companies or organizations.

SPEAKING WITH EMPLOYERS

- Visit your targeted companies/organizations first. You will tire easily if you talk to too many. Gather business cards when you can.



- Pick up materials from each employer you visit, this will help you make a decision about pursuing employment with this employer and remember your conversations
- Tell the company/organization representative about yourself.
- Ask the representative questions.
- Leave your resume if they are accepting them at their booth.
- Walk around and speak informally with organization representatives you may be interested in learning more about.

WHEN THE FAIR IS OVER

- Write thank you notes to representatives you spoke with. This is especially important for employers who are interested in you or in whom you are interested.
- Continue to research potential employers.
- Attend career seminars offered by the Pomerantz Career Center, to learn more about the job search process.

*Visit www.careers.uiowa.edu/events/career-fair for a list of upcoming Career Fair dates.

DON'T FORGET

to have our resume reviewed prior
to the Career Fair

Meet with a Peer Advisor during walk-in hours
Monday - Friday, 9 a.m. - 4 p.m.

Types of Interviews

Case Study/Audition Interview

For some positions, such as computer programmers or trainers, companies want to see you in action before they make their decision. For this reason, they might take you through a simulation or brief exercise in order to evaluate your skills.

Behavioral Interview

Many companies increasingly rely on behavior interviews or interview questions to determine a candidate's qualifications because behavioral-based questions use your previous behavior to indicate your future performance. In these interviews, employers use standardized methods to mine information relevant to your competency in a particular area or position. You might be asked to describe a time that required problem-solving skills, adaptability, leadership, conflict resolution, etc. You will be asked how you dealt with the situations.



Career Fair Interview

A conversation during a career fair can be considered a screening interview. It is generally 2-10 minutes in length with a human resources representative or a technical manager in your field. If mutual interest is established, you may be invited for further interviews. Because your meeting is brief, research the employer and be prepared to match your background and interests to their needs.

Directive Style Interview

In this style of interview, the interviewer has very structured agenda that he or she follows closely. Sometimes companies use this rigid format to ensure parity between interviews; when interviewers ask each candidate the same series of questions, they can more readily compare the results. Directive interviewers rely upon their own questions and methods to tease from you what they wish to know.

Follow-Up Interview

Companies bring candidates back for second and sometimes more interviews for a number of reasons. Sometimes they just want to confirm that you are the amazing worker they first thought you to be. Sometimes they are having difficulty deciding between a short list of candidates. Other times, the interviewer's supervisor or other decision makers in the company want to gain a sense of you before signing a hiring decision.

Group Interview - Multiple Applicants

A group interview is usually designed to uncover the leadership potential of prospective managers and employees who will be dealing with the public. The front-runner candidates are gathered together in an informal, discussion-type interview. The goal is to see how the jobseeker interacts with others and uses his/her knowledge and reasoning powers to win others over.

Group Interview - Multiple Interviewers

Consists of three or more people, all asking you questions. For each question, direct your answer to the individual asking the question, but strive to maintain some eye contact with the other members of the group.

Informational Interview

Typically this is an interview set up at the jobseeker's request with a Human Resources Manager or a departmental supervisor in the career field he/she is interested in. The purpose of this interview is to help the jobseeker find out more about a particular career, position or company. He/she is seeking information from these people in hopes they might refer him/her to someone else in their company or to somebody they may know outside their company who could use their skills.

Mealtime Interview

Employers sometimes use a meal interview to see how well you can handle yourself in a social situation. Company representatives attending may include the hiring manager, a human resources department member, and one or more peer employee.



Mock Interview

A mock interview allows prospective job candidates to practice their interviewing skills in a simulated interview environment. Interviewers provide constructive feedback to increase job prospects by improving interview skills.

One-On-One Interview

In a one-on-one interview, it has been established that the jobseeker has the skills and education necessary for the position. The recruiter wants to see if the jobseeker will fit in with the company, and how his/her skills complement the rest of the department. The jobseeker's goal is to establish rapport with the interviewer and to show that their qualifications will benefit the company.

Types of Interviews

On-Site Interviews

This interview takes place at the organization office or work place. Often the second or third round of interviews is held at the company offices, after a campus or phone interview.

Screening Interview

Companies use screening tools to ensure that candidates meet minimum qualification requirements. Sometimes human professionals are the gatekeepers. Screening interviewers often have honed skills to determine whether there is anything that might disqualify you for the position.

Selection Interview

This final interview is oftentimes conducted by a decision maker. Usually, this is the manager who will supervise the employee. They meet with you to learn more about your qualifications and assess whether you are a good fit for the job. You might be asked to come back a second time, to speak with the same person and/or with other managers or members of the work group.

Stress Interview

A stress interview involves being asked difficult or even questions that are designed to deliberately make you uncomfortable. Keep your cool, take your time in responding to the questions, and when it's all over, reward yourself.

Video Conference Interview

Using video-conference technology such as Skype or other software to allow people from different locations to interview a candidate without traveling is becoming more popular. Practice in front of a mirror or have a friend videotape you to help ensure that you can effectively communicate via camera.

Work Sample Interview

A work sample interview gives you a chance to show samples of work you've done or demonstrate your skills. For example, if you are a graphic artist, you show the pieces of work in your portfolio. If you're a salesperson, you make a sales presentation.

Common Sense Side of Interviewing

An interview is an opportunity to communicate your suitability for a particular position as well as an opportunity for an employer to recruit a new employee for the organization. Your role is to present your qualifications thoroughly and in the most positive and accurate light possible. Go into an interview knowing that both parties are gathering information.

1. Be on time; plan to arrive 10-15 minutes early.
2. Know the interviewer's name and how to pronounce it. If you don't know, ask the receptionist.
3. Bring extra copies of your resume. Also bring a copy of your transcripts, a list of references, and pen and paper for jotting down information after the interview.
4. Pay attention to your posture, eye contact, and other non-verbal communication elements. Think "inward" not "outward". As you think "inward" you concentrate on your qualifications, what you can offer the company, and what makes you qualified. If you think "outward" you are concentrating more on how you look, how nervous you are, or how your hair looks.
5. Dress appropriately and professionally; a business suit is appropriate for most interviews. Make sure your hair and nails are neat and clean. Polish your shoes and wear little or no perfume/cologne. Jewelry should be conservative.
6. Be prepared for some personal questions and be able to talk about the experiences and knowledge you have. Look over typical interviewing questions and think about how you will answer them. Think about doing a mock interview in the Pomerantz Career Center.
7. Carefully listen to everything that is said without interrupting.
8. Be sure you understand the question before answering. If you don't, ask for clarification.
9. Emphasize the positive and use examples to back up your statements.
10. Research the company ahead of time. Know what their product/service is, who they serve, and who their competitors are.
11. Let the interviewer bring up the subject of salary. This may not occur until after an offer is made. However, be prepared for the question, "What salary are you expecting?" Do research and be prepared to give a general range at a geographical level.
12. Emphasize how you will be able to contribute to the success of the organization.
13. Never slight a former employer, teacher, or institution. If there were problems with previous experiences, try to frame this positively and emphasize what you learned from the experience.
14. If you realize that you have stated something inaccurately, do not hesitate to go back to the topic and correct and clarify what you meant to say. Don't try to cover up.
15. Don't expect an offer on the spot. Job searching takes time. Finding a job has multiple steps.

Interview Questions : Behavioral Based Questions

Behavioral based interview questions are the most popular among recruiters. The purpose of behavioral questions is to identify how a potential new employee would act in future situations. Behavioral questions are often open ended, leaving the interviewee to fill in the blanks. To answer these questions in the most effective way, follow the STAR method. Remember to spend most of your time talking about the *Result*-that is what employers are most interested in hearing!

STAR Method

During the interview, your responses need to be specific and detailed. Tell them about a particular situation that relates to the question, not a general one. Briefly tell them the situation, what you did specifically, and the positive outcome or result (i.e. what did you learn). Your answer should contain these four steps: Situation, Task, Action, and Result.

Situation: Set up the situation in which you had a positive outcome or result that relates to the question asked. It can be something from class, an internship or a volunteer experience.

Task: What goal were you working toward?

Action: What did you do specifically to make an impact? What was your role?

Result: Describe what happened as a result of your actions. What did you learn? The result is what they are really looking to hear in your response, so spend the most time talking about the result.

Example Question: Tell me about a time when you took on a difficult project. What were the results?

Example STAR Answer:

Situation: During my internship last summer, I was charged with managing and improving events.

Task: I noticed attendance was dropping each summer and wanted to improve attendance and event quality.

Action: I designed a new marketing campaign and focused on social media and other free venues. I surveyed focus groups to hear what our target population would like to see changed with our events and made recommendations to the event manager.

Result: We utilized some of the ideas we gathered and promoted things daily. Our attendance grew by 80% last summer, and this resulted in more money raised. Our board of directors was very pleased with this increase.

Sample Questions about You:

- Tell me about a time when you had a list of things to do and your supervisor/instructor came to you and said “I need this project/assignment completed by 5 o’clock”. How did you handle the situation?
- Give me an example of a time where you failed to meet a goal. What did you fail to do? What were the consequences? What was the outcome?
- Describe a time when you were assigned a task but were provided little direction about how to complete the task. What steps did you take to complete the task? What was the outcome?
- Tell me about how you keep yourself organized so to meet deadlines or goals.

Sample Questions about Working with Others:

- Give me an example of a time when you had to deal with a difficult co-worker or fellow student on a project. How did you handle the situation? What were the outcomes?
- Tell me about a time when you had to make a difficult decision that affected those with whom you worked. What was the outcome?
- Describe a time when you were a team leader. Who was on the team, and what did you do to help your team be successful?
- Tell me about a time when you had to persuade someone to see your point of view. What tactics did you use? What were the outcomes? What did you learn?
- Give me an example of a time when you used creativity to complete a project, work with someone else, or develop a new idea. How did you communicate your idea and how was it received?
- Tell me about a time you were involved in a project with a group.
- Give me an example of a time when you had to supervise someone.
- Describe a time when a co-worker approached you and criticized your work. How did you handle the situation? What was the outcome?
- Provide me with an example of a time when you had to motivate others. What were the outcomes?

Interview Questions : Questions You Could Be Asked

Preparing for your interview will make your interview more successful. Before your interview, take the time to review questions that you could be asked. It is not necessary to have prepared answers memorized, but be prepared to talk about yourself, your skills, and your experiences. The following questions can serve as a guide to prepare you for an interview.

Personal:

- Tell me a little about yourself. (Keep your answer career oriented).
- What are your strengths?
- What causes you stress and how do you handle it?
- Give me three adjectives that describe you.
- What do you consider your greatest accomplishment?
- What do you like to do in your spare time?

Note: The following questions are commonly asked and are also questions students make many mistakes in answering. Be sure to make your answers to these questions related to your career!

- Tell me about yourself.
- Is there anything else you'd like to add?

Career Goals:

- Where do you see yourself in five years? (Again, focus on your career goals).
- How do you define success?
- What type of supervision do you prefer? What do past supervisors say about you?
- What type of steps do you take to stay informed of new developments within your career field?
- How do you feel about working nights and weekends for special events/activities?

Employer Information:

- What do you know about our company/organization?
- What do you know about this position?

Education:

- How did you decide on your career/field/major?
- What classes have you enjoyed the most/least during college and why?
- How have the activities that you have been involved with during college influenced you?
- Do you have future plans of furthering your education?
- What electives did you enjoy the most? Why?

Experience:

- How would your co-workers/supervisors describe you?
- Tell me about a time when you had to influence someone to accept your idea.
- Give me an example of a time when you had to make an important decision and how you came to that decision.
- Tell me about a time when you had to work with a difficult person and how you handled it.
- Tell me about your position with _____ and the valuable skills you learned.
- Please give me an example where you have demonstrated the ability to be an effective member of a team.
- Give me 3 reasons why I should hire you.
- Is there anything you would like to add?
- What did you like the most and the least about your last place of employment?

Atypical Questions:

- If you were a fork, knife, or a spoon, which would you be and why?
- Why are manhole covers round?
- Sell me something in this room, anything.
- What did you do poorly in your last position or on your last project?
- If you had to choose, would you be an elephant or a giraffe? Explain why.
- Create an argument for one of these statements: salt is better than pepper or pepper is better than salt.
- If you had to pick a title for an autobiography about your life (at this point in time), what would you name the title?
- If you were a type of food, what type of food would you be and why?
- If you could have dinner with anyone from history, who would it be and why?

Interview Questions : Questions To Ask

Always be prepared to ask questions at the end of your interview. Being unprepared to ask questions shows a lack of interest and enthusiasm for the job and the company you are applying to. This is also your opportunity to interview the interviewers so to determine your own fit for the position.

Researching the company ahead of time can help you develop questions and avoid asking questions available on their website or company literature. Be sure to prepare at least 10 questions as some of them may be answered during the interview. Below are some sample questions to ask at the interview.

Company/Organization:

1. How would you describe the culture here?
2. What types of people seem to do well in this department/organization?
3. What opportunities exist for advancement?
4. Do you most often promote internally or externally?
5. What are the opportunities you see for this department in the next year?
6. What are the greatest strengths of this organization?
7. What would you change about this organization if you could?
8. How well do departments interact with each other?
9. Will the organization continue to be competitive? How?
10. How does your organization react to adopting new technology? New ideas?
11. What type of growth do you foresee in the next few years? Why?

Position Specific:

1. What is a typical day like in this position?
2. Is there anything else I should know that would help me understand the position?
3. Why is this position available?
4. How many people have held this position in the last three years? (If there has been high turnover, ask for an explanation.)
5. What are the typical hours of this position? Will over-time, night or weekend work be required?
6. What new tasks or responsibilities do you see someone in this position taking on?
7. What type of supervision would I receive in this position?

Personal Experience:

1. What do you like best about working here?
2. How does this organization encourage personal and professional growth?
3. How did you start with the organization?
4. What do you like about working for this organization? How would you compare it to others you have worked for?
5. Where in the organization do you hope to be in five years? (A good way to sense potential growth.)



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Interviews : Phone Interviewing

Employers use the telephone interview as a way of identifying and recruiting candidates for employment. Telephone interviews are often used to screen candidates in order to narrow the pool of applicants who will be invited for in-person interviews. They are also used as way to minimize the expenses involved in interviewing out-of-town candidates.

While you're actively job searching, it's important to be prepared for a phone interview on a moment's notice. While the majority of telephone interviews are pre-arranged and scheduled, keep in mind that a recruiter or a networking contact might call at any time and ask if you have a few minutes to talk.

Be Prepared to Interview

Prepare for a phone interview just as you would for a regular interview. In addition, plan on being prepared for a phone conversation about your background and skills.

- Sit at a desk in a straight backed chair.
- Keep your resume in clear view so it's at your fingertips when you need to answer questions.
- Have a short list of your accomplishments available to review.
- Have a pen and paper handy for note taking.
- Turn call-waiting off so your call isn't interrupted.
- Clear the room of people and pets. Turn off the music and the TV. Close the door.
- Consider using a landline rather than your cell phone to avoid a dropped call or static on the line.
- Wear business attire, even though the interviewer cannot see you. It can help you feel and sound more professional.

Practice Interviewing

Talking on the phone isn't as easy as it seems.

- Have a friend or family member conduct a mock interview and record it so you can see how you sound over the phone.
- Practice reducing the "ums" and "uhs" and "okays" from your conversational speech.
- Rehearse answers to typical questions you'll be asked.
- Contact the Pomerantz Career Center about using InterviewStream for practice.

During the Phone Interview

- Don't chew gum, smoke, eat, or drink.
- Do keep a glass of water handy, in case you need to wet your mouth.
- Smile. Smiling will project a positive image to the listener and will change the tone of your voice.
- Listen to the questions carefully. If you are unsure of the question ask for it to be repeated or for clarification.
- Speak slowly and enunciate clearly.
- Use the person's title (Mr. or Ms. and their last name.) Only use a first name if they ask you to.
- Don't interrupt the interviewer.
- Take your time - it's perfectly acceptable to take a moment or two to collect your thoughts.
- Give focused answers.
- Remember your goal is to set up a face-to-face interview. After you thank the interviewer ask what the next step is in the selection process.



Interviews : Virtual Interviewing

Virtual interviewing, via Skype or another web based video platform, is becoming a more standard practice for first round screening interviews. One benefit of virtual interviewing is that it allows interviewers to connect with individuals who might not be able to attend a traditional interview due to geographical or schedule restraints. Below are three tips to help prepare for a virtual interview.

Practice and Test Your Equipment Ahead of Time

- Test a video call with a friend or family member to get a feel for it. This also means double-checking that all of your technical components are in order (be sure you have the latest version of the software).
- Make sure you do a microphone check.
- It is always smart to use a headset, as it will have better sound quality than your computer (that said, you should always test the headset too).
- Check that your internet connection can handle a video call.
- If you have to do a demonstration during the interview – such as running a PowerPoint or solving a written problem – use a desktop or laptop and practice ‘Sharing screen...’ and ‘Sending files...’ functions.

Choose the Right Setting

- It is best to have natural sunlight or a lamp aimed straight at you from behind the camera or computer.
- A simple backdrop will look best on the other end of the video call. Tip: Use a Pomerantz Career Center Interview Room.
- Eliminate background noise by choosing a quiet location and tell everyone in proximity prior to your interview to keep the noise down.

Look and Act the Part

- Avoid stripes or patterned clothing. Make sure that your clothes stand out from the backdrop.
- Maintaining eye contact by looking at the camera and not the monitor. Move your picture to the top corner of the screen so you won't be focused on how you look.
- If you are using a laptop with a built-in camera, it can be worthwhile to boost it up on a stack of books so that it's at eye-level.
- Smile, just like you would if the interviewer were in the room with you.
- Be sure your upper body is in the frame as hand gestures are integral to nonverbal communication.
- Be enthusiastic, but speak clearly and vary your vocal tone.

After the Interview:

- Take notes about what you were asked and how you answered.
- Remember to say "thank you." Follow up with a thank you note which reiterates your interest in the job.



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Illegal Interview Questions

The Civil Rights Act of 1964 dictates that discrimination based on national origin, citizenship, age, marital status, disabilities, arrest record, military discharges, or personal information is illegal. As you begin the interview process in your quest for a job or internship, it is wise to be prepared for and aware of illegal interview questions. Although one might believe that an employer should know that some questions are illegal, some may accidentally or purposefully ask you illegal questions. Be mindful of the tone you use when responding, to remain professional at all times.

Marital Status	Are you married? Is this your married name?	Can you help me understand how being married relates to this position?
Sexual Orientation	What is your sexual orientation?	Can you help me understand how my sexual orientation relates to this position?
Parental Status	Are you pregnant? How many kids do you have?	Are you concerned about my time constraints? If so, you should not be because...
Age	How old are you? When were you born? When did you graduate high school?	I have the experience you are seeking which can be seen on my resume...
Personal	How much do you weigh? What is your political affiliation? What is your religious affiliation?	Can you help me understand how my religion relates to the position we are discussing?
Criminal Record	Do you have a criminal record? Have you ever been in jail? What for?	If you'd like to see my legal history, I am willing to give you written permission to perform a background check.
Disabilities	May we see your medical records? Do you have a disability? Have you been hospitalized recently? Why?	I am very confident in my abilities to do this job.
Citizenship*	Where are your parents from? What is your native language?	I can assure you that I possess the communication skills necessary to be successful in this position.
*To determine work authorization, employers may lawfully ask two questions of all applicants	1. Are you currently authorized to work in the United States on a full-time basis for any employer without restriction? 2. Will you now or in the near future require employment visa sponsorship, such as H-1B? If the applicant answers yes, the employer may then ask what the applicant's current employment eligibility is based on, what the applicant's immigration status is, and how long it will last.	

Information excerpted from Rhoads, M. B. (2013) Interviewing and Hiring International Students. NACE Journal, 8-15.

Practice Interview Information

Practice, practice, practice is always recommended when it comes to interviewing. After practicing several times, you will become more confident before the interview for the internship, school, or job of your dreams! Use any of the numerous resources the Pomerantz Career Center offers to help you prepare.

InterviewStream

InterviewStream is an online interactive interview simulation tool that creates a compelling and realistic interview experience. You can use InterviewStream to develop your interview presentation skills prior to a mock interview or one-on-one interview with a professional. The program comes complete with over one thousand interview questions, answers, and hints that you can use on your home computer or in our office.

To learn more about how you can use this free resource, stop by the Pomerantz Career Center front desk, call (319) 335-1023, or visit careers.uiowa.edu/students/mock-interviewsinterviewstream.

Mock Interview with an Employer

The purpose of a mock interview with an employer is to provide you with an opportunity to practice your interviewing skills in an environment similar to an actual interview. Mock interviews are a great opportunity to become familiar with commonly asked interview questions and interview etiquette. The Pomerantz Career Center offers mock interviews each semester to allow individuals to practice and improve their interviewing skills.

- Interviews are 45 minutes total length; 20-25 minutes of interviewing and 10-15 minutes of critiquing. Please arrive approximately 15 minutes before your scheduled interview. You may also bring with you any specific questions about interviewing, job searching, resume writing, etc.
- Interviewers are employers from surrounding communities who are volunteering their time to help you improve your interviewing skills. Make sure to research the company prior to the interview.
- Dress professionally, as you would for an actual interview and bring a copy of your resume.

InterviewStream Review with a Career Center Staff Member*

Students can have an InterviewStream reviewed with a Pomerantz Career Center staff member on a limited basis when an interview is a required part of the admissions process for professional health schools. Common programs are Medical School, Dental School, Pharmacy School, etc. Record an InterviewStream interview and schedule a follow-up appointment with your Career Advisor on HireaHawk.com.

**This option is only offered for students preparing for a professional health school interview.*

6 Steps to Sign Up for a Mock Interview:

1. Register for HireaHawk.com. Log into ISIS and go to Student Records, Documentation & Reports and then Career Services (www.HireaHawk.com).
2. Enter or Update Profile Information. Anything with a red * must be filled out.
3. Upload Your Resume. Select documents and click Add New. Submit Resume.
Important: Your resume **MUST** be approved before signing up for a mock interview. This could take up to 3 days. You will receive an email to notify you of your resume approval status.
4. Hover over "All Position Types," type in "mock" and select Search.
5. Select the mock interview you are interested in and click Apply.
Important: You **MUST** have an approved resume to apply for a mock interview. If you do not have an approved resume, refer to step 3.
6. Select the Interview Time. Click Submit. Make sure the resume you would like the employer to see is the one that appears in the drop down box.

Evaluating Job Offers and Negotiating

You have survived months of job searching - targeting the type of position you wanted to look for, writing the resumes and cover letters, networking, applying, interviewing and then repeating all this several times. When the job offers begin to arrive, the hard work doesn't end. Making the best decision is not easy and negotiation is essential.

Know Yourself and Your Priorities

Before you start any type of evaluation, be sure to clearly define your own personal goals. Remember that salary is not the only thing to consider. Things to consider when determining your priorities:

- Reputation of company
- Growth potential & advancement
- Location
- Job security
- Benefits (vacation, sick leave, insurance, etc.)
- Salary
- Organization culture
- Relocation assistance
- Yearly or signing bonuses
- Profit sharing & stock options
- Overtime/comp time
- Company car and travel awards
- Expense coverage

Know the Employer and the Industry

What are the needs of the employer? What is the current demand on the job market? Is there an urgency to fill the position? Can the company negotiate?

Know the Market Value

What is the market currently worth? What are others in the field being paid? How do salaries compare between cities? Some of the most popular websites to look at for this information:

- NACE Salary Calculator (www.jobsearchintelligence.com/NACE/jobseekers/salary-calculator.php)
- Bureau of Labor Statistics (<http://stats.bls.gov>)
- Salary.com (www.salary.com)
- Relocation salary calculator (www.homefair.com/real-estate/salary-calculator.asp)
- Glassdoor.com (www.glassdoor.com)

Negotiate

- Examine your priorities and identify negotiating points; be prepared to make some concessions
- Find data to support your position through research and networking. Why should the company agree with you?
- Write down your plan and practice what you will say
- Frame the negotiation as a collaboration or win-win, rather than a conflict or win-lose
- Avoid commitment words: always, must have, deal-breaker, never, won't consider
- Be specific. What do you specifically want the organization to do, to provide, or change about the offer
- For more advice on negotiating effectively, refer to books such as *Getting to Yes*, *Ask for It*, and *Bargaining for Advantage*.

Wait for Employer Response

Possible employer responses could include: Yes/No, Let me check, Not now, maybe later, No, because...but how about this? We don't negotiate salary, but...

Decide

You have negotiated and decided to accept the offer. There are some things to keep in mind at this stage.

- Acknowledge the offer with appreciation immediately.
- Is there a contract to sign? Or do you need to submit a formal acceptance letter?
- Clarify all aspects before accepting. Keep careful notes. Obtain the offer and details in writing.
- Remember that an employer has the right to withdraw the offer anytime.
- Let all other organizations know of your acceptance. Do not continue to search.
- Write thank you notes—to the hiring organization, references and anyone else who helped.
- Notify the Pomerantz Career Center of your acceptance.
- Keep track of career search expenses. Many are tax deductible.

Dress for Success : Interview Attire

First impressions last forever. Remember that at your interview you want to look your absolute best. Below are a few tips to help you prepare for your interviews. If you have questions about your interview outfit, meet with a Career Advisor.

- The clothing you wear to your interview should make you look like you fit in at your prospective employer.
- Your attire also indicates your interest in a job as well as your level of professionalism.
- Remember the interviewer is going to assume that this is the most professional you will ever look. Make sure you live up to his or her assumption.
- Some industries allow a more relaxed form of interview attire, while others are more formal. It is your responsibility to know the industry and dress accordingly. If in doubt, check with the employer, do some online research, or contact someone you know who works for this organization. It is better to error on the side of being more formal than being too casual.

Professional/Interview Dress

SUIT

A conservative well-pressed (black, navy, gray, brown) pant or skirt suit is best. Make sure the suit is not too tight to sit down comfortably and not too loose. If you want to express yourself, simply add a colored shirt under the jacket, but avoid bright colored suits. For women - fashionable doesn't always equal appropriate for the traditional interview even though many popular women's stores and magazines are selling fashionable suits that are fitted, include low cut blouses, shorter skirts, and suggest lengthy heels.

SHIRT

Your top should look neat, pressed, and clean whether a traditional button-down or a simple round neckline for women. Avoid shirts that can be interpreted as revealing or are better suited for a night-club.

SHOES

Shoe styles change frequently but regardless of style, avoid flashy shoes that draw attention away from your face and thus your answers! Make sure they are clean and presentable. Some women's shoes such as stilettos or platforms are not usually appropriate. Heels are not required, although popular.

PORTFOLIO

A portfolio should look professional and contain your extras, such as resumes, cover letters, and references.

Accessories/Grooming:

MEN

Coordinate your socks with your suit and shoes. Always avoid white socks with your dark suit. Belts should also match your suit or shoes. If wearing a watch, make sure it is conservative. Remove necklaces/earrings for an interview. Keep your hair neat, including facial hair. Nails should also be clean and short. Avoid strong cologne or aftershave and be sure to wear a non-fragrant deodorant.

WOMEN

When it comes to a bag or purse, small and simple is safe, and color should coordinate with your wardrobe. With hosiery – keep it simple and avoid patterns. Remember that pantyhose snag so keep an extra pair in your bag, briefcase, or vehicle. Avoid long earrings and bright lipstick, which will only detract from your answers. Keep your make-up simple. Clean your finger nails, iron your shirt, and polish your shoes.



Check our Pinterest page (pinterest.com/UICareerCenter/) for more examples of appropriate interview attire.

Dress for Success : Business Casual

Business casual is crisp, neat, and should look appropriate even for a chance meeting with a Chief Executive Officer (CEO). It should not look like party or picnic attire. Avoid tight or baggy clothing; business casual is classic rather than trendy.

Men

SHIRTS: Choose shirts with collars, such as long-sleeve button down shirts. Make sure to tuck in the shirt and pair with an appropriate belt. No tie is necessary for business casual. Polo/golf shirts, unwrinkled, are an appropriate choice if you know the environment will be quite casual, outdoors, or in a very hot location. Depending on weather, you could pair your shirt with a sweater or sweater vest. V-neck sweaters work best with a shirt with a collar. Wear a suit coat paired with khakis for a classic business casual look.

PANTS: Neatly pressed khaki or dark pants are a safe choice. Pants should extend to the top of your shoe or slightly longer. Avoid pants in loud colors (including white) and camouflage. Stick with black, brown, grey, khaki, dark blue and dark green colors.

ACCESSORIES: Wear a leather belt and leather shoes. Stick to black, brown or grey shoes. Make sure your belt color matches your shoe color. Oxfords and loafers are also okay. Athletic shoes, sandals, flip-flops are not considered business casual.



Check our Pinterest page (pinterest.com/UICareerCenter/) for more examples of appropriate business casual attire.

Women

SKIRTS/DRESSES: Skirts and dresses are acceptable as long as the hem falls past the knees. Try to shy away from distracting and short pieces. Black and grey are formal and safe choices. Avoid dresses that are low-cut, skin-tight and have high slits. Sundresses are not considered business casual. Cleavage is not business-appropriate (despite what you see in the media).

SHIRTS: Always opt for more conservative than too revealing. Blouses, plain shirts, cotton shirts, sweaters, turtlenecks, vests and sleeveless shirts are all acceptable. Shirts can be tucked-in or untucked, depending on the style of shirt. Use a collar for a more formal look and collarless for a less formal look. Make sure the pattern isn't too wild or obnoxious.

PANTS: Neutral colors are the best choice for pants such as khakis, corduroys, linen pants or dress pants. Jeans are not appropriate.

ACCESSORIES: Footwear such as leather shoes, flat slip-ons, high heels and open toed shoes are all acceptable. Avoid flip flops, sandals and sneakers. Complete the look with dress socks or pantyhose (with skirts and dresses). Tastefully accessorize with light jewelry.

Remember

Everything should be clean and well pressed. Carefully inspect new clothes for tags, and all clothes for dangling threads, etc. (as with interview attire). Overdressing is less frowned upon than underdressing.

Use Common Sense

If there are six inches of snow on the ground and/or you are rushing to get to an information session between classes and you left home 12 hours earlier, no one will expect you to show up looking ready for a photo shoot — they'll just be happy you made it. Just avoid wearing your gym clothes and jeans.

Professional Tips for Professional Dress on a Limited Budget

- Don't shop at the last minute, to avoid spending a lot because you "need something now".
- Purchase clothing that can be used in many settings; classic pieces can go from professional to business casual.
- Select neutral clothing that can be worn with a suit jacket or a variety of different dress shirts and ties.
- Consider investing in season-less fabrics that drape and travel well. Wool is not as versatile as a cotton blend.
- If a woman, purchase a 3 piece suit so you can alternate between a skirt and pants suit as desired.

Dining Etiquette

Interviews are often stressful even for job seekers who have interviewed many times. Interviewing can be even more stressful when you are expected to eat and talk at the same time. One of the reasons employers take job candidates out to lunch or dinner is to evaluate their social skills and to see if they can handle themselves gracefully under pressure.

Dining with a prospective employee allows employers to review your communication and interpersonal skills, as well as your table manners, in a more relaxed (for them) environment. Table manners do matter. Good manners may give you the edge over another candidate, so take some time to brush up your dining etiquette skills. If you are nervous, check out the restaurant ahead of time by either visiting it in person or reviewing its website for an online menu.

Quick Tips to Prepare for the Mealtime Interview:

BASICS:

- Be polite. Remember to say "please" and "thank you" to your server as well as to your host.
- Is the table setting full of utensils? Start at the outside and work your way in. Your salad fork will be on the far left; your entree fork will be next to it. Your dessert spoon/fork will be above your plate.
- Liquids are on the right, solids on the left. For example, your water glass will be on the right and your bread plate will be on the left.
- Put your napkin on your lap once everyone is seated.
- Keep your elbows off the table, sit up straight, and don't talk with your mouth full!

DURING THE MEAL:

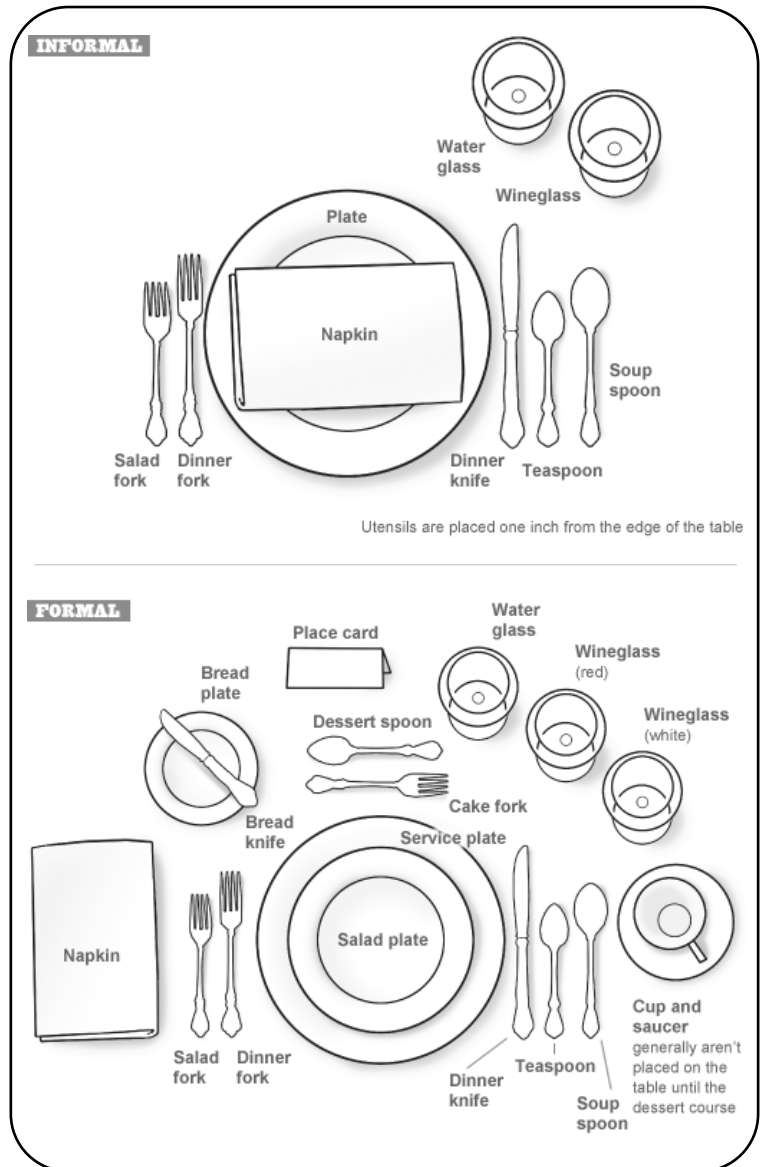
- Don't order messy food - pasta with lots of sauce, chicken with bones, ribs, big sandwiches, and whole lobsters are all dangerous.
- Don't order the most expensive entree on the menu.
- Do order food that is easy to cut into pieces.
- The polite way to eat soup is to spoon it away from you. There's less chance of spilling in your lap that way too!
- Break your dinner roll into small pieces and eat it a piece at a time.
- If you need to leave the table, put your napkin on the seat or the arm of your chair.
- When you've finished eating, move your knife and fork to the "four o'clock" position so the server knows you're done.
- Remember to try and relax, listen, and participate in the conversation.

TO DRINK OR NOT TO DRINK:

- It's wise not to drink alcohol during an interview. Interviewing is tough enough without adding alcohol.

AFTER THE MEAL:

- Put your napkin on the table next to your plate.
- Let the prospective employer pick up the tab. The person who invited you will expect to pay both the bill and the tip.
- Remember to say "thank you." Consider also following-up with a thank you note which reiterates your interest in the job.



Picture credit: www.dinner-party-menu-ideas.com

Graduate/Professional School : Planning

Attending graduate or professional school is a major undertaking that requires planning, research, and a significant commitment of time and money. Most people pursue an advanced degree in order to gain entry to an occupation or to improve one's opportunities in a career field. Others hope to make more money or pursue a goal of life-long learning. Whatever your reasons, there are many issues to consider.

Planning

The following information can help guide your planning and research as you consider graduate or professional school.

- [] Make sure your career and educational goals are well-thought out. Think seriously about why you want to pursue an advanced degree. Examine your interests, values, abilities and motivation. What degree and what program will help you attain your goal?
- [] Make sure you're prepared for the hard work, long hours of study, possible loss of income and additional financial debt
- [] Double check that you have the appropriate educational background and/or experience to be admitted to your desired program
- [] Ask yourself if you are thinking about graduate or professional school only because you don't have another plan.
- [] Visit with faculty at your institution to learn more about graduate programs in their discipline.
- [] Schedule an appointment with a Career Advisor in the Pomerantz Career Center to help you explore your career options.
- [] If you're pre-law and pre-med interest students, visit with an Academic Advisor at the Academic Advising Center.

Research

The next step is to research graduate and professional school programs in order to identify schools that will meet your academic needs.

- [] The following websites will assist you in identifying programs. They contain a wealth of information about hundreds of programs and the issues involved in deciding to attend, applying and steps to assure success:
 - www.Petersons.com
 - www.Gradschools.com
 - www.GradSource.com
 - www.Kaplan.com
 - www.USnews.com
- [] Visit program websites to learn about faculty as well as current and past students.
- [] Schedule a personal visit to learn more about a program and the university community.
- [] Investigate the costs and the kinds of financial assistance available from each school.
- [] Visit <https://studentaid.ed.gov/sa> for federal student aid options.

Applying

Once you have generated a list of potential schools, determine the application requirements for each program.

- [] Contact schools to request application materials and determine deadlines.
- [] Prepare for and take the required admission test. Below are examples of various admission tests.

GRE	Graduate Record Examination
LSAT	Law School Admission Test
MCAT	Medical College Admission Test
GMAT	Graduate Management Admission Test
PCAT	Pharmacy College Admission Test
DAT	Dental Admission Test
OAT	Optometry Admission Test
VCAT	Veterinary College Admission Test
- [] Look into The University of Iowa Evaluation & Examination Service. The University of Iowa Evaluation & Examination Service provides coordination and administration of many national standardized examination programs. Some are administered via computer, some are paper-based, and some are both. Visit www.uiowa.edu/~examserv for more information.
- [] Request letters of recommendation and transcripts.
- [] Write your personal statement.
- [] Keep records of your applications.
- [] Prepare for a personal interview if necessary.

Graduate/Professional School : Timeline for Application

Adapted from Kaplan Test Prep Graduate school Admissions Roadmap

Junior Year - Research

- [] Clarify your interests, set tentative goals and start looking for programs
- [] Determine what you want to study and for how long you want to go to graduate school
- [] Understand the differences between master's, professional and doctoral programs
- [] Keep in mind that application timelines will differ from program to program
- [] Meet with faculty members to learn more about advanced degrees and begin to cultivate references
- [] Seek relevant employment or research experience
- [] Begin to research financial aid opportunities and deadlines
- [] Start to create a long list of disciplines and programs that interest you; use program websites to help you get started, request brochures and attend live or virtual open house events
- [] Things to consider when applying for schools: geographic preference, curriculum, competitiveness, cost, reputation, public vs. private, research/internship opportunities, etc.
- [] Talk to friends and family for their perspective; speak with current students and/or alumni of programs you are interested in
- [] Hone your list of schools/programs
- [] Start thinking about when you will study for and take your entrance examination

Senior Year - Prepare

ENTRANCE EXAM PREPARATION *(3-6 months before applying)*

- [] Decide when you want to take your entrance exam
- [] Allow yourself 3 months prior to the test date to prepare
- [] Look into taking practice tests of your exam
- [] The following site provides information on test preparation services (www.kaplan.com/Our-Programs/Test-Preparation)

APPLICATION PREPARATION *(3 months before applications due date)*

- [] Create a schedule of deadlines, including application deadlines, financial aid deadlines and test registration dates
- [] Think about appropriate people to write recommendations and contact each with the deadline for submitting references
- [] Begin crafting your personal statement
- [] The following resources may be helpful when writing admissions essays:
 - www.petersons.com/graduate-schools/write-graduate-school-essay.aspx
 - www.kaptest.com/MCAT/Get-Into-Med-School/Build-a-Great-Application/personal-statement.html
- [] Follow the application directions explicitly, and have someone familiar with you (and the application process) review your application before submitting it
- [] Wait for graduate and business schools to contact you about interviews.

AFTER APPLICATION SUBMISSION

- [] Prepare for your interviews
- [] Wait for acceptance letters
- [] Investigate all needs-based financial aid options to supplement merit-based aid
- [] If you are wait-listed, be patient; let the program(s) know that you are still interested in admission and continue to engage in activities that enhance your application

Writing your Statement of Purpose

Pre-writing: Reflection

Answer these questions about yourself:

- What are your motivations for attending graduate school?
- What are your professional and personal goals for the future?
- Why is this kind of program a good fit? (i.e. public policy instead of law school)
- How do your interests, skills, and goals match with the program you are applying to?
- What 1 to 2 significant events deeply affected you? How? And What did you learn from them?
- How and when have you demonstrated leadership?
- What experiences have enabled you to understand and empathize with those of different backgrounds and cultures?
- What are your greatest strengths & assets? What makes you a strong candidate for this particular program?
- What characteristics do you have that will help you be a good _____student? (i.e. medical, law, Ph.D., MPA, etc.)
- What about you should you share that will not be in other parts of your application?

Answer these questions from information you've collected from websites, conversations with current students and faculty, and/or campus visits.

- What is unique about the program?
- What are the values and culture of the program and institution?
- What are the professors' areas of expertise?

Statement of Purpose "Dos"

- Demonstrate your writing skills, but still make sure you ANSWER THE PROMPT
- Statements of purpose are all about WHY—why you're applying, why you're a good fit, why you'll succeed in the program
- Follow the required page limit or word count
- If creating statements for multiple schools, write the essay for your top choice first
- Customize each statement to show your interest in that specific program
- Share what faculty or courses interest you
- Be realistic: passion is great but also address how you will succeed
- Make sure to have a strong introduction that grabs the audience's attention
- Double check grammar, mechanics, and spelling
- Be sure it is clear, focused, and organized writing
- Use concrete nouns and active verbs
- Use details, evidence, or examples to illustrate your main points
- Have multiple critics: take your drafts to the University of Iowa Writing Center, Career Advisors at the Pomerantz Career Center, and faculty in the field you want to enter

Statement of Purpose "Don'ts"

- Avoid clichés and be careful with humor
- Don't use the same generic statement for all schools
- Don't dwell on crisis
- Don't explain the field, program, or school. The experts will be the ones reading your essays.
- Don't cram too much information into the essay or be repetitive of other parts of application

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The Writing Center



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