# CAREER PLANNING GUIDE 2017-18



UNIVERSITY OF ILLINOIS AT CHICAGO

Career Services Student Employment



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#### **Attn: Human Resources**

Janssen & Spaans Engineering, Inc. 9120 Harrison Park Ct. Indianapolis, IN 46216

info@jsengr.com

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# CAREER PLANNING GUIDE 2017-2018

UNIVERSITY OF ILLINOIS AT CHICAGO

#### **UIC CAREER SERVICES**

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#### Advertiser Index

#### Career Services Staff and Welcome

Room 3050 Student Services Building • 1200 W. Harrison • (312) 996-2300

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# Director's Message

**Welcome to Career Services at UIC!** 



Greetings and welcome to UIC! Career Services is here to help you identify your career goals and connect you to Chicago's (and the country's) diverse array of employers. On an annual basis, our staff works with some of the area's largest corporations, various federal agencies, not-for-profit organizations, educational institutions, and start-up's all in an effort to deliver you a connection.

We encourage you to get involved. Find an internship, work on-campus, conduct research and find co-curricular activities. UIC offers all of this and

more. Completing your degree and getting involved will ensure that you are career ready and prepare you for today's modern work places.

This Career Planning Guide gives you an overview of our services, a schedule of the events planned for YOU, and articles on various aspects of the career planning process. Read it carefully and mark important dates Come visit our office, meet with our career advisors and use our services. Use us early and often. We look forward to working with you this year.

Respectfully,

Thy Nguyen
Director, UIC Career Services
University of Illinois at Chicago

#### UIC Career Services - Overview of Our Services

UIC Career Services provides a variety of services to assist UIC undergraduate and graduate level students, as well as recent graduates with career development plans and job search strategies. Appointments may be arranged by visiting our office in the Student Services Building, Room 3050, 1200 W. Harrison, or by calling(312)996-2300. Our office hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. Visit careerservices.uic.edu for more information.

#### INDIVIDUAL ADVISING/CAREER COUNSELING

Students from all academic disciplines can make an appointment with a career professional to discuss career decisions and options, deciding on a major, and job-readiness areas including: resume and cover letter reviews, interviewing questions, job search strategies, career decisions, and any other career-related concerns.

#### DROP-IN ADVISING

Get answers to quick career-related questions. No appointment necessary. Please check the current schedule on our website at careerservices.uic.edu for times.

#### CAREER ASSESSMENTS

We offer career assessments including The Strong Interest Inventory, The Myers Briggs Type Indicator, and StrengthsQuest for current students and recent alumni who are seeking more in-depth self-assessment. Schedule an appointment with one of our Career Development staff to determine whether any of these assessments would be appropriate for you.

#### CAREER EXPLORATION CENTER

Ourresource area contains materials with information on career exploration and preparation, job search strategies, and relocation information. Other resources include:

- Computers for students working on career development and/or job search tasks
- Company and government agency information
- Graduate school, test preparation, and scholarship information
- FREE career and graduate school magazines and guides

#### WORKSHOPS/PRESENTATIONS

Many workshops and presentations are offered throughout the Fall and Spring semesters addressing topics such as choosing a major, creating a resume, interviewing, networking and attending a job fair. Workshops on topics not already scheduled may be requested on our website.

#### JOB AND INTERNSHIP OPPORTUNITIES (On and Off-Campus)

#### UICcareers.com

UICcareers.com is used to manage job and internship listings, oncampus interviews, the resume books service, and upcoming employer information tables/sessions. All UIC students have access which allows you to view all events and position listings. The following offices post and encourage employers to post jobs and internships on UICcareers.com: Student Employment, Business Career Center, and the Engineering Career Center.

#### On-Campus Interviews

Employers may schedule interviews on campus, for full-time, part-time, and internship openings during the fall and spring semesters. Interviews typically take place from September thru November and from February thru April. Student registration is required prior to applying for interviews. Check UICcareers.com to view upcoming on-campus interview schedules. View schedules for which you may qualify by going to the "Campus Interviews I Qualify For" tab on the home screen of your UICcareers.com profile. Please note that some employers conduct on-campus interviews in the days and weeks following career fairs.

#### Resume Books

Students and recent alumni may upload their resumes into UICcareers.com. Employers can only see your resume if you give permission to be included in the resume book service and/or apply to the company's job, internship, or interview posting.

#### JOB FAIRS/CAREER DAYS

A variety of Career Fairs/Days are conducted throughout the Fall, Spring, and Summer terms. These events offer an opportunity for students to interact with employers, learn about job opportunities, and submit their resumes. Fairs hosted by Career Services are open only to UIC current students and UIC alumni. Check the "Programs/Events" tab on our webpage for all details!

#### MOCK INTERVIEWS/INTERVIEW PREPARATION

Mock interviews are arranged by appointment and enable students to practice their interviewing skills. Students receive instant feedback on their interviewing skills and, if interested, are able to watch themselves on video. Studentsare allowed one mock interview per semester.

Students may also use InterviewStream (uic.interviewstream.com) at any location with an internet connection using a laptop or smartphone with a webcam. Students can conduct virtual mock interviews using the pre-packaged interview questions or design a unique interview selecting from the 7,000 questions available. Feedback can be requested through the system or by emailing ocs@uic.edu. A response will be provided in 2-3 business days.

#### SERVICES FOR EDUCATION AND SOCIAL WORK MAJORS

#### Employment Resources:

 The Education Job Fair is held in the spring semester. It provides students with a unique opportunity to interview on campus with area school districts.

#### Credential Services for Graduating UIC Students:

- As of 2007, Career Services no longer accepts requests to set up new credential files.
- We recommend that candidates seeking credential services utilize Interfolio. Interfolio is an online service that is dedicated to maintaining credential files and can be accessed at http://interfolio.com.
- If you are a student or an alum who has already established a credential file with our office, you may request your letter be sent out by stopping into our office.

#### STUDENTS WITH DISABILITIES

According to the Americans with Disabilities Act of 1990, employers cannot discriminate against qualified individuals with disabilities. For additional information please refer to www.eeoc.gov. For advice on how to handle the job search and interview process, students are encouraged to make an appointment with a career advisor.

#### Student Employment Office-Overview of Services

Student Services Building, Suite 2100 • 1200 W Harrison St • (312) 996-3130

#### **CARMEN J. GARZA**

Associate Director for Student Employment

#### **ROSAURA (Rosie) GARCIA**

Human Resources Assistant

Approximately 70% of University of Illinois at Chicago students hold part-time jobs on campus and in the Chicagoland area while pursuing their studies. As part of the University's commitment to assist in helping students pay for attending the University, the Student Employment Office offers four services for part-time employment. They are: University Employment (Federal Work Study or Regular Student Employment), Student Temporary Service, Job Location & Development Program and General Off-Campus Employment. The Student Employment Office holds seminars on different employment topics, provides assistance with resume writing and interviewing techniques, and sponsors events such as job fairs. Please visit the Student Employment website at <a href="https://www.studentemployment.uic.edu">www.studentemployment.uic.edu</a> for more information about these events.

#### **ON-CAMPUS EMPLOYMENT**

A wide variety of University departments offer part-time opportunities to students. In order to work on campus, a student must be enrolled for at least half-time (six hours) during the normal academic year. Graduate and professional students, as well as those students receiving federal or University-based financial aid, may work at the campus. On-campus positions begin above the federal minimum wage with an average commitment of 10-20 hours per week. Students may review current postings online at <a href="https://www.uiccareers.com">www.uiccareers.com</a>. Students simply need to contact the departments for positions in which they are qualified. Once hired, the student will need to visit the Student Employment Office with a Student Employee Requisition Form and original 19 documentation (see Immigration Reform and Control Act of 1986).

#### FEDERAL WORK STUDY PROGRAM

The primary purpose of the Federal Work Study Program is to provide part-time employment opportunities for students who have financial need. Federal Work Study is part of a student's financial aid package. To be considered for the Federal Work Study Program, students file for financial aid each academic year. Students must work in order to utilize the Federal Work Study award. Contact the Office of Student of Student Financial Aid (312-996-3126) regarding eligibility information.

#### STUDENT TEMPORARY SERVICE

The Student Temporary Service is geared toward students who are interested in short-term assignments around campus. Most positions last at least one to two days and up to two to three weeks in length. Students can complete an application for the program and meet with a staff member. The Student Employment staff member will review the student's skills, work history and class schedule. As positions become available, the staff member will contact students directly to inform them about the temporary assignments.

#### JOB LOCATION & DEVELOPMENT PROGRAM

The Job Location & Development Program is a federally funded program that assists students with part-time employment that is career related. Students must complete an application for the program and submit a resume and meet with the coordinator of the program. As positions become available, the Student Employment staff member will refer students to positions for which they qualify. Applications will be kept on file for one year. In order to be eligible for the program, an applicant must be a UIC student, registered for at least 6 credit hours and have more than one semester remaining. Because of federal funding, the student must be a U.S. citizen or permanent resident.

#### GENERAL OFF CAMPUS EMPLOYMENT

The General Off Campus Employment area provides a listing of positions, varying from clerical, food service, physical labor, or retail to name a few. Businesses around the Chicagoland area place part-time postings, as well as full-time, throughout the break periods. Once posted, students may search for these positions online at <a href="https://www.uiccareers.com">www.uiccareers.com</a> and contact the companies directly.

#### JOB SEARCH TECHNIQUES AND STRATEGIES

UIC students may find employment in one of two ways:

 Find a part-time job by contacting the department, office or campus unit where they wish to work. Often departments advertise job openings on their own departmental bulletin boards. Students also hear of job openings talking directly to staff or other students.

Select and contact the part-time positions listed through the Student Employment Office. These positions are posted in a central location for easy access on www.uiccareers.com.

In either instance, once hired the student must visit the Student Employment Office to complete the Employment hire paperwork. Hire paperwork includes federal as well as state forms that must be completed by all employees at the University. In addition, the student must submit documentation for employment purposes.

#### BENEFITS OF STUDENT EMPLOYMENT

- Part-time employment provides the student with valuable work experience and an opportunity to test and develop skills, whether it be specific skills or abilities that will benefit the student as they move from one work situation to another or from one career to another.
- Part-time employment often develops into full-time professional opportunities. As a result, many jobs offer a critical starting point toward a definite and viable career path.
- Part-time jobs allow the student to experience something new and completely different or unrelated from their academic interests. For many, working 10-20 hours a week is a refreshing break from the books.
- Working part-time develops effective time-management skills. Holding down a
  job requires you to balance a class schedule, study time, leisure time and the
  demands of a work schedule.
- National statistics indicate that students who work an average of 10-20 hours per week develop more effective study habits and perform better academically. This may be a result of developing effective time-management skills.
- Working can develop self-confidence, self-sufficiency and a real sense of independence for many individuals. These are personal attributes that are in high demand in the job market.
- Students who work through a series of jobs while attending college can
  establish for themselves an excellent work record and employment history. A
  solid work historycan benefit the student as they begin seeking permanent
  employment.
- Helps reduce the cost of education loans.
- Finally, it is important to note that employment is a part of education itself. What better way is there to learn about the world of employment than "on the job!"

#### NATIONAL STUDENT EMPLOYMENT WEEK

National Student Employment Week will be held the week of April 9-13, 2018. This week was established by the National Student Employment Association and celebrated nationally to recognize and appreciate the contributions made by student employees. In the past, UIC has celebrated with various events including seminars, raffles, contests and much more. In addition, UIC recognizes the contributions made by its own workers by sponsoring the UIC Student Employee All-Stars and Student Employee of the Year awards. This is where UIC supervisors can nominate a student employee. Ten students in total are selected on their overall performance and receive an award. For more information, please visit our website at studentemployment.uic.edu.

#### Calendar of Events

Throughout the academic year we offer programs on resume and cover letters, career fair preparation, interviewing preparation, job search strategies, career exploration, major decision making, networking, LinkedIn and more!

For additional information on our upcoming career fairs (listed below), as well as other workshops, programs and events, visit the "Programs/Events" section of our website: http://careerservices.uic.edu

#### SAVE THE DATE FOR THE FOLLOWING EVENTS

\_FALL 2017 EVENTS

#### CAREER & JOB FAIRS

On-Campus Job Fair

Fall Diversity Career Days

Chicago Graduate & Professional School Fair

Government Career Fair

August 31st

September 19th & 20th

October 19th

November 3rd

#### SPRING 2018 EVENTS\_\_\_\_

#### **CAREER & JOB FAIRS**

Arts and Culture Career Fair February 9<sup>th</sup>
Internship & Part-Time Job Fair February 15<sup>th</sup>
Education Career Fair March 1s<sup>th</sup>
Spring Diversity Career Fair March 15<sup>th</sup>

NATIONAL STUDENT EMPLOYMENT WEEK: April 10-14th

Please visit http://studentemployment.uic.edu/ for more information.

Looking for an immediate job/internship?? Go to:

# **UICCAREERS.COM**

Your source for Full-Time, Part-time Jobs and Internships!

New on and off-campus opportunities are listed daily!

Career Services

Student Services Building, Suite 3050 1200 West Harrison Street (M/C 099) Chicago, Illinois 60607-3344 P(312) 996-2300 • F(312) 413-0383 http://careerservices.uic.edu



Student Employment Office

Student Services Building, Suite 2100 1200 West Harrison Street (M/C 099) Chicago, Illinois 60607-3344 P(312) 996-3130 • F(312) 413-7944 http://studentemployment.uic.edu/



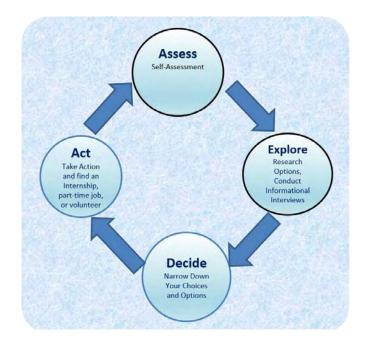


#### The Career Development Process...Your Career Journey

#### What is Career Development and where do I begin?

It is important to realize that one's career development is a process and unlikely to follow a straight path. It is normal for individuals to repeat or cycle through all or parts of the process throughout their career. Your circumstances may change but the process itself will remain the same. The Career Development Model is a very helpful tool that you may use throughout your life. Your individual circumstances combined with the rapidly changing world of work may require you to engage in this process several times throughout your lifetime. Continuing to engage in this process can help you acquire self-knowledge and transferable skills that will help you throughout your career.

The four major stages of the Career Development Model include: Assess, Explore, Decide, Act. It is important to take the time to reflect between each stage of the process which will help you better evaluate your situation and determine your next steps. Engaging in the Career development process early will provide more time to take advantage of the variety of resources and activities available to you. By planning ahead you will then be able to consider a wide variety of career paths and options helping you make more informed and satisfying decisions throughout your career journey.



Assess (Self-assessment): This involves analyzing your interests, values, and skills to identify career fields. Work environments, lifestyle, and job functions that you want to explore. Examples

- Meet with a Career Counselor who can assist you on your career journey.
- Take career assessments to help identify and clarify your interests, skills, etc.
- Identify some occupations to consider exploring.
- Consider some activities, volunteer work, and/or work experience you have enjoyed in the past

Explore: This involves researching and investigating a range of career options of interest to you. Examples:

- Research 3-5 potential occupations (resources could include the Occupational Outlook Handbook, from the U.S. Department of Labor, Bureau of Labor Statistics: www.bls/gov/ooh or O\*Net Online: www.onetonline.orhg).
- Attend career events and activities. Throughout the year our office as wells as other departments will host company information sessions
  where employers will provide information about their organizations and opportunities available), industry panels, information booths
  (typically at SCE), a variety of career fairs throughout the academic year, company visits, and more!
- Speak with professionals in various fields and job functions of interest to you. Identifying people to speak with may be accomplished through networking, scheduling informational interviews with individuals you may meet through your job, family, friends, LinkedIn, and various career events.

Decide: This involves evaluating your options and narrowing down your selections to those that are the best match for you at this time. Examples:

- Weigh the advantages and disadvantages of yourtop career options.
- Discuss your thoughts with others including Career Services staff, faculty, and advisors.
- Always consider not only a Plan A but also a Plan B another viable career path or option.

Act (Develop your plan and take action): This involves obtaining hands-on experience through internships, part-time jobs, shadowing experiences, summer opportunities, and/or full time jobs, volunteer work, community or campus activities. Examples:

- Join a campus and/or a community organization related to your first career choice.
- Try some new roles for yourself within student groups, in the classroom, and at your job.
- Find an internship, part-time job, or volunteer experience. Be sure to check uiccareers.com regularly to find opportunities. All of our career fairs will provide you the convenience of meeting with various organizations to learn about their opportunities. Attend company information sessions and industries panels to learn even more about opportunities available to you. Some organizations and fields provide shadowing experiences.

#### Networking

#### WHAT IS NETWORKING?

The term "networking" is usedquite often. Networking is connecting and reconnecting with individuals. Your own network would include friends, relatives, neighbors, teachers, advisors, as well as professionals who provide, or could provide, general support and advice in regards to your personal and/or career professional goals.

#### **Step 1. Starting Your Own Network**

Once one begins the process, it is sometimes surprising how many are actually in one's network.

- Determine your career development needs and goals.
- Create a networking list of those you already know (friends, colleagues, supervisors, former supervisors, co-workers, professors, etc.)
- Consider organizations, occupational areas, industries of interest to you.
- Begin to connect/re-connect with individuals in your immediate network and mention your interests and career goals to them.
   They may be able to provide you with suggestions and advice as well as possibly suggest others with whom you should connect.
   Everyone you know should know what you are doing currently or hoping to do in the future.

#### Step 2. Create Your "Elevator Speech"

 Be ready to explain your current status and your career interests and goals in a brief succinct manner.

# Step 3. Seek Opportunities to Network and Connect with Professionals in Your Field.

UIC Career Services offers a variety of events and programs throughout the academic year providing you with an opportunity to connect- AND NETWORK!

- Attend Employer Information Sessions
- Visit with employers at Employer Information Booths at SCE or other popular locations
- Attend targeted career events and industry panels
- Use uiccareers.com AND our website: www.careerservices.uic.edu to learn about these events
- Meet with one of our Career Services staff for more suggestions that fit your career interests!

#### ADDITIONAL VENUES FOR NETWORKING

There are a variety of ways to network and connect with others. Some common ways to network include

- Scheduled Informational Interviews
- Social Media/Professional Networking Sites and Platforms, including LinkedIn.

#### HOW TO BUILD YOUR OWN NETWORK

- Keep in touch and stay connected with co-workers, mentors, individuals who have influenced you.
- Get involved in organizations related to your area(s) of interest.
- Always present yourself in a professional manner.
- Find a mentor and be a mentor to others.
- Attend professional conferences and events when possible. Please be aware that many offer discounts to current students!

#### Networking Suggestions at Social and Professional Events

- Whether you are an introvert or an extrovert, meeting new individuals can be done! Remember to be professional at all times. Introduce yourself with a smile and firm handshake.
- Be positive.
- Some students have their own business card that may be used to provide your name, email, and your academic information
- You always want to make a positive impression. Limiting and/or avoiding alcohol would be best.
- Avoid cracking your knuckles, excessive gum chewing, nail biting, and twirling your hair! These are all bad habits that will leave a very negative impression with anyone you may meet.
- Avoid excessive colognes, definitely use deodorant, and be sure your breath is fresh (avoid garlic as it does have a tendency to linger!).

#### Networking Suggestions on Social Media Sites

- Be professional! Remember that anyone could be viewing your information and pictures.
- Keep your profile updated and professional.
- Try to receive and give positive endorsements.
- Stay in contact with colleagues, former co-workers and supervisors and maintain ties with people at all levels.

Cynthia C. Graham, Assistant Director for Employer Relations UIC Career Services



#### How to Get a Mentor

Mentorship is typically a collaboration between a mentee and a mentor in which the mentor has more knowledge and/or experience than the mentee. The mentor provides guidance, feedback, and/or resources to assist the mentee in growing, learning, and/or meeting goals. Mentorships may be formal (a structured program with specific guidelines) or informal (determined solely by the people involved). Here's how you can get the relationship started.

 Determine your goal for entering a mentorship. Is it to learn more about a specific job, to practice your skills, to learn a new skill, to meet with new people in your industry, or something else? Having a goal that guides you will help you approach others and present yourself in a professional manner.



**Photo by UIC Student Affairs Marketing & Communications** 

- 2) Identify who can help you to meet your goal. Consider professors, advisors, other students, alumni you know, people you work with, community members, and others you already interact with on a regular basis as well as those that you do not know or you met with briefly. Also, identifying job titles that you can use to search for people online may be useful.
- 3) Develop your introductory message based on your prior interactions with the person you want to mentor you. Start with a compliment that highlights why you are reaching out to the person, and "ask" for what you want, then end with an "easy out" so the person can say no without feeling pressured or guilty.

Examples for reaching out to people you already know well:

- A. Hi Chris, You've been at UIC for four years. That's awesome! Can we talk sometime about the jobs you've had and how you moved over the years?
- B. Hi Taylor, You have a lot of knowledge about zoology and I'm thinking of going into that field. Have you considered mentoring someone like me? I'd love to talk with you about it if possible.

Examples for reaching out to people you do not know or do not know well:

- A. Dear Dana, I see from the LinkedIn alumni page that we both went to UIC and majored in Social Work. I'm researching career paths and I am wondering if you would be available to talk about how you got your job at Thresholds.
- B. Greetings, Gabriel. It was a pleasure talking with you at the company information session. You were such a great help. I'm hoping you'd be open to talking more about implementing 360 feedback in small corporate settings. When might you have some time available to talk?

If you prefer to have someone else help you connect with a mentor, professional associations, companies, and universities often have mentorship programs. There are also national and international mentorship programs such as SCORE <a href="https://www.score.org/find-mentor">https://www.score.org/find-mentor</a>, UNITIATE <a href="http://unitiate.org/">http://www.score.org/find-mentor</a>, UNITIATE <a href="http://unitiate.org/">http://www.score.org/find-mentor</a>, UNITIATE <a href="http://unitiate.org/">http://www.score.org/find-mentor</a>, UNITIATE <a href="http://unitiate.org/">http://www.score.org/find-mentor</a>, UNITIATE <a href="http://www.score.org/find-mentor">http://www.score.org/find-mentor</a>, UNITIATE <a href="http://www.score.org/find-mentor">http://www.score.org/find-mentor</a>, UNITIATE <a href="http://www.score.org/find-mentor">http://www.score.org/find-mentor</a>, UNITIATE <a href="http://www.score.org/find-mentor">http://www.score.org/find-mentor</a>, UNITIATE <a href="https://www.score.org/find-mentor">https://www.score.org/find-mentor</a>, ONITIATE <a href="https://www.score.org/find-ment

Getting involved in a mentorship can be helpful for a number of reasons, such as learning more about career paths, applying to graduate or professional school, obtaining opportunities to do research, getting a job, and expanding your professional network. However, not everyone you reach out to will say yes. Some people may not have the time and others may not be confident enough to serve as a mentor. If someone says no, try not to take it as a personal rejection. Instead, recognize that not everyone is a good match for you. Thank them for their time, ask if they have recommendations of who else you can contact, and move on with seeking your mentor match.

Katherine (Kathyy) Battee-Freeman, Director UIS Career Development Center (Former Associate Director for Career Development, UIC Career Services)

#### The Science Oasis: Your Path to a Science Career

Throughout my time at UIC, I frequently noticed that students with science majors tend to be less prepared for today's job market, while on the other hand, students majoring in business or engineering tend to be more work-ready by the time they graduate. In general, science students tend to be busier with lab reports, exams and weekly quizzes, while students in other fields might be pursuing an internship or a part-time position in their future work fields. Yes, good grades are very important, but do not be mistaken, just like graduates from non-scientific fields, in order to achieve a competitive edge while pursuing a science-related career, chances are you need more than just a degree. So what exactly do you need?



Well, you need relevant experience. Typically, if you are considering a job in a laboratory environment, whether it is conducting research to improve or create new products, testing medical samples to check for diseases, or analyze food samples for quality assurance purposes; employers are seeking candidates with a degree as well as some hands-on experience. By hands-on I mean experience outside the classroom, such as conducting a research project, working part-time in a laboratory environment, or both.

Now, you might be saying that you do not have time for either one because you are busy with your classes and off-campus part-time job. Well, I have some good news for you! At UIC, your respective science department offers independent research courses that allow you to get research experience while receiving credits too. Such courses

include BIOS 391 & 399, and CHEM 492 & 499 among many more. You can also contact the *UIC office of Undergraduate Research Experience* at 312-355-3586 or <u>our@uic.edu</u>, which provides information about various research projects on campus, and allows students to connect with professors leading those projects to inquire about openings. For example, you can secure a research position in the department of Chemistry, and sign up for CHEM 492; this way you will gain hands-on experience while receiving credit that counts towards your graduation. Another way to conduct research is to apply to a summer program. A useful resource for such programs is <a href="mailto:pathwaystoscience.org">pathwaystoscience.org</a>, which is a database for STEM enhancement programs throughout the country. Having prior research experience can show a prospective employer that you are familiar with various lab equipment and techniques, and able to solve problems and extract results.

In addition to research, undergraduate work experience in a science field can help your resume shine brighter. Thus, consider getting a part-time job such as a Lab Aide or a Research Assistant. Many such positions are available exclusively to UIC students on <a href="UICcareers.com"><u>UICcareers.com</u></a>. These positions are commonly posted by UIC science departments, as we are a class one research institution, and sometimes by other companies. Having work experience can show a prospective employer that you can handle the work-load, stay organized and work within a team.

A typical progression would be to participate in research first, and then use your newly acquired skill-set to amplify your resume, which will enable you to find a part-time position in your science field. Thus, by the time you graduate from UIC, your resume will be more competitive. Finally, remember that having prior experience is just one piece of the puzzle. Refer to the rest of the articles in this guide for the other pieces.



Danny Michael, Assistant Director for Employer Relations UIC Career Services

#### Social Media and Professional Networking Sites

#### What you should know about Social Media and Professional Networking Sites:

Employer use of social media continues to grow. According to results from the National Association of Colleges and Employers (NACE), 2015 survey, 80.5% of employers are using social media in some capacity. They may use these sites to promote their organizations, advertise career opportunities, and search for and contact potential candidates.

Maintain a professional presence on any of your social media and all professional networking sites, especially when you are seeking an internship, a full time, and/or to build your career.

- Maintain a professional image on ALL social and professional networking sites you are using (Watch for opportunities at UIC for "LinkedIn Photo Booths"! Many of these are offered at no cost to you at various UIC Career Services sponsored events.
- Refrain from any negative comments about current or previous employers; Any unprofessional images, negative statements, inappropriate language or videos within any of your sites could negatively impact the impression given to a potential employer.
- You may want to Google yourself to check what is posted under your name.

#### About LinkedIn

LinkedIn is the world's largest professional networking site. Hiring Managers use it widely to not only develop themselves professionally, but to also find qualified candidates for open positions. LinkedIn operates the world's largest professional network on the Internet with more than 500 million members in over 200 countries and territories. Professionals are signing up to join LinkedIn at a rate of more than two new members per second. There are more than 40 million students and recent college graduates on LinkedIn. They are LinkedIn's fastest-growing demographic.

#### Setting up and updating your LinkedIn profile:

As an undergraduate, graduate student, recent graduate, and/or working professional, you may create a professional online presence. It is easy to get started. Sign in to LinkedIn to begin the process. There is no cost to get started. You may always update your information as you continue with your schooling and your career. Connect with those you already know (classmates, co-workers, former colleagues, friends, etc.). Through LinkedIn, you may find connections to organizations and opportunities from people you already know. You may also join, and follow, particular organizations and professional groups.

- Similar to your resume, it provides a platform to not only present your education, skills, and experiences, but it also expand on your experiences and information. You may showcase samples of your work, share your career vision(s) and passions.
- Your photo: Use a professional looking photo of yourself. Remember this is the first impression someone will have when viewing your profile. Throughout the academic year, UIC Career Services provides "LinkedIn Photo Booths" for you to get a great picture to use for your LinkedIn profile.
- Your headline: This explains your area of study and career ambitions.
- Your summary: Explain who you are, your major(s), any minors, professional goals, and interests. Here you may focus and highlight the skills and experiences offer. You may also include what you are currently seeking and your preferred industry.
- Experience Section: Here you may expand information on jobs, internships, unpaid work, volunteer work, shadowing experiences, etc. Try to quantify the information if possible, and include any accomplishments and results.
- Skills Section: Select skills you have. Others may acknowledge your skills.
- Recommendations: You may ask former supervisors or former professors, colleagues to write a recommendation on your behalf addressing your skills set.
- Maintaining your profile: Keep your LinkedIn profile current. It is advisable to update the information each semester.
- Increase your Career Readiness by selecting a group representing a particular industry or career field. Not only can you learn about the news and trends of this industry/field(s), you will demonstrate your interest.
- UIC is on LinkedIn and other Social Media Sites! Find Your Connections and Start (or Continue) to Build Your Network!
   UIC is represented by numerous groups on LinkedIn including "UIC Alumni & Friends" plus groups representing many of the UIC Schools/Colleges and Departments for alumni and current students. UIC student groups, as well as professional associations, have a presence on LinkedIn. You may join groups at no cost. Go to your College website to connect to their social media sites.
- For more tips and guidelines go to the LinkedIn Profile Checklist on: www.linkedin.com/jobs
- Follow UIC Career Services on: https://www.facebook.com/UICCareerServices and https://twitter.com/UICCareerSrvcs

#### Sources:

National Association of Colleges and Employer: "Employer Use of Social Media Grows". Spotlight for Recruiting Professionals. January 7, 2015 The Class of 2015 Student Survey. National Association of Colleges and Employers. Linkedln: https://www.linkedin.com

Cynthia C. Graham, Assistant Director for Employer Relations UIC Career Services

#### Informational Interviewing

One of the best sources for gathering information about an occupation or an industry is to speak with individuals working in the field. This process is called "Informational Interviewing". This is an interview that you initiate and ask questions. The primary purpose is to obtain information, not to get a job.

Informational Interviews will provide an opportunity to learn more about what you need to be "Career Ready" and to...

...explore careers and clarify your career goal.... learn what it is like to work in a particular job, organization, or industry... learn about the variety of job/employment options may be available to you in the future... learn from experienced individuals what their career path involved...understand what skills are needed to be successful in that particular career/industry... obtain a broader knowledge of the preferred educational background and continuing education needed for success...receive insight into any future trends or challenges within the field...consider steps to improve and build upon your own skills and experiences

#### How to begin:

Ι.	Ask yourself what type of work would you really like to be doing in the future or what job(s)/careers just sound interesting to you?		
2.	Do you understand what is needed to succeed in this type of work? Yes No		
3.	Have others suggested an occupation or industry to you that you think you should explore?		
4.	Take an inventory of your own interests, your values, and abilities		
	a. What do you enjoy learning about?		
	b. What do you think you are good at?		
	c. Any special accomplishments/Anything you are especially proud of/?		
	d. Any challenges / "big picture" issues you would like to help resolve?		
	a What values are key in your life?		

- e. What values are key in your life?
   5. Research the field(s) of interest to you. A great resource is the Occupational Outlook Handbook from the Bureau of Labor Statistics, available at: www.bls.gov/ooh (Go to the A-Z index) to explore occupational areas. (learn about the work, related careers, training needed, future outlook, and more!)
- 6. Begin to Identify People to Interview. Start with lists of people you already know friends, relatives, fellow students, present or former co-workers, supervisors, neighbors, university alumni, Professors, etc.
- 7. Arrange the Interview/How to Make Contact. Contact the person by telephone or via email followed by a telephone call. Mention the purpose for your email or call and request to schedule a time to meet (preferably at his/her company/firm). <a href="Example: "Hello Mr. Smith">Example: "Hello Mr. Smith</a>, my name is Lucy Jones. I am a <a href="Elist your year/level">[list your year/level</a>] at the University of Illinois at Chicago and Professor Doe suggested that you would be a good person for me to speak with because I am gathering information about \_\_\_\_ careers. If this is a good time for you and you are willing, I am interested in scheduling time to meet/speak for a 30 minute informational interview."
- 8. Prepare a list of questions using either the list of sample questions listed or whatever you would need to know to help you determine if this would be a good fit for you or not.
- 9. Conduct the Informational Interview. Dress appropriately, arrive on time, be polite and professional. Refer to your list of prepared questions; stay on track, but allow for spontaneous discussion. Before leaving, you may ask your contact to suggest names of any others who might be helpful to you and ask permission to use your contact's name when contacting these new contacts.
- 10. Thank the person! Send a thank-you note to your contact within one week of the interview, thanking the person for his/her time and valuable information.
- 11. Follow-up! After you have continued your research and career plans, it would be courteous to update the individual on the steps you have taken to further explore your career options, as well as on your career decisions, choice of major, or future educational plans.

Sample Questions for the Informational Interview. Remember you only have a limited time to meet with someone. Be sure to respect his/her time and select questions relevant to you and organize your own list.

- Education related questions: What was your major? What degree(s) do you have? Do you use, or how do you use, your major /degree in your work?
- Training/Skills related questions: What training, educational degrees, licenses, coursework, or other credentials are required for entry and advancement in your industry? What additional skills, interests, values, and personality characteristics are important to do this job and/or advance? What experiences would you advise college students to develop while in school if they want a job like yours or in a related field? If you were hiring someone today for an entry-level position, what would be the most critical factors influencing your choice of one candidate over another?
- Career Decision Making and Career Path related questions: How did you decide on this career? How did you get into this field and your present
  position? What are the typical entry-level jobs in your career field? What are the opportunities for advancement? What does the career ladder look like?
  What do you find most rewarding about your work? Did any of your leisure activities have an impact on your choice of profession? Does your job affect
  your personal life? If so, how?
- Job related questions: What is a typical day for you/or for someone in an entry position? What are the range of your duties and responsibilities? How is the Work-life balance in this position? What is the most difficult/challenging aspect of your job/career? What has been the most interesting project you have worked on in the past year?
- Career/Industry related questions: What changes are occurring in the field? What types of employers, other than your own, hire people to perform the kind of work you do? Do you know of any employers that offer entry-level training programs or opportunities? Are you a member of trade/professional groups? Which do you find most beneficial in your work? Which professional journals and organizations would help me learn more about this field? Would you recommend others in your field with whom I may speak? May I use your name when calling them?

Cynthia C. Graham, Assistant Director for Employer Relations UIC Career Services

#### Considering Graduate/Professional School

#### Annual Graduate and Professional School Fair: Thursday, October 19, 2017 3pm – 7pm, UIC Forum

Every year UIC Career Services hosts this very popular event that includes Admission Representatives from various colleges and universities located in the Chicagoland area, throughout the U.S., as well as from international programs! This event is free and open to the public. Last year, over 200 graduate/professional programs were represented. This venue provides you with the opportunity to speak to individuals who are on the Admissions Team allowing you obtain detailed information on a variety of graduate and professional programs, as well as obtaining advice regarding the application process. Whether you are in the beginning stages of considering graduate/professional school OR you already know the program you would like to pursue and would appreciate additional details, this event for you! Throughout the academic year, individual schools may schedule information sessions at UIC. Be sure to check our website regularly for details!

The decision to attend graduate/professional school is one that should be taken very seriously. Graduate/Professional Programs expect applicants to have career goals in mind. They also expect applicants to be able to demonstrate their ability to successfully complete their program. Below are some suggestions and steps you may take now to help you decide if this is the right path for you, as well as how to find the appropriate program that fits your career goals. Committing to a particular program will involve your time, energy, and money. Allowing yourself time to find the right fit for you will be extremely important.

#### Where to begin...

- Explore your career goals and gather information about your field of interest.
- As you think about your career goals, consider whether advanced schooling is required to achieve your goals.
- It is also important to know that some programs, including some MBA and Law School programs prefer having applicants with some work
  experience prior to applying. Know if the programs of interest to you are open to students straight out of undergraduate school or if they
  prefer some full time work related experience after completing undergraduate school.
- Start the process early. This will allow you enough time to actually develop a timeline that works best for you to be successful in your application, decision making, and of course, achieving your career goals.

#### Review your options, limitations, personal commitments

- What location(s) are realistic for you?
- Are you open to attend a program in another state or do you need to be in a particular location for personal/family reasons?
- Are you able to attend full time or part-time programs? Be aware that some graduate /professional programs are only full time.
- Would you be commuting or living on, or near, campus?

#### How to find the right university for you and your interests

- Research and compare the universities that offer the program(s) of interest to you; Make sure that the program is accredited!
- Are you able to visit the school? If possible, attend an information sessions and/or an open house to meet with faculty/staff and admission representatives. If there is an option to sit in on a class, definitely try to do this.
- Speak with your advisor regarding your interests for program suggestions. He/she may also provide suggestions to you.
- Do you know of anyone who is currently in, or has graduated from, the school/program of interest to you? Learn about their experiences.
- Are Assistantships/fellowships available to students enrolled? Is experiential education built into the program?

#### Student/Faculty Information:

- How accessible are faculty to students? Will there be an opportunity to work with faculty on research projects?
- Are there faculty specializing in your area(s) of interest? Are the Professors well known in their field?
- How diverse is the student population? Is there housing available? Are there graduate/professional organizations in the department or on- campus? If relevant to you, are there any additional support services for students with partners, spouses, and/or with families?

#### Application Process/Application Materials – Know what expected!

- Application deadlines and required application materials will vary with each school/program. Know the dates and materials needed to allow yourself plenty of time to be thorough.
- Application materials could include a personal statement, formal application, , resume, official transcripts, an application fee, financial aid form, test scores, and letters of recommendations Some schools may also require an in-person interview.
- Some schools/ programs may require specific tests. Exam dates will vary. Most common tests: Medical: Medical College Admission Test (MCAT), Dental: Dental Admission Test (DAT), Pharmacy: Pharmacy College Admission Test (PCAT), Law: Law School Admission Test (LSAT) (Also view Law School Admissions Council (LSAC), MBA: Graduate Management Admission Test (GMAT), Liberal Arts/Science//Business / Other: Graduate Management Admission Test (GMAT), Millers Analogies Test (MAT)

Additional Resources: 1) "The Graduate Guide" (complimentary hard copies of this publication is available at UIC Career Services). You may also go online: <a href="https://www.graduateguide.com">www.graduateguide.com</a>; 2) Go to the specific test site websites for your preferred area (MCAT, DAT, PCAT, LSAT [also LSAC], GMAT, MAT); Speak to: your Class Advisor and/or Career Services Counselor/Advisor for assistance.

#### How to Begin a Job Search and be "Career Ready"...

#### ...Know the basics of a job search and prepare your next steps!

Whether you seeking a part-time job, an internship, volunteer opportunity, summer job/internship, temporary or full time work, there are some basic steps to help you get started and stay focused on your search.

#### 15-POINT CHECKLIST:

- 1. Assess your skills, strengths, and interests. (Be flexible, consider all options and opportunities)
- 2. Begin to network with friends, faculty, colleagues, supervisors, former supervisors, advisors regarding your interests.
- 3. Explore and learn about various organizations, industries, and employers that may be of interest to you.
- 4. Start (or update) your LinkedIn Profile. This is an excellent way to network AND seek great opportunities.
- 5. Use UIC Career Services and the many resources available to you as a UIC student!
- 6. Prepare your resume. Does it clearly represent you, your skills and education? Is it error free? Have you had it reviewed? Updating it at least once a year is a good habit to start as you continue with your schooling and your career.
- 7. Are you comfortable with writing a cover letter? It should NOT be the same letter you send to everyone. It should be unique to that employer and the position. A nicely written cover letter may make the difference as to whether are contacted for an interview or not. (Please note that you do not need a cover letter when attending a career fair)
- 8. Prepare a list of references that you may use if asked. Make sure you have their full name, title, business telephone and email information. Ask permission to use them as references. You may include current or former supervisors or faculty.
- 9. Keep your mobile device charged! A prospective employer may call you at any time after you submit your resume. If you have an automated message on your phone, it is important that it is professional. Always answer your calls professionally!
- 10. READ YOUR UIC EMAILS! Employers AND UIC Career Services staff may be contacting you via Email regarding an upcoming interview, a new opportunity, an employer presentation, workshop, or an appointment.
- 11. Know your schedule. Know your availability for an interview and or a potential work schedule.
- 12. Be prepared for an interview. You may be called for a "pre-screening" telephone interview, a more in-depth telephone, or in-person interview. Do not be caught off guard. Review the information on interview preparation in this guide.
- 13. Interview clothing should be ready. Have professional attire selected for a possible interview. Always be prepared and ready!
- 14. Keep your commitments! If you have scheduled an interview on-campus or off-campus, it is critical for you to keep your appointment. Be professional and keep your commitments. Being a "no-show" can preclude you from obtaining future interviews and/or a job!
- 15. Always be professional! Be professional in all of your interactions whether by telephone, in-person, or email. Review your social media presence so this will also be a professional representation of you.

#### QUESTIONS TO ASK YOURSELF

- Consider what you want. What type of opportunity are you seeking at this time?
- What are your immediate and long-term career goal(s)?
- Consider opportunities that are in line with your goals, providing insight, experience, and exposure to your area(s) of interest.
- What hours are you available to work? (Consider your travel time to and from a work site).
- How far are you willing and able to travel for the right opportunity?

#### WHERE and HOW TO FIND JOBS (on and off-campus)

- Start with uiccareers.com This site is available exclusively to UIC undergraduate and graduate level students, plus recent alumni. It is an excellent resource for you to find opportunities. Uiccareers.com is used by employers seeking to hire UIC students/alumni. New jobs are listed daily!
- UIC Career Fairs! UIC Career Services host job fairs throughout the academic year. This is another excellent way to find opportunities with organizations of interest to you and to explore new career options. For the latest information check: http://careerservices.uic.edu/
- Other popular job sites include: Indeed.com and LinkedIn
- Industry specific sites such as <a href="https://www.usajobs.gov/">https://www.usajobs.gov/</a> for government jobs and Idealist.org and npo.net for non-profit jobs may be helpful. For additional industry specific sites contact UIC Career Services staff.

#### IDENTIFY ORGANIZATIONS / EMPLOYERS OF INTEREST

 Where would you love to work if you could? Do you have organizations that are your ideal settings? If yes, you may see if any of they will be recruiting on-campus, attending any of our career fairs, and/or have positions posted on uiccareers.com. You may also go directly to the employer's website to explore opportunities.

- Once you have identified organizations of interest you can begin to network with individuals who are already working there for advice and insight.
- If you are still exploring all options and do not have any particular organization(s) of interest, then use uiccareers.com to explore. Our many career fairs offered throughout the academic year are also another way to see the numerous options available to you.

#### APPLICATION PROCESS

- Be sure to read the job description, qualifications and instructions provided by the employer. Only apply if you meet the qualifications and minimum requirements for the job.
- Include a cover letter with your application.
- If requested to email your resume to a Hiring Manager, the body of your email is considered your cover letter and the resume is then sent as an attachment, unless other directions are provided.
- Online Applications: answer all of their questions and make sure there are no typos! You may either cut and paste your resume to the space provided, or upload your resume to the application. There may be an option to insert a cover letter in a box or space provided or you may attach it along with your resume.
- Allow yourself plenty of time to complete online applications.
- Be sure to make a note to yourself as to when you applied, for what
  position(s) you have applied, and what resume you submitted. It
  would be helpful to copy the job description(s) so you may refer to
  this information if called for an interview.

Cynthia C. Graham, Assistant Director for Employer Relations UIC Career Services

#### Turning Your Internship Into a Full-time Job

An internship or cooperative education experience is your opportunity to put your best foot forward and build a respectable reputation for yourself. Think of your internship as an elongated interview - Many companies use interns as their main recruiting tool. Use your short time wisely and efficiently, and make a positive and impactful impression on your future employers. Here are some key tips:

#### TREAT THE INTERNSHIP LIKE YOUR REAL JOB

Take your assignments seriously and become notorious for being dependable. One way to do this is by meeting (or beating) deadlines, and producing consistent, solid work. Inquire about your projects (the nature of it, the due date, etc.). Asking for clarification is a sign of maturity, not weakness, and ensures you complete your work correctly the first time. Be mindful of your habits – be careful with in-office cell phone use. Dress similarly to the full-time employees. Other interns may wear t-shirts, shorts or sandals, but you should mirror the company culture. Watch your choice of words – speak professionally and courteously. Avoid calling in sick or taking time off for vacations. Do not use your position as a student or intern as an excuse to act casually.

#### **NETWORK**

Get to know people at your internship site. Make an effort to meet others outside of your department or your team. Becoming socially comfortable and building relations with people at the organization will help you to ask tougher questions later (referral, reference, etc.). Use your lunch breaks or train rides as an opportunity to interact with others, even if that means stepping out of your comfort zone. Your fellow interns can also be a future networking tool, so strengthen those friendships as well.

#### **GET A MENTOR**

Locate someone who is personally interested in helping you grow and succeed. Begin by setting up a meeting with the internship coordinator, supervisor or person who hired you to discuss goals. Once you have clear and attainable benchmarks, ask them to recommend a person you can talk to for guidance. You can ask to shadow on appointments, sit-in on meetings or learn about the projects they are working on. If you cannot find a mentor, ask various department contacts for informational interviews. This demonstrates well-roundedness, and can communicate your eagerness to help around the entire office or business. Be proactive.

#### GO THE EXTRA MILE

Show up early and leave late. Demonstrate flexibility with tasks. Your willingness to help out showcases your ability to be a team player interest in a common goal. Take on the extra project or work the weekend event – do what others may not want to do. Your actions will show you are passionate and committed. Ask for additional tasks, but make sure to prioritize and manage your time efficiently. You do not want to over-commit as it can harm your image to over-promise and under-deliver.

#### ASK OUFSTIONS

Ask plenty of questions to demonstrate that you are loyal and thoughtful. Inquire about projects and how they play into the full scope of the quarter, client relationship, business model, etc. Ask for work when you have completed yours. Keep busy and do not sit back and wait for someone to bring tasks to you.

Another great question to ask your new co-workers is where do they go for industry news. Is there a blog you should know about? A professional association they follow? This can help you to understand what's happening from an insider's point of view while also being self-efficient. Get comfortable with business news and buzzwords, which can help inmeetings, elevator rides, lunches or outside of the internship during interviews and future networking.

Finally, ask the appropriate contacts about future hiring or entry-level position openings. This can communicate to those higher up that you are interested in staying for the long haul. If you do not ask, how will someone at the company know you are interested?

#### RE POSITIVE

Some intern work might be menial. Do not complain about small tasks; remain enthusiastic from start to finish – each day, each week and throughout the entirety of the internship. As an intern, you are at the bottom and need to not take this opportunity for granted. Show that you want to make the effort, starting from the ground floor.

#### USE SOCIAL NETWORKING WISELY

Follow a company's webpage and associated social media outlets. This will allow you to be in the know from day one. In addition, a place for extra work may come from starting or updating an intern blog or social media page. With previous familiarity, you have a jump-start, and it's another way to showcase your passion.

Internships are a great way to add to your LinkedIn contact list, but make sure your relationships are solid before you add the entire office as connections. If you ran into this person outside of the office, would you say hello? If the answer is no, be cautious before connecting. Watch your Facebook profile as well – think of the entire interview as one long interview. Do not air out your personal grievances about the internship or the company; do not speak badly about fellow interns or people at the organization. Keep your Facebook page professional all summer or semester long.

#### KEEP TRACK OF PROGRESS

Make notes of what you are working on throughout the course of your semester or summer. Updating your resume will be easier as will quantifying your achievements for cover letters and behavioral interviews. In addition, it can act as proof and demonstrate your accomplishments when it comes time to ask about entry-level positions.

#### SHOW APPRECIATION

Remember to say thank you often and sincerely. The internship is an opportunity, and one you must work hard to acquire and keep. Write thank you notes after your internship, reflecting on your experience. Keep in contact with a few people you have built solid relationships; employers enjoy hearing how their interns have learned and grown. This will also keep you fresh in their minds when full-time recruiting occurs.

Monica Gerhardt Career Coach



#### Advice for Success at a College Job Fair



When a college student thinks about getting a job, one of the first things that comes to mind is going to the annual job fair(s) held at the University or College. The most important thing you need to do is *prepare* yourself for the fair. First, begin by preparing an effective and professional resume. For great information on recommended formats for resumes, read the related article in this guide.

#### HOW ELSE DO YOU PREPARE FOR A JOB FAIR?

The second and most obvious thing to do is invest in a good business suit/outfit that will impress employers. Do not wear clothes that you would wear to nightclubs or parties. Remember that 'conservative' is the theme, and colors and patterns should reflect this. The key element is to look sharp, be clean and have a positive attitude and pleasant personality. Remember that employers are making judgments on your 'first impression', so make it a great one!

#### RESEARCH EMPLOYERS THOROUGHLY!

The single most important thing you can do to make a positive impression on a recruiter is to go to the job fair and ask specific questions about the company. Show them that you have done your homework and have a sincere and genuine interest in what they do. It is easy to research a company via web sites such as Hoovers, GlassDoor, or Vault, etc. and find out what they do as well as their history. You can also go directly to their website and learn about their history, mission, values and most importantly about their available positions! Also check the Career Services home page for a list of employers that will be at the job fair. Employers are usually linked to their web sites. When gathering information, remember to concentrate on the most relevant data related to the position you want.



#### THE NEXT STEP AFTER RESEARCHING EMPLOYERS

Make a list of the companies that interest you the most by listing them in order of priority. Plan on first speaking to the ones on the top of your list. There will likely be long lines for the most popular employers at the fair. DO NOT talk on your cell phone while you are waiting in line. This is disrespectful to those around you and considered unprofessional by many recruiters. Smile as you approach the recruiter and offer them a firm handshake. Introduce yourself by speaking in a clear and articulate manner. Be prepared to offer a one-minute 'commercial' about yourself. Maintain good eye contact but do not stare (you may scare them!). Remember to ask relevant questions and ask for their business card. If no business card is available, make sure to get their full name, write it down, and use the company website to obtain contact details. When you go home write a brief thank you note (email) to those employers that interest you the most.

#### **FINALLY**

You will be competing with hundreds of other potential candidates at the fair. Keep in mind that this is only one fair out of many that this recruiter will be participating in during the year. You are one out of hundredsof candidates for a handful of jobs. This is why we recommend you do *everything* you can to stay one-step ahead of the game. Everything you do to prepare is highly important, so take advantage of the Career Services office and visit us!

Jaime Velasquez, Associate Director for Employer Relations
UIC Career Services

#### Transferable Skills

#### WHAT ARE TRANSFERABLE SKILLS?

Transferable skills are talents and abilities you have developed over time through your involvement in a variety of activities such as jobs, internships, volunteering, athletics, coursework, student organizations, hobbies, etc. These are oftentimes overlooked and understated on resumes and in interviews, but they will be your strongest asset during the job search. These may not seem immediately relevant to the job you seek, they are skills that all employers look for in a potential hire, and they can be applied to any work environment. Furthermore, transferable skills complement the knowledge you are in the process of gaining, or have gained, from your degree, making you a more competitive job candidate.

#### TRANSFERABLE SKILLS EMPLOYERS VALUE:

#### Communication:

- Speaking effectively
- · Writing concisely
- · Listening attentively
- · Expressing ideas
- · Facilitating group discussion
- Providing appropriate feedback
- Negotiating
- · Perceiving nonverbal messages
- Persuading
- Reporting information
- Describing feelings
- Interviewing
- Editing

#### Research and Planning:

- · Forecasting, predicting
- Creating ideas
- · Identifying problems
- Imagining alternatives
- · Identifying resources
- Gathering information
- Solving problems
- Setting goals
- Extracting important information
- · Defining needs

- Analyzing
- · Developing evaluation strategies

#### Human Relations and Interpersonal Skills:

- · Developing rapport
- Expressing empathy
- Listening
- Conveying feelings
- Providing support for others
- Motivating others
- Sharing credit
- Counseling
- Cooperating
- · Delegating with respect
- Representing others
- Perceiving feelings, situations
- Asserting
- · Being a team player

#### Organization, Management and Leadership:

- · Initiating new ideas
- · Handling details
- · Coordinating tasks
- Managing groups
- Teaching/Training

Delegating responsibility

- Coaching/Mentoring
- Counseling
- Promoting change
- Selling ideas or products
- Decision-making with others
- · Managing conflict

#### Work Survival:

- Implementing decisions
- Cooperating
- Enforcing policies
- Being punctual
- Managing timeAttending to details
- Meeting goals
- · Enlisting help
- · Accepting responsibility
- · Setting and meeting deadlines
- Organizing
- · Making decisions
- Working independently as well as part of a team
- Adapting to change
- Resiliency

#### MARKETING YOUR TRANSFERABLE SKILLS

Any skill is transferable, but the trick is showing employers *how* it applies to a particular job, and *why* it is useful to them. If your employment history comes from the same industry as your desired career, this should be quite easy. However, if you have limited experience in the industry of interest, recognizing and demonstrating your transferable skills can require a bit more effort, but will serve as a crucial marketing tool.

#### DEMONSTRATING TRANSFERABLE SKILLS IN A RESUME

Receptionist to entry-level finance position

- Communicated effectively with a wide range of individuals, including high-net-worth investors and institutional money manager, in a stressful and time-sensitive environment.
- Gained knowledge of financial markets and instruments, especially stocks, bonds, futures and options.

Server to entry-level marketing position

- Acted as a "sales representative" for the restaurant, selling add-ons and extras to achieve one of the highest per-ticket and per-night sales averages.
- Prioritized and juggled dozens of simultaneous responsibilities.
- Built loyal clientele of regulars in addition to tourist trade.

#### DEMONSTRATING TRANSFERABLE SKILLS IN A COVER LETTER

Server seeking entry-level marketing position

In addition to my marketing coursework, I have employed marketing and customer service skills in the restaurant field. In my most recent position, I marketed appetizers, desserts, and other add-ons to customers and added value to their dining experience. I would like to apply the same sales savvy and interpersonal skills in this marketing position you have advertised.

Babysitter/nanny seeking management trainee position

As a former caregiver to three active children, I certainly know the importance of effective time- management. I have cultivated that ability, along with exemplary leadership, organizational, and communication skills, which would contribute to our mutual success when I join your management trainee program.



#### Power or Action Verbs for Your Resume

Every bullet point should begin with a powerful action word. Below are suggested power verbs to make your skills pop!

#### MANAGEMENT/ LEADERSHIP SKILLS

administered analyzed approved assigned attained authorized chaired consolidated contracted controlled coordinated decided delegated developed directed eliminated enforced enhanced established executed generated headed hired hosted improved increased initiated instituted led managed motivated

prioritized produced recommended reorganized replaced restored reviewed scheduled strengthened

organized

originated

oversaw

planned

presided

overhauled

# supervised COMMUNICATION/ PEOPLE SKILLS

addressed advertised arranged articulated clarified collaborated communicated composed consulted contacted conveyed corresponded described developed discussed elicited

enlisted explained expressed incorporated influenced interacted interpreted interviewed involved ioined listened marketed mediated observed participated persuaded presented promoted proposed publicized reconciled recruited reinforced

### RESEARCH SKILLS analyzed

clarified

collected

compared

conducted

critiqued

detected

determined

reported

resolved

solicited

spoke

wrote

responded

suggested

translated

examined experimented explored formulated gathered identified inspected interpreted invented investigated located measured organized researched searched solved summarized surveyed tested

#### TECHNICAL SKILLS

adapted assembled built calculated computed constructed converted designed determined developed engineered fabricated installed maintained operated overhauled programmed rectified regulated remodeled repaired replaced restored solved specialized standardized studied utilized

### TEACHING SKILLS adapted

advised

clarified

coached

communicated conducted coordinated critiqued demonstrated developed enabled encouraged evaluated explained facilitated focused guided individualized informed instilled instructed motivated persuaded set goals simulated taught tested trained tutored

#### FINANCIAL/DATA SKILLS

administered adjusted allocated assessed appraised audited balanced calculated computed corrected determined estimated forecasted managed

marketed measured planned programmed projected reconciled reduced researched retrieved

# CREATIVE SKILLS acted combined

conceptualized

created customized designed developed directed displayed established fashioned formulated founded illustrated integrated introduced modeled modified originated performed planned revised revitalized shaped

#### **HELPING SKILLS**

advocated aided answered arranged assessed assisted cared for clarified coached collaborated contributed cooperated counseled diagnosed encouraged ensured expedited facilitated furthered quided helped intervened mentored motivated provided referred presented resolved supplied supported volunteered

#### ORGANIZATION/ DETAIL SKILLS

arranged categorized classified coded collected compiled corresponded distributed executed filed generated implemented incorporated logged maintained monitored obtained ordered organized prepared processed provided purchased recorded reorganized responded reviewed scheduled screened submitted supplied standardized systematized updated validated verified

## MORE VERBS FOR ACCOMPLISHMENTS

achieved completed expanded exceeded improved pioneered spearheaded succeeded transformed won



**NOTE:** Categories for action verbs are only suggestions and therefore all verbs should be considered.

#### Create a Resume that Highlights Your Related

#### FIRST IMPRESSIONS LAST

A resume is an essential and expected component of virtually any job search. It often forms the first, and if poorly written, the last impression on an employer. An advertisement of yourself, your resume is an opportunity to communicate your value to potential employers and entice them to invite you for an interview. Employers are likely to spend less than a minute reviewing your resume, so it is important to strategically craft a document that markets your strongest qualifications for that employer.

Employers are interested in people who know what they want and why. If you do not know why you are applying to a position, you cannot write a strong resume. Therefore, before writing your resume, spend some time reflecting on your experience as it relates to the position. Once you understand and can articulate your relevant knowledge, skills, and career goals, the direction and content of your resume will fall into place.

#### **GUIDELINES FOR AN EFFECTIVE RESUME**

- Think about yourself and your strengths what do you want to highlight about yourself? Your resume is a marketing document in which you are trying to convey a specific message to a target audience. Is that message that you are a high achieving student capable of learning quickly? Someone with a lot of technical skills? A social media whiz? A fantastic fundraiser?
- Think about the organizations and positions you seek what is important to them? Read position descriptions carefully. What qualifications are required? What information seems less relevant?
- Begin bullet points with strong action verbs and "show" the employer what you did, how you did it, and why it was important.
- Highlight your achievements and demonstrate how you can contribute to the company/organization, rather than simply listing your duties in previous jobs.
- Construct a well-organized, neat, and professional document that is
  written in a clear and concise manner, typically but not always one
  page for undergraduates and up to two pages for graduate students.

#### **RESUME FORMATS: FORM FOLLOWS FUNCTION**

There is no such thing as the "right" format, and there are a number of ways to effectively highlight your strengths:

#### Chronological:

Lists your education and experience in reverse chronological order from most to least recent under each category heading. Category headings may be arranged in any order and should be organized as to emphasize your most relevant experience (whatever that may be). This is the most common format, and it is often preferred by employers.

#### Functional

Focuses on skills and accomplishments, emphasizing what you did and your transferable skills, not when or where you worked. Employment history is usually labeled in a small section at the bottom, rather than within the section describing your skills. Employers do not care much for this format, but it may be beneficial for those who are changing careers or have large employment gaps.

#### Combination:

Highlights skill categories, but does include some description of employment history in a separate section. Preferred by employers over a strictly Functional format.

#### STANDARD SECTIONS

Contact Information: Includes your name, address, phone number (home and/or work), and e-mail address. Make sure your email address and voicemail message are appropriate for professional correspondence!

Education: Includes the name of the college you currently attend or have attended, the city, and state; the name of your degree, your major and minor (if you have one), your graduation date (or anticipated date), and your GPA. Write out the full title of your degree, e.g. "Bachelor of Arts in History, May 2017." This section is typically at the top of your resume (after your objective if you have one) for current students/recent graduates. If you attended more than one school, list the most recent first. You may supplement this section with "Relevant Coursework" or "Academic Accomplishments," if appropriate and related to your desired position.

Experience: This category may include paid employment, volunteering, internships, military service, athletics, etc. Include the name of the organization, your position title, and dates of the experience. Customize your headings and organize your experiences as to highlight your strongest qualifications for the position. You may use headings such as "Professional Experience," "Relevant Experience," "Leadership Experience," "Teaching Experience," etc.

#### **OPTIONAL SECTIONS**

Objective: A good objective statement sends a clear message to an employer by identifying the position(s) for which you are applying, your main qualifications for the position, your career goals, and your overall professional identity. This section is typically placed below your contact information on your resume. An objective may be beneficial, but is not required when you submit a cover letter with your resume.

Summary of Qualifications/Profile: For professionals who are more experienced, this section may take the place of the objective, briefly summarizing and highlighting your strongest skills and qualifications for the position.

Relevant Coursework: Can be designated as its own section or included under education information. List the full course name rather than the course code.

Academic Projects: This section may be included to expand upon relevant skills and knowledge gained through academic projects/research related to the desired position.

Certifications/Endorsements /Licenses: Write the full title and include the date issued. If desirable in your career field, place this section closer to the top of the resume such as before or after your education information.

Service/Activities: Include dates and any leadership/responsibility you may have had. This section is most commonly organized in a list format.

Affiliations/Memberships: Write out the name of the organizations, and do not use acronyms. May include any offices held, conferences attended, related projects, etc.

Skills: Computer skills, foreign languages, laboratory techniques, or any other job-related skills you would like to highlight. Include level of proficiency by stating "proficient in," "fluent in," "basic knowledge of," etc.

Honors/Awards: Can be designated as its own section or included under education information. Include the name of the honor/award and date received. May include brief statement describing the honor/award.

References: This section should *not* be included on your resume, but rather on a separate page following your cover letter and resume. This page will include the contact information (name, degree earned-if applicable, business address, phone number, and email address) for all your references. Ask for permission prior to using someone as a reference.



#### Resumes continued

#### **RESUME DO'S**

- Tailor the content, category headings, and organization for each position to emphasize your individual strengths.
- Quantify your accomplishments by including numbers, dollar values, and percentages. Add any results if applicable.
- Provide the answer to journalistic questions when describing your experiences (who, what, where, when, why, how).
- Use boldface/italics/caps to highlight section headings and to differentiate between the company name and position title.
- Emphasize your transferable skills.
- Incorporate industry-related terminology.
- · Keep your formatting consistent throughout.
- Edit and proofread multiple times for possible errors (have someone else do so as well).
- Use good quality bond paper in a neutral color if printing your resume

#### **RESUME DON'TS**

- Use fancy or unusual font styles/colors.
- Try to make a one-page resume by using a small font or tiny margins
- Use personal pronouns such as "I" or "my," abbreviations, or acronyms.
- Include confidential information such as your social security number, marital status, visa status, date of birth or personal photo.
- Embellish your experience or include information that is not accurate.
- Describe experiences that are irrelevant.
- Use vague descriptions such as "Responsible for" and "Duties included."
- · Repeat information that is listed in other categories.

#### FORMULA: FOR IMPACTFUL, BULLET-POINTED EXPERIENCE DESCRIPTIONS

VERB

a power verb highlighting a needed skill How/What

infusing field-relevant terminology; translating your language to language from the jobdescription Result/Purpose

Quantify with numbers where possible, or use "...to..." at the end of a statement to showcase the end goal



IMPORTANT: DO NOT use a template! A plain Word document is easy to edit as you gain experiences, and ensures your resume will be accepted by organization's online applicant tracking systems.

#### Sample: Engineering Major

#### Chris Abreu

1200 West Harrison, Chicago, Illinois 60607 312-996-2300 www.linkedin/com/in/chrisabrue1 ch.abreu@gmal.edu

#### **Education**

University of Illinois at Chicago (UIC), College of Engineering Bachelor of Science in Mechanical Engineering - May 2018 Cumulative GPA 3.3/4.0

#### Certification

Engineer-in-Training [Fundamentals of Engineering Exam (FE)], sitting April 2017

#### Senior Design Project

Spring 2018

Designed an environmental enclosure for a battery discharging device

- Led a group of five students to successfully build a prototype
- Conducted numerous experiments to optimize device functionality
- Wrote reports, collaborated on a poster display, and presented the design to engineering professionals at the annual UIC Engineering Expo

#### **Engineering Coursework**

Heat Transfer, Fluid Mechanics, Mechanical Vibrations, Engineering Graphics and Design, Materials for Manufacturing, Statics/Strength of Materials, Engineering Dynamics

#### **Engineering Experience**

# Freedman Seating, Chicago, IL Engineering Intern

August 2016- December 2016

- Assisted project engineers with multiple projects to design and modify existing materials
- Assembled transit seats according to prints for lab testing
- Created part models, layouts and drawings using Solid Edge
- Manipulated plain carbon, HSLA and stainless steel to develop sustainable proto-types
- Verified dimensions on parts using protractor, caliper and other tools to decrease design error
- Utilized air tooling, band saw, drill press laser, bending and welding processes with accuracy

#### **Additional Experience**

#### UIC Office of Career Services, Chicago, IL

#### Administrative Aide

August 2016-Present

- Assist walk-in students with questions related to office services
- Respond to and resolve client inquiries via telephone to provide customer satisfaction
- Distribute information to various departments to increase collaboration

#### Memberships

Pi Tau Sigma: Mechanical Engineering Honors Society
American Society of Mechanical Engineers

2016- Present 2015- Present

#### Skills

Computer. Working knowledge of AutoCAD, Autodesk Revit, SAP2000, MATLAB, Pro/ENGINEER,

Microsoft Office Word, Excel and PowerPoint

Language: Proficient in oral and written Spanish; Familiar with French

#### **Interests**

Playing baseball, reading works by Edgar Allen Poe, and mobile DJ



#### Sample: Business Major

#### Andrea Kim

700 S. Halsted Street CMN 315F, Chicago, IL 60607 (312) 555-5555 www.linkedin.com/in/andreakim ak1@uic.edu

#### **EDUCATION**

University of Illinois at Chicago (UIC), Chicago IL

**Bachelor of Science in Marketing candidate, Major GPA: 3.4/4.0** 

May 2018

#### COURSE PROJECT

#### Strategic Marketing Planning and Management

Fall 2017

#### Rand McNally Publisher Project

- Collaborated with a group to develop a strategic marketing plan for an educational publisher to maximize their digital textbook sales opportunity
- Analyzed the existing market and developed a three-year plan including strategies and tactics to grow their market share by expanding the target market

#### RELATED EXPERIENCE

#### American Marketing Association, UIC, Chicago, IL

April 2016-Present

Vice President (April 2017-Present)

- Assist President in overseeing and managing \$2,700 budget
- Collaborate with members to implement new educational and fundraising events, such as a Dog Wash modeled on traditional car washes that netted over \$900
- Secure marketing-related speakers and manage all logistics for monthly meetings

#### Director of Member Relations (April 2016-April 2017)

• Created and implemented a new marketing-related social event, leading to recruitment of 20 new general members and increasing membership by 40%

# Marketing, Inc., Chicago, IL *Marketing Intern*

June-August 2017

- Assisted with fielding qualitative and quantitative market research projects; analyzed and summarized results to inform business strategy. Projects included a series of focus groups with teens and a survey using Qualtrics survey software
- Drafted e-mails and press releases to promote new product launches for clients
- Developed and maintained a database of media contacts using Excel

# ADDITIONAL EXPERIENCE

#### Bay Bank, Chicago, IL

June 2015-May 2016

#### Customer Service Representative/Loan Operations

- Promoted from Customer Service Representative to Loan Operations Personnel
- Provided professional service to internal and external customers in a fast-paced environment by resolving routine problems and answering customer questions
- Balanced and verified content of cash drawer daily, averaging net worth of \$12,000 daily
- Recognized by supervisor as satisfying and exceeding office requirements

#### Java Coffee Shop, Palatine, IL

August 2012-January 2015

Supervisor/Barista

Managed up to 4 employees per shift and ensured all tasks were completed on time

**SKILLS** 

Computer: Adobe Photoshop, Microsoft Publisher, PowerPoint, Word, Excel, Qualtrics

Language: Working knowledge of Korean

Social Media: Proficient in marketing through Twitter, Facebook pages, and Pinterest

#### Sample: Education Major

#### Simon Arugala

2995 Alias Avenue Canine Valley, IL 65700-2355 (815) 555-5555 ° sarugala@email.com

#### **OBJECTIVE**

Seeking a position as Biology Teacher at North Park High School, utilizing proven competencies in differentiating instruction and hands-on engagement. Welcome opportunities for extracurricular drama or music staff involvement.

#### **EDUCATION AND LICENSURE**

University of Illinois at Chicago (UIC), Chicago, IL Bachelor of Arts in Secondary Education May 2018

Major: Biology; Minor: Theatre

GPA: 3.52/4.0; Phi Sigma Biology Honor Society

Licensure: Illinois Professional Educator License

Endorsements: Secondary Education Biology (6-12), Drama/Theatre

#### TEACHING EXPERIENCE

Student Teacher, 11th Grade Biology, Arvin Sloane High School, Belle Isle, IL

January – May 2018

- Developed innovative lesson plans including special projects as assigned by department head.
- Coordinated local recycling center visit and class discussion to increase student awareness of environmental impact, decreasing disposable water bottle usage by 20% among students.
- Established science learning center and led two advanced scientific web research groups.
- Co-organized fall science fair, resulting in participation rates among the highest in recent years.

Participant, Teach Around the World Program

Summer 2017

- Participated in 14 weeks of workshops, seminars, and experiential learning with experienced teachers in the United Kingdom, Romania and Denmark.
- Presented selected science lectures to students and offered hands-on demonstrations to inspire curiosity.
- Adapted theoretical and practical teaching methods used in host country's educational systems.

Science Tutor, Romulan Middle School, Riker, IL

April 2015 – Dec 2016

• Tutored students in science, math and physics in a government funded program to narrow the gap between state standards and student performance.

#### ADDITIONAL WORK EXPERIENCE

Various Positions, Dominick's Finer Foods, Inc., Bajor, IL

June 2013 – Present

- Receive promotionsfrom Bagger to Cashier to Assistant Manager within 4 months.
- Supervise and train two high school-aged assistants.
- Troubleshoot, assist customers with special requests, and order all supplies to ensure organizational efficiency.

#### PERFORMANCE EXPERIENCE

Member, UIC Music and Drama Department Ensembles

Aug 2014 – May 2016

• Performed front and back of the theater functions in a range of productions and recitals, gaining experience in both performing and troubleshooting to ensure the success of school events.

#### **SKILLS**

Scientific: Atomic absorption, fluorescence and UV-visible spectroscopy. Gas chromatography HPLC, analysis of chemical pollutants, wastewater treatment, and environmental modeling.

Language: Fluent in oral and written Russian. Conversational in Polish.

Computer: Microsoft Office Word, PowerPoint, Excel; Hyper Chem, ChemOffice, Adobe Photoshop.

Music: Voice and clarinet.

Note: Educator resumes are often two pages in length.



#### Sample: Social Science Major

#### Tyler Abreu

1300 N. Clybourn Ave, Chicago IL 60618 312-996-2300 mrivers3@uicalumni.org

#### **OBJECTIVE**

To obtain a position as a Correctional Caseworker at Northside Juvenile Center, offering strengths in conflict management, behavior modification, and interpersonal awareness.

#### **EDUCATION**

#### **University of Illinois at Chicago (UIC)**

May 2018

Bachelor of Arts in Criminology, Law, and Justice; Psychology (double major) Cumulative GPA: 3.8/4.0Dean's List 6/8 semesters

Study Abroad: Universidad San Francisco de Quito, Ecuador, Spring 2016

Coursework in Spanish, Psychology, Sociology

Volunteer work in disadvantaged neighborhoods working with children and adults

#### RELEVANT COURSEWORK

Criminology, Social Psychology, Abnormal Psychology, Community and Prevention, Law in Society, Ethics, Principles of Criminal Law, Criminal Justice Organizations

# RELATED EXPERIENCE

#### **Advantage Youth Services**

Chicago, IL

Youth Coordinator

8/16 – Present

- Monitor facility and participant safety through clearly defining rules and using behavior modification as needed
- Manage crisis situations and mediate conflicts between group members
- Organize and instruct a cooking class for homeless youth to enhance nutritional awareness and encourage the use of healthy urban resources
- Collaborate closely with youth, teachers, family members, and community organizations to promote social and emotional well-being

#### **ASSISTCrisis Center**

Chicago, IL

Volunteer Phone Paraprofessional

1/16 - 7/16

- Handled client concerns and offered tools to enhance coping skills
- Listened, empathized, established rapport to understand callers' concerns and convey appropriate referrals
- Maintained accurate records of callers for internal statistics, follow-up, and future training purposes

# ADDITIONAL EXPERIENCE

#### **Unique Products Department Store**

Chicago, IL

Sales Associate

5/14 – 12/15

- Handled difficult complaints with adherence to customer service policies
- Monitored suspicious customer behavior; minimized in-store shoplifting by 30%
- Assisted customers with product purchases and inquiries

# LEADERSHIP & ACTIVITIES

UIC Flames Baseball Team, Horizon League, Pitcher, 8/16 - Present Big Brothers Big Sisters, *Volunteer Big*, 2/16 – Present Sigma Lambda Beta, *Vice President*, 8/17 – Present UIC Career Services Job Fairs, *Volunteer Host*, 9/16 – 9/17

**SKILLS** 

Computer: Microsoft Word, Excel and PowerPoint. Familiar with SPSS

Language: Proficient in oral and written Spanish



#### Sample: Natural Science Major/ Transfer

#### **Alex Choi**

(773) 555-2736, 550 West Foster Street, Chicago, IL 6062, alex.choi@gmal.edu

#### **EDUCATION**

#### University of Illinois at Chicago (UIC)

Bachelor of Science in Biochemistry Candidate Expected: May 2018

Minor in Managerial Skills

Overall GPA: 3.4/4.0; Major GPA: 3.7/4.0; Dean's List 3/6 semesters

#### Harold Washington College, Chicago, IL

2015-2017

Major in Biochemistry, Overall GPA 3.5/4.0

#### **EXPERIENCE**

#### Solana Pharmaceuticals, Chicago IL

Spring 2017

Biochemist Intern

Completed 12-week internship working alongside senior scientists. Assisted in research and development efforts for clinical diagnostics products aiding in the treatment of diabetes.

- Gained wet lab experience and knowledge of biochemical and cell-based assays research supporting diagnostic solutions in diabetes treatment.
- Cultured cells, performed laboratory calculations, prepared solutions/dilutions and completed pre-imaging cell staining.
- Participated in cell counting, cell sorting, biomarker detection and protein engineering using state-of-the-art flow cytometry technology.
- Maintained cleanliness and organization of laboratory.

#### Formula Fitness Company, Chicago IL

2015-2017 (seasonal)

Operations and Sales Assistant

Worked throughout college to help finance education. Employed by fitness facility to assist in front-desk operations and sell memberships and fitness-related products.

- Met or exceeded membership sales quota by up to 150% every month of tenure.
- Helped coordinate promotions, including bodybuilder appearances and open houses.

#### **MEMBERSHIPS**

American Society for Biochemistry and Molecular Biology
 American Chemical Society
 2015-Present
 2016-Present

#### **SKILLS**

Computer: MS Word, Excel and PowerPoint; Basic HTML and Dreamweaver

**Laboratory:** [here you may add specific laboratory skills including instrumentation you have used, techniques such as crystallization, chromatography, DNA techniques, etc., reactions, equipment used, etc.]

**Language:** Basic knowledge of Mandarin Chinese **Social Media:** Facebook page management.



#### Federal Jobs - Federal Resumes

USAJOBS connects job seekers with federal employment opportunities across the United States and around the world. Federal agencies use USAJOBS to facilitate their hiring processes and match qualified applicants to job openings. USAJOBS serves as the central location to find job openings within hundreds of federal agencies and organizations.

- →Over 500 agencies/organizations posted job announcements on USAJOBS in 2016.
- →Over 364, 000 job announcements were open on USAJOBS in 2016

What to Include in your Federal Resume for Federal jobs. In the U.S., a federal resume is a type of résumé constructed specifically to apply for Federal government jobs. Like a private sector resume, it contains a summary or listing of relevant job experience and education.

Include dates, hours, level of experience and examples for each work experience. For each work experience you list, make sure you include:

- Start and end dates (including the month and year).
- The number of hours you worked per week.
- The level and amount of experience–for instance, whether you served as a project manager or a team member helps to illustrate your level of experience.
- Examples of relevant experiences and accomplishments that prove you can perform the tasks at the level required for the job as stated in the job announcement. Your experience needs to address every required qualification.
- Example:

Program Analyst

January 2009 - Present

40 Hours/Week

\$[enter your yearly wage]/Year

Experience/Accomplishment (s)

Include volunteer work and roles in community organizations. Do not limit yourself to only including paid work experience. Include relevant volunteer work or community organizations roles that demonstrate your ability to do the job.

Use numbers to highlight your accomplishments. Use numbers, percentages or dollars to highlight your accomplishments—you can find this information in things like your performance reviews, previous job descriptions, awards and letters of recommendation. When explaining your accomplishments:

- Include examples of how you saved money, earned money, or managed money.
- Include examples of how you saved or managed time. Examples
  - "Improved efficiency of document processing by 25% over the previous year".
  - "Wrote 25 news releases in a three-week period under daily deadlines".
  - "Managed a student organization budget of more than \$7,000".
  - "Wrote prospect letter that has brought in more than \$25,000 in donations to date".
- These statements show in concrete terms what you accomplished.

More resume writing tips... Customize your resume. You should tailor your resume to the job announcement rather than sending out the same resume for every job. Customizing your resume helps you match your competencies, knowledge, skills, abilities and experience to the requirements for each job. Emphasize your strengths and include everything you have done that relates to the job you are seeking. Leave out experience that is not relevant.

Use similar terms and address every required qualification. Your experience needs to address every required qualification in the job announcement. Hiring agencies will look for specific terms in your resume to make sure you have the experience they are seeking. For example, if the qualifications section says you need experience with "MS Project" you need to use the words "MS Project" in your resume.

Organize your resume to make it easy to understand. You need to organize your resume to help agencies evaluate your experience. If you do not provide the information required for the hiring agency to determine your qualifications, you may not be considered for the job.

- Use reverse chronological order to list your experience-start with your most recent experience first and work your way back.
- Provide greater detail for experience that is relevant to the job for which you are applying.
- Show all experiences and accomplishments under the job in which you earned it. This helps agencies determine the amount of experience you have with that particular skill.
- Use either bullet or paragraph format to describe your experiences and accomplishments.
- Use plain language

   avoid using acronyms and terms that are not easily understood.

#### Be concise

Hiring agencies often receive dozens or even hundreds of resumes for certain positions. Hiring managers quickly skim through submissions and eliminate candidates who clearly are not qualified. Look at your resume and ask:

- Can a hiring manager see my main credentials within 10 to 15 seconds?
- Does critical information jump off the page?
- Do I effectively sell myself on the top quarter of the first page?

Review your resume before you apply. Check your resume for spelling and grammatical errors and have someone else, with a good eye for detail, review your resume.

#### Additional tips may be found on:

- USAJOBS.GOV
- "The Federal Resume Guide What You Should **Know When Applying for a Federal Career"** Presented by The National Archives and Records Administration available on: <a href="https://www.archives.gov/files/careers/jobs/forms/resume-guide.pdf">https://www.archives.gov/files/careers/jobs/forms/resume-guide.pdf</a>

Source: USAJOBS https://www.usajobs.gov/Help/About/; https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/



#### Writing a Curriculum Vitae or "CV"

# WHAT IS A CURRICULUM VITAE (CV)? HOW AND WHEN IS IT USED?

Please note that the term "CV" is often used instead of the word "resume" in some countries outside the United States. If one is applying for a position in a country other than the U.S., seeing a request for a "CV" will often be requested. A Curriculum Vitae (CV) in the United States is most often used for positions within academia, research, science, and for PhD level positions. Using a CV allows you to elaborate on your education, dissertation, research, publications, professional presentations, poster presentations, in addition to presenting additional work experience, activities, skills, and professional affiliations. Depending on one's level of experience, number of publications, and educational level, a CV can be several pages.

Because of the extent of information provided within a CV, it is very important to organize the information in a way that highlights your scholarly accomplishments in a clear and easy to read, easy to follow format. We highly recommend that the CV is reviewed prior to being submitted to ensure the information is presented in a logical and clear manner.

#### TIPS FOR WRITING YOUR CURRICULUM VITAE:

- Be consistent in how you present your information including how you list your dates and location information.
- Be clear. Ensure that it is easy to read and follow.
- Use bullet points to describe your work. This approach makes it easier for the reader to recognize (and read) your accomplishments.
- List information in reverse chronological order.
- Use action verbs to start each line and avoid using "I".
- Include results and accomplishments and quantify information whenever possible.
- Consider how your CV will be used and organize the information so that it is relevant to the position to which you are applying.
- Do not assume the reader understands your research, your skills, your program(s), and/or what you have accomplished.
- Spell out information rather than just using acronyms and abbreviations.
- Be consistent in the use of your font type. Calibri is "scanner friendly" and has a modern crisp look. The font size can be 12, 11, or 10 and should not be smaller than 10. You may use a larger font for your headings.
- Organization names, universities, and titles may be in bold.

#### TYPICAL SECTIONS OF A CV:

<u>Header:</u> Include your complete name, address, city, state, zip code, telephone number, and email. If you would like to include a link to your LinkedIn pages, this is optional. If you are currently in a PhD program, it is optional to include your office/department contact information in the heading, along with your personal address and telephone number.

<u>Education</u>: List your most recent education first, including the name of the university and location (city and state), degree you expect to receive or have received, program information, graduation month and year (or the expected date of graduation). If you have received more than one degree from the same university, you may list the university name once and have separate lines for each of the degrees you have received. If you have received degrees from other colleges/universities, provide the location (city, state, province, country) of the Colleges/Universities attended, the degree/major, and the date the degree was received.

<u>Thesis/Dissertation Information:</u> List the title and summarize your work. You may also choose to elaborate on the work and research performed.

Research Experience or Projects: This could include paid and non-paid research experience. Similar to a work experience section, include the organization, university, and/or department, along with the city, state (or country), plus the dates for when you worked on this research. You may include your title/role and explain what your role was in the research/project. If there were known results, if you presented the results to a class, professor, or research, and/or if the information will be included in a publication, be sure to provide this information. If there is a large amount of information, you may use bullet points to describe your work and results. If listing a name of a Professor with whom you conducted research, be sure to show the person's department affiliation.

<u>Teaching Experience or Academic Experience:</u> This section would include your TA or other Teaching/Academic Experience. List the College/University, city and state, dates, your title, and the department name. Your title may be on a separate line followed by bullet points describing your role. Include the course(s), level of students taught (undergraduates/graduate students), number of students taught (optional) and any other special accomplishments you would like to include. If you are applying for a Teaching/Faculty position, this section may be listed above the research experience.

<u>Additional Work Experience</u>: This section provides an opportunity to include other jobs that may not be "directly" related to your job objective, yet would provide information on your additional skills and accomplishments. Follow the same guidelines of listing the organization, location, dates, your title, and description.

<u>Professional Affiliations:</u> Include the full name of the organization and dates. Typically these are affiliations directly related to your profession

<u>Honors and Awards:</u> This section, depending on the number of honors and awards, may be listed after the Education section.

<u>Community Activities/Service/Volunteer Work:</u> Include the organization name, your role and, depending on the level of work you completed for the organization, you may provide detailed information and dates.

<u>Publications, Conference Presentations, Poster Presentations:</u> Follow the standard guidelines for listing publications. For other information list the conference or session, location, title of presentation, dates.

Additional Skills and Information: Typically, this section would have subheadings for computer software/technical skills, followed by any language skills. If appropriate to your field, you may also include laboratory or specific research sills or software. If you have certifications or licensure, you may either 1) have a separate section for this or 2) you may include it in this section and just change the heading title to "Skills and Additional Information" or "Skills and Certifications."

<u>References:</u> Some applications may request that these are included at the end of your CV. Include the person's name, title, department, organization or college/university, a business address, business telephone, and email. You may also include the person's affiliation to you (Advisor, Supervisor, Former Supervisor).

Cynthia C. Graham, Assistant Director for Employer Relations UIC Career Services



#### References

Whether you are seeking a part-time job, internship, or a full time job, you may be asked to provide a list of references. A reference should be someone who could be contacted to speak in your behalf. This could be someone who is a current or former work supervisor, someone who can attest to your academic ability (A Professor at UIC), or someone who oversaw your volunteer experience or other leadership roles. It is not required to provide a list of references at the time you are submitting your resume. If they do ask for references, then you would provide the information. Many online applications will ask for typically three names and will ask for the length of time you may have known the person, as well as their contact information. Do not include the tern: "references available upon request" on your resume. This is no longer required because it is assumed you will provide refer. It is always a good "career ready" step to a potential list of references ready to submit.

#### Letters of Recommendation

Letters of recommendation are typically required for graduate/professional school applications, as well as teaching and faculty positions. If you are asked to provide letters of recommendation, give the persons plenty of notice before the deadline date. Also, provide these individuals a current copy of your resume, a description of the graduate/professional program or job posting if appropriate, and any other information that would help the person write an appropriate letter for you.

#### Selecting References

- Select individuals who can provide positive statements about you in regards to your work, academic performance, and/or character. Who knows you best? Who would say positive things about you?
- Who has observed how you work, whether from a paid or non-paid position?
- Consider who would be most appropriate for the position to which you are applying. If, for example you are seeking a Research Assistant position, selecting a Professor with whom you conducted research would be ideal.
- Optional references: Professors, academic advisors, current or former work supervisors, athletic coaches, university staff or administrators, or community leaders. If you have worked full time, you may also include former colleagues or clients.

#### Number of references and information needed

- Three is typically the number of references requested. You may want to have a few additional names ready if you are asked to provide more, or if you know that one of your references will be unavailable.
- Information needed would be the person's full name, title, business address, business telephone, and business email.
- If the person is no longer at the original place of employment where you worked, or if the Professor is now at another university, you may add a statement such as: "(Former Supervisor at XYZ Corporation) or "(Former Assistant Professor at UIC Department of Psychology)"
- Add any professional and/or academic credentials next to the person's name (PhD, EdD, MD, etc.).

#### Approaching Potential References

- Always ask for permission! Contact your potential reference before you use this person as a reference.
- Inform the person why you are in need of a reference and what you are seeking. Sample: "I am in the process of seeking [an internship/part-time job/full time job/opportunity]. Would you be willing to be a reference for me?"
- Provide your reference(s) a copy of your resume. This will help the individual have a better understanding of your background
- Alert your reference(s) if you know he/she may be contacted by a particular employer.
- Changed career directions?? If you have changed career directions and career interests, be sure to inform your references of your new interests and updated career goals.

#### Three Helping Hints for Maintaining Professional References

- 1. Keep in touch with your references! Don't contact them only when you are seeking a job.
- 2. If you found a position, let them know and thank them for their support.
- 3. As you continue with your schooling and your career, whether it involves accepting a new job/internship, taking on a leadership role in an organization, starting your career, or moving up in your career, send an email updating them on your progress.

#### How to Present Your List of References

- If you are completing an online application, there may be a section of the application for you to list the names and contact information for your references. It is always helpful to have this information ready so when you are completing any online forms you will not have to delay the process by looking up addresses and emails. The online application may also ask you to provide a list as an attachment to you resume.
- Prepare a separate sheet with your name and contact information at the top and the next line may include the word "References". Your list of references may then be all left-justified or centered. Example of how to list someone's information:

Jane M. Doe, PhD
Associate Professor, Department of \_\_\_\_\_, College of \_\_\_\_\_
University of Illinois at Chicago (UIC)
1200 W. Harrison Street
Chicago, IL 60607
(312) 555.5555
name@uic.edu

#### Sample Cover Letter

Your resume is a marketing tool, showcasing your education and experience overall, but the cover letter elaborates on your resume and specifically highlights why you're the right candidate for the job. Since you only have about 6 seconds to make an impression, get the reader's attention with a creative, attention-grabbing introduction that demonstrates you've done your homework! Show passion and excitement for the position and the company. Make sure the presentation and content is professional and compelling. Since an effective cover letter could be the deciding factor in landing you an interview, it must be tailored to each position and organization, and should always be included, whether it's required or not.

#### **HEADING**

(Use same as resume with your name, address, etc.)

#### Date

Employer's Name Title of Employer Company/Organization Street Address City, State, Zip Code

Dear Mr./Ms. (Last Name):

#### OPENING PARAGRAPH: WHY

The purpose of this paragraph is to introduce yourself and grab the employer's attention. Begin by stating your reason for writing the letter and how you learned about the organization/position (specifically name the person who referred you, if any). Include specific items that demonstrate your level of interest and knowledge about the organization. Conclude this paragraph with a persuasive statement about what makes you the ideal candidate for the position (state your strongest qualifications/most relevant skills).

#### MIDDLE PARAGRAPH(S): PROOF

The body of your cover letter may consist of 1-2 paragraphs that serve as your sales pitch to the employer. Use these paragraphs to elaborate on the qualifications/skills you mentioned in the opening paragraph.

- "Rule of Three" Tip: Think about the top 3relevant skills that you bring to the
  role. Then think about which experiences best demonstrates each of those.
  Now, provide proof of your relevant skills using concrete, experience-based
  examples (each no more than 2 sentences in length). You should have one
  example each for 3 skills, or 3 examples in total.
- Show the employer why you are an excellent candidate by emphasizing what you
  could contribute by addressing specific qualifications (listed in the job
  description).
- End with a summary statement that showcases a commitment to offering the above skills to benefit the organization.

#### CLOSING PARAGRAPH: THANKS

Reiterate your interest in the position, thank the employer for his/her consideration, and request an opportunity to discuss your qualifications further in the future. Additionally, indicate how the employer can most easily reach you for follow-up (phone number and/or email).

Sincerely,

#### (4 spaces)

Include your signature above your typed name if sending by mail

Your First and Last name, typed Enclosure: Resume

#### **COVER LETTER GUIDELINES**

- Use business letter format.
- Do not exceed one page in length.
- Include 3-4 paragraphs (Opening, Middle, and Closing).
- · Be brief, but clear, using succinct and direct language.
- Utilize the same type of paper, font size/style, contact information, and heading, etc., as your resume.
- Address the letter to a specific person. If the hiring manager is not listed on the posting, call the Human Resources Department to inquire. If a contact name is unavailable, use "Dear Hiring Manager" or "Dear Human Resources Director."

#### **COVER LETTER SUCCESS TIPS**

Research the organization, its values, and its mission, and mirror back their message with the language you use, incorporating key words and phrases.

Review the job description and use essential key words in your letter. This is essential if you're applying online where a computer scans for keywords.

Talk about the company, not yourself. Let them know you understand their business, their challenges, and their problems, and that you have the skills, qualifications and experience to address them.

If you are thinking of relocating and have a strong interest in a particular city, include the reasons why you would be willing to relocate.

When writing to nonprofit organizations, give examples of your recent volunteer work or community outreach experience that demonstrates your commitment to service.

If adapting a prior letter for a new position, don't forget to change the date and contact information.

Proofread, proofread!

#### E-MAILED COVER LETTERS

If asked to e-mail your application, your cover letter is the body of your e-mail, and your resume is attached. Simply begin your e-mail with "Dear Mr./Ms. (Last Name)." or "Dear Hiring Manager". Be sure to reference the position number or position title in the subject line of your e-mail.

Want more samples? Check out: http://careerservices.uic.edu/coverletter\_sample.shtml or careerservices.uic.edu → students → Cover letter samples

#### Thank You Letters, Notes, and Emails

#### IT'S IMPORTANT TO SAY THANK YOU!

#### First Impressions Last, and Last Impressions Do Too

We sometimes focus on your first impressions when meeting someone professionally, but "last" impressions are equally important. Writing a sincere thank you note after an informational or job interview is a great way to build relationships, demonstrate your writing ability, and convey a strong interest in the organization.

#### Guidelines for Effective Thank You Notes

- First, make sure you get contact information after any type of interview. It is perfectly fine to ask for your interviewer's business card at the close of the meeting.
- Send your thank you note within 48 hours.
- You may send a hard copy letter in a traditional business letter format, a hand-written note, or an email. All are acceptable.

#### What You Need to Accomplish

#### Required

- Thank your interviewer for taking time to meet with you.
- Reiterate your genuine interest in the organization.
- · Demonstrate that you can write well.

#### **Optional**

- Follow up on interview questions that you may have answered incompletely or not to your satisfaction.
- Provide information about something that wasn't asked in the interview but that you feel is important.

#### SAMPLE E-MAILED THANK YOU NOTE

From: jgarcia@uic.edu
To: srosen@nmfn.com

Subj: Thank you for the opportunity to interview

#### Dear Ms. Rosen:

It was a pleasure to speak with you this morning about the Financial Analyst position at Northwestern Mutual. I enjoyed learning more about your initiatives, office and company culture, specifically the contribution match program benefiting The United Way. I am very excited about the possibility of joining your team.

If you have any questions, please reach me via e-mail at jgarcia@uic.edu or by phone at 312-996-2300. Thank you again for your time.

Best, Jay Garcia



#### Other Professional Employment Related Letters

#### PROSPECTING LETTER

This type of letter should be sent when you are not applying directly to a specific advertised position. Maybe you are highly interested in a particular company or organization or perhaps you know they employ individuals with your academic background and/or work experience. Whatever the case may be, this type of letter is used to solicit potential opportunities **or** to request an **informational interview.** 

Your Name Address Chicago, IL 60607

Date

Contact Person's Name Company Name Address Chicago, IL 60607

Dear Mr. xxxxxx:

I have done extensive research on XXX (name of company) and am excited about any possible career opportunities you may have for a XXX Engineer (or your major). I know your engineering department does work in XXXX engineering areas, something which I have a strong desire to pursue as a career. I also recently read that XXX was highlighted in the recent issue of XXX magazine.

My background includes (give a very brief history of your academic background as well a very brief example or two of the experience you have that RELATES directly to the employer and or position). At all costs avoid clichés and boring remarks that are used by almost EVERY job seeker. such as "I'm a highly motivated person who works well alone as well as in a team and I feel that my background and experience fit well with your company". (Provide a detailed example of what you have to offer and contribute to the company).

(The last paragraph is standard but be sure to mention the company again). I am strongly interested in a possible opportunity with XXXX and look forward to hearing from you at your earliest convenience. Be proactive and initiate future contact: I will be contacting you in the near future to discuss this potential career possibility. However, I may be reached at 312-123-4567 or by email at <a href="mailto:xxxx@uic.edu">xxxx@uic.edu</a>. Thank you for your time and consideration.

Respectfully,

Your name (be sure to sign your letter if sending by mail)

#### **NETWORKING LETTER/EMAIL**

This letter is brief and should be used when you have made a contact at a conference, workshop, meeting or any social event, including a ball game! Professional/business interactions can occur just about anywhere at any time, so always be prepared to give and receive a business card.

Date

Contact Person's Name Company Name Address Chicago, IL 60607

Dear Ms. xxxxx:

Chicago, IL 60607

Your Name

Address

It was a pleasure meeting you at the UIC Alumni White Sox outing last Friday and learning about your company. I was especially interested in the XXXXX projects that you are working on at your office. As I mentioned to you at the game, I am a recent graduate of UIC with a degree in XXXXX and would love to learn more about a possible career opportunity with your organization.

My background includes (provide a very brief example of the experience you have that RELATES directly to the company). I look forward to meeting with you again to further discuss a possible opportunity with XXXX. I will be contacting you in the near future to arrange a brief meeting to further learn about your organization. Thank you for your time and consideration. I hope you enjoyed the ball game as much as I did!!

Respectfully,

Your name (be sure to sign your letter if sending by mail)

#### Letters continued

#### **ACCEPTANCE LETTER**

This is a very brief letter used to confirm your acceptance of an employment opportunity that has been made to you by an employer. Be sure to do it in writing (actual letter or email). DO NOT send a 'cute' thank you card. You are not thanking them for a birthday present. Be professional! Use this opportunity to reaffirm a particular benefit or arrangement that has been agreed upon by both you and the employer. Be sure to demonstrate your sincere appreciation for the offer that has been made to you.

Your Name Address Chicago, IL 60607

Date

Contact Person's Name Company Name Address Chicago, IL 60607

Dear Mr. xxx:

I am writing this letter to confirm my acceptance of XXXXX position that you offered to me on behalf of XXX last Thursday via telephone. I am really excited about joining your team and I am eager to start my career with XXX. I look forward to contributing my project and internship experience to XXXX and also to learn and grow as a professional.

As we discussed on the telephone, I will report early to work on August 1<sup>st</sup> upon my return from Mexico City. I will also be sure to complete the additional employment and insurance forms as you requested. Once again, I wish to express my sincere appreciation and gratitude for extending to me this great opportunity with XXXX! Thank you again for your time and attention.

Respectfully,

Your name (be sure to sign your letter)

#### WITHDRAWAL - REJECTION LETTERS



These letters are simple and should get directly to the point of the matter. Once you have accepted a position from an employer, a withdrawal letter should be sent to any other employer that is still actively considering you for a position. Simply thank them for their consideration and withdraw from consideration. This letter is especially important if you have already had a preliminary interview with the company. Sending a withdrawal letter will demonstrate your professionalism and business etiquette.

A rejection letter should be sent when multiple offers have been extended to you by different employers. Again, this is a simple letter expressing appreciation, but rejecting an offer that has been made. Before you send it out, be sure to very carefully consider ALL offers in great detail. The decision you make will impact your career for years to come, so make a careful and thoughtful decision!

Jaime Velasquez, Associate Director for Employer Relations
UIC Career Services

#### Interviewing- The Three "Ps" of Interviewing

#### **BEFORE**

#### "Prepare"

Reflect on your strengthsand know the skills you have to offer, particularly those that will uniquely set you apart from the competition.

Research the organization. Use library reference databases (i.e. OneSource, Hoovers), employer websites, and external review websites (such as Glassdoor.com) to determine growth areas, strengths, and other information. Request a recent annual report from the company.

Networkand request informational meetings with those in the field. Talk with alumni who may be doing the job you want to do, utilizing UIC's Alumni Network on LinkedIn.

Prepare a *tailored* resume, using the job description as a "cliff notes" reference of what key skills to include.

Prepare a list of references. Keep them professional and linked to the experiences listed on your resume when possible.

Prepare a one-minute commercial of yourself—keep it to the career-related "highlights," using specific examples of success and phrases showing you know what they need. Remember to link it to the field/role as a clincher at the end.

Practice, Practice! Enough said ☺

The less you carry the better. You may take a leather briefcase, but do not take a backpack/gym bag to the interview. Using a portfolio is a great, compact way of keeping your documents crisp.

#### DURING

#### "Present"

Dress appropriately(see What to Wear section).

Use friendly, confident body language. Be aware of the non-verbal signals you are sending. Avoid fillers (i.e. "like" "um" "uh") and maintain good eye contact.

Be honestand sincerein your answers. Don't show off or exaggerate your skills.

Use concrete examples and share them in a clear, concise manner.

Keep your language positive. Don't say things like "I know it's bad that I \_\_\_\_\_, but..." or "This could be a weakness..." Rephrase it in a positive manner, even if you are being asked to talk about an area of weakness. Talk about yourself as *continuously improving*.

Remember to breathe! Calm your nerves by focusing on your breath and pausing your speech – it's better than rambling on.

Focus on what you offer, not what you can gain from them. Don't ask "What can you do for me?"

Put yourself on their team- Relate your answers to the role and connect the relevance of what you are sharing to the position.

Be an active listener and have a prioritized list of questions to ask.

#### **AFTER**

#### "Persist"

Convey interest, even after the fact. End the interview by reiterating your interest in the job.

Show appreciation. Write a thank you letter the same day for each interviewer. Thank staff by name.

Follow-upby asking when might be a good time to reach the interviewer. Ask for business cards. Always be courteous and professional when following up.

Reflect on your interview technique. Applaud yourself for what you answered well, and strategize on how you can improve answers for the future.

#### TYPES OF INTERVIEWS

#### Screening Interviews

A screening interview is usually meant to weed out unqualified candidates. Providing facts about your skills is more important than establishing rapport. Offer only answers to questions you are asked. Volunteering additional information could work against you.

#### One-On-One Interview

A one-on-one interview is designed to see how you would fit in the company, and if your skills and talents will meet their needs. The length of this interview varies and often starts with, "Tell me about yourself."

#### Committee Interview

Committee interviews are a common practice. When you face several persons who all have a say in who is hired, direct your answer to the person who asks each question but also look at all the others in the room when responding. Sometimes they will ask you to come up with a plan to address the important issues involved in a problem situation they present.

#### Group Interview

A group interview is usually designed to uncover the leadership potential of prospective managers and employees. Top candidates for a job are interviewed informally together.

#### Lunch/Dinner Interview

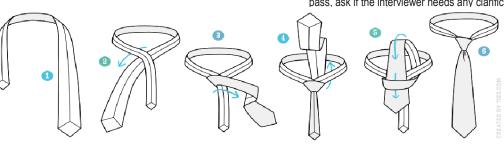
The same rules apply in lunch interviews as those held in an office. The setting may be more casual, but remember it is a business lunch and you are being watched very carefully. Follow the interviewer's lead in both selection of food and etiquette. Never order an alcoholic drink.

#### Case Interview

Case interviews are interviews that assess a candidate's analytical abilities while introducing them to the types of problems a company typically faces. These are common in consulting firms.

#### Stress Interview

Stress interviews are usually a deliberate attempt to see how you handle yourself. The interviewer may keep you waiting or be argumentative to see how you handle yourself. Don't take it personally, be rushed into answering, or try to fill in periods of silence. Silences may be meant to unnerve you. If several minutes pass, ask if the interviewer needs any clarification.



ties.com

#### Interviewing continued

### DRESS FOR SUCCESS: What to Wear for the Interview Tips for Both Men and Women

- 1. Think Conservative and Be Professional: The best way to prepare for an interview is to think and plan out your strategy in a conservative fashion. Avoid loud colors and distracting patterns. It is ok to dress in more conservative and formal attire for an interview than you know you would for a typical day at the office. There is no such thing as "overdressing" for an interview unless you wear a ball gown or tuxedo of course!
- Personal Appearance: You only have one chance to make a good first impression. Personal appearance is of prime importance in an interview and includes cleanliness, fresh breath, conservative haircut, clean and trimmed nails, and clean glasses.
- Perfumes/Colognes: If used, a minimal amount should be applied. DO NOT overuse; perfumes and colognes can be overpowering to the interviewer.
- 4. Fit: Make sure clothes fit well not too tight and not too loose.





# DRESS FOR SUCCESS AT JOBS FAIRS AND INTERVIEWS



#### What to Wear - Men

- 1. Your Suit: Invest in a solid/pinstripe business suit that is preferably navy or gray (but black is acceptable); single-breasted, two-piece variety. A suit made of 100% wool will wrinkle less and hold its shape. Be sure to have it tailored to your measurements. A white cotton shirt, with straight or button down collar, is fine with a simple design tie. If you wear an undershirt, be sure it is a plain white shirt.
- Shoes Should Be Polished: We recommend modified wing tips or lace-ups in black, cordovan or dark brown. Wear dark socks to match your suit. Make sure your socks are high enough so that no skin shows when you sit down.
- Clean-shaven: Be sure to shave the same day you have your interview. If you normally wear a beard or mustache, then trim it accordingly. Also, be sure to comb or style your hair appropriately.
- Jewelry: We strongly recommend that men do not wear earrings to an interview. Avoid wearing an excessive number of rings and/or chains.

#### What to Wear - Women

- 1. Your Suit: Wear a conservative suit with a skirt no higher than one inch above the knee. Otherwise skirts tend to get too short when you sit down. While pantsuits are almost universally acceptable, some conservative fields such as banking, investments and law may expect the more traditionalskirtsuit.
- 2. Keep it Simple:Don't wear too much makeup or too much jewelry. Make sure hair is kept out of the eyes and face – both so an employer can see your face and so you are not tempted to brush it back.Be mindful of nail polish – if worn, should be neutral, not chipped and non-distracting in color.
- Shoes: Make sure shoes are closed-toe, and heels are not too high – you want to be comfortable walking.



#### Behavioral Interviewing

"Tell me about a time when you had to work in a team and one of the members was difficult to get along with."

If you hear a question like this, you are being asked a behavioral interview question. In the interview process you can either have an entire interview that is behavior-based, or more commonly, you will be asked behavioral interview questions along with more traditional interview questions.

#### WHAT IS BEHAVIORAL INTERVIEWING?

Behavioral interviewing is based on the principle that future behavior is best determined by assessing past behavior in similar situations. In other words, past behavior predicts future success. An interviewer will ask you to provide a specific example of a situation in the past in order to determine if you are a fit for the role.

#### TRADITIONAL QUESTIONS VERSUS BEHAVIORAL QUESTIONS

Traditional interview questions will ask you "what if" types of questions. They do not require you to call upon your past experiences, and are often thought of as easier to answer. The interviewer is assessing your thought process as opposed to your behavior.

Behavioral questions usually start off with, "Tell me about a time when...", "Give me an example of..." or "Describe a time when..."

#### HOW DO PREPARE FOR BEHAVIORAL INTERVIEW QUESTIONS?

The best way to gear up for behavioral interviewing is to prepare in advance several 30- to 90-second skills-based stories. Each of these "career stories" should focus on demonstrating a relevant skill to the desired position. Remember that many behavioral questions probe for your response to *negative* situations. You will need to have examples of negative experiences ready. But, try to choose negative experiences that you made the best of – or better yet – those that had *positive* outcomes.

#### Here's a good way to prepare for behavior-based interviews:

- Identify 6-8 examples from your past experience where you demonstrated top behaviors/skills that employers typically seek. Think of examples that will highlight your top selling points relevant to the position.
- Vary your examples; don't take them all from just one area of your
  life.
- Use fairly recent examples. If you're a college student, examples from high school may be too long ago.
- Describe examples using the STAR technique so that your answer is well-rounded and structured.

#### ARE YOU ON PAR?

Problem you faced	Describe a situation or a problem you needed to address. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.
Actionyou took	Describe the action(s) you took, identifying skills utilized. Don't tell what you might do, tell what you did do. Even if you are discussing a group project or effort, describe what you did not the efforts of the team. The focus should be on your skills and actions.
Results you achieved	What happened? How did the event end? What did you accomplish? What did you learn? Focus on positive results.

Use examples from internships, classes and school projects, activities, team participation, community service, hobbies and work experience as examples of your past behavior. In addition, you may use examples of special accomplishments, whether personal or professional, such as scoring the winning touchdown, being elected president of your Greek

organization, winning a prize for your artwork, or raising money for charity. Wherever possible, quantify your results. Numbers always impress employers.

#### **EXAMPLES OF BEHAVIORAL INTERVIEW QUESTIONS**

Knowing what kinds of questions might be asked will help you prepare an effective selection of examples.

- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Tell me about a time when you had to use your presentation skills to influence someone's opinion.
- Give me an example of a time when you had to conform to a policy with which you did not agree.
- Describe a time when you had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time when you had too many things to do and how you prioritized your tasks.
- Give me an example of a time when you had to make a split second decision.
- What is your typical way of dealing with conflict? Give me an example.
- Give me an example of a time when something you tried to accomplish and failed.
- Give me an example of when you showed initiative and took the lead.
- Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.
- Give me an example of a time when you motivated others.
- Give me an example of a time when you used your fact-finding skills to solve a problem.
- Tell me about a time when you missed an obvious solution to a problem.

Remember, listen carefully to each question asked of you and respond with a specific and detailed example. With experience, you can learn to tailor your examples to several different behavioral questions.



Source:www.quintcareers.com Industry-specific questions: Readyprepinterviews.com

#### Interview Questions

#### QUESTIONS ASKED BY EMPLOYERS

#### Personal

Tell me about yourself.

What are your strengths?

Tell me about a weakness/area of improvement.

What motivates you to put forth your greatest effort?

Define success. Failure.

Describe your ideal job.

What was the last book you read?

#### Education

Why did you choose to attend UIC?

Why did you choose your major?

How has your college experience prepared you for this job?

Do your grades accurately reflect your ability? Why or why not?

What have you gained from your extracurricular activities that will enable your success in our company?

#### Experience

What did you enjoy most about your last employment? Least?

What accomplishment are you most proud of?

Describe a project or situation that best demonstrated your (careerrelated) abilities?

Tell me about a team project in which you are particularly proud and describe your contribution.

Give me an example of a problem you solve and the process you used.

Tell me about a situation in which you showed initiative.

Describe a time when you were not satisfied or pleased with your performance. What did you do about it?

Tell me about a time when you had to handle multiple responsibilities and how you managed the situation.

Give me an example of an important goal that you had set and tell me about your success in reaching it.

Give me an example of a time when you had a deadline to meet and how you handled the pressure.

#### Character

Describe one of the biggest mistakes you made in college. What did you learn?

Tell me about a time when you had to work with someone who was difficult and how you handled it.

How do you think a former supervisor would describe you?

How will you prepare for the transition from college to the workplace? What characteristics do you think are important for this position?

How did you manage work and school?

#### Growth

What do you see yourself doing in five years? Ten years?

What goals have you set for yourself? How are you planning to achieve them?

Do you plan to continue your education?

#### Fi

Describe your ideal work environment.

Why are you interested in this position?

What attracts you to our organization, and why do you want to work here?

Why do you think you'll be a good fit for this company?

Do you prefer to work under supervision or on your own?

What kind of boss do you prefer?

Are you considering other positions? What types?

How do you feel about working overtime?

#### Last Questions

Why should we hire you over other qualified candidates?

What questions do you have for me?

#### QUESTIONS FOR CANDIDATES TO ASK EMPLOYERS

It is common at the end of the interview for an employer to ask, "Do you have any questions?" Remember, it's a two-way street, and you should ALWAYS have questions. This conveys your enthusiasm for the organization and engagement with your interviewer(s) — not having questions could negatively impact your chances. Prepare 3 questions to ask should one be answered in the course of the interview. At least one should be a unique, genuine question you developed from company research in preparing for the interview. Below are sample questions, but remember to shape your questions to the position.

#### Sample Questions

What are the challenging facets of this job? Are there specific challenges you are facing right now?

How do you see my role evolving in the first two years?

What would you like to be able to say about your new hire a year from now?

What are your organization's plans for future growth?

What are your company's strengths and greatest assets?

What do you enjoy most about working here?

How would you describe the culture of your organization?

Tell me about your own career path/progression within the company. Would this reflect prospects for growth and advancement in my role?

Could you describe a typical day/week in this position?

How will we work together to establish objectives and deadlines in the first months of this job?

What would you most like to see change in the department?

How much travel should I expect to do in a typical month?

Are there many after-hours business events I will be expected to attend?

If I am extended a job offer, how soon would you like me to start? What is the next step in the hiring process?

When do you expect to make a final decision and fill the position?

#### Interview Questions NOT to Ask

• What does this company do?

Do your research ahead of time!

• How much will you pay me?

Wait until an offer has been extended to ask about salary.

Can I change my schedule if I get the job?

If you need to figure out the logistics of getting to work don't mention it now.

If you need to figure out the logistics of getting to work don't mention it now.

Did I get the job?
 Don't be impatient.

If I get the job when can I take time off for vacation?
 Wait until you get the offer to mention prior commitments.

#### SOURCES:

Fry, Ron. 101 Smart Questions to Ask on Your Interview. 3<sup>rd</sup> edition. Course Technology Press, 2009.

Britton Whitcomb, Susan. Interview Magic. Jist Works, 2005.

#### QUESTIONS ASKED FOR GRADUATE SCHOOL ADMISSION

Tell me about yourself.

What are your strengths and weaknesses?

If you're not accepted into graduate school, what are your plans?

Why did you choose this career?

What do you know about our program?

Why did you choose to apply to our program?

What other schools are you considering?

#### Interview Questions Continued

In what ways have your previous experience prepared you for graduate study in our program?

What do you believe your greatest challenge will be if you are accepted into this program?

In college, what courses did you enjoy the most? The least? Why?

Describe any research project you've worked on. What was the purpose of the project and what was your role in the project?

How would your professors describe you?

How will you be able to make a contribution to this field?

Explain a situation in which you had a conflict and how you resolved it. What would you do differently? W

Describe your greatest accomplishment.

Tell me about your experience in this field. What was challenging? What was your contribution?

What are your career goals? How will this program help you achieve your goals?

How do you intend to finance your education?

What skills do you bring to the program? How will you help your mentor in his or her research?

Interview Questions Specifically for Medical School Admission (or other health related fields)

Why do you want to be a doctor?

How did you select this school and why do you want to attend?

How are you a match for our medical school?

What other medical schools have you applied to?

Explain the poor grades on your transcript/low MCAT scores.

What is your biggest concern about entering medical school?

If you are accepted to multiple schools, how will you make your decision?

How did you prepare for the MCAT? Are you satisfied with your scores?

How will you pay for your medical school education?

Which field of medicine are you interested in?

What kind of experiences do you have in the medical field?

How do you know you will make a good doctor?

There are 1,000 applicants as qualified as you are. Why should we choose you?

What do you have to offer to our school?

If you want to "help people", why not a career in social work, law, or teaching?

What is your relationship with your family?

If your best friend were asked to describe you, what would he or she say?

Name something you are most proud of.

Have you taken a leadership role in such an activity? How involved were you? How did you help the organization?

Discuss a book that you recently read for pleasure. Why does this book interest you?

What do you do in your spare time?



#### Considering Job Offers

#### THE WHOLE PACKAGE

Before accepting any job offers, you must take the whole package into consideration and not just the salary! Many individuals focus primarily on the money without fully considering the range of benefits and perks that may or may not be included. First, remember that you are now considered a working professional and you will be earning a salary, which means you will likely not be getting paid by the hour. In some cases, it means you may not get over time, time and a half, or even compensatory time. Have a clear understanding of the number of work hours that are expected of you for the position. Employers vary on the number of hours they expect you to work for them on a weekly basis with the average being 40, but ranging anywhere between 35 and 55 or more!

#### **CONSIDERING BENEFITS**

Some of the key benefits to consider include: Vacation Days; Sick Days; Personal Days; Basic Holidays; Medical Insurance, Dental and Optical Benefits and Retirement Plans. Other benefits may include: Tuition Reimbursement; Travel; Parking; Flex Time; Health Club; Company Car, Phone and/or Laptop etc.

Always be sure that any benefit discussed and agreed upon is given to you in writing! Research the salary for your particular degree; also consider the industry, geographic region, and size of the company. Many factors play a role when starting salaries are determined. One primary source is the "NACE Salary Calculator" which can be found at https://www.jobsearchintelligence.com/etc/jobseekers/salary-calculator.php

#### **NEGOTIATING**

Keep in mind that some offers are not negotiable, and given the competitive job market and your particular field, it may not be wise to ask about negotiating. However, if you feel that you need to negotiate, be sure that you consult with your Career Services Advisor.

Some useful websites include www.naceweb.com, www.salary.com, and www.bls.gov/ooh.

Jaime Velasquez, Associate Director for Employer Relations UIC Career Services



#### Additional UIC Resources

#### OTHER UIC CAREER CENTERS

We encourage you to seek assistance from all the offices that can help you. See below for their contact information.

**Business Career Center** 

Douglas Hall (DH) 110 705 South Morgan Street (312) 996-2700

 $\underline{\text{http://business.uic.edu/undergraduate-programs/business-}}$ 

career-center

 $\underline{\text{https://businessconnect.uic.edu/undergraduate/}}$ 

uicbizcareers@uic.edu

**Engineering Career Center** 

Science and Engineering Offices (SEO) 818 & 820 851 South Morgan Street

(312) 996-2311, (312) 996-2388 http://ecc.engr.uic.edu

http://ecc.engr.uic.edu

Liberal Arts and Sciences (LAS) Career Development

University Hall (UH) 521 601 S. Morgan Street (312) 996-0425

https://www.las.uic.edu/students/current-undergraduate/career-development

https://www.las.uic.edu/students/current-undergraduate/career-development/las-internship

School of Public Health Career Center School of Public Health (SPH-PI) 190B 1603 West Taylor Street (312) 413-9126 http://publichealth.uic.edu/career-services

Office of International Services

1200 W. Harrison, Student Services Building Suite 2160

(312) 996-3121

http://www.ois.uic.edu/

The Office of International Services (OIS) provides immigration and cultural advising for international students, including information on how to obtain work authorization. International students are required to consult OIS before beginning any internship program. Students should make an appointment with an international student advisor for information regarding employment eligibility. Attend the Employment Workshop Series and other OIS Events. Check their website for details, as well as for additional information and resources.

### **UIC** Career Services 2017-18 Employer Partner

Career Services sincerely thanks our 2017-2018 employer partner for their contribution, which plays an important role in enhancing and extending our resources and services to students & alumni.



https://www.cia.gov/careers

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3D Exhibits 50,000feet A Safe Haven A-Abiding Care AbbVie

Academy for Urban School Leadership (AUSL) Chicago Accertify, An American Express

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Ace Hardware Corporation
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ADP

Advanced Resources Advocate Healthcare

AECOM Aerotek AFN

Ajilon Professional Staffing, Accounting Principals, Parker &

Lynch Alcatel-Lucent

Alderman Brendan Reilly-42nd Ward

Aldridge ALE Solutions

Alexander Leigh Center for Autism Alexian Rehabilitation Hospital

Al-Huda Academy Allendale Association

AllStaff

Alva-Amco Pharmacal Cos., Inc.

Amazon

America Needs You

American Academy of Pediatrics American Hospital Association American Institutes for Research American Medical Association

AmeriCorps NCCC Anheuser-Busch Animal Care League

Anixter Inc. Ann Taylor Aon Aon Hewitt Apple

ArcelorMittal USA Arete Event Argo Tea

Aria Group Architects, Inc. Arlington Heights Police Dept.

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Autism Home Support Services Automatic Data Processing (ADP)

Avis Budget Group AXA Assistance USA Barilla America, Inc.

Baroo

Baxter Healthcare BCU (Baxter Credit Union)

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MT. OK. NM and TX

Blue Cross and Blue Shield of Illinois

BMM Logistics
BMW Technology Corporation
Bolingbrook Police Department
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Bridge Personnel Services Bronner Group, LLC Brown Paper Box Co.

Bunzl Distribution BURG Translations BW Container Systems

Byline Bank

C&N Construction Inc.

Cambridge Educational Services Capitol Cement Company

Cara

Caravel Autism Health

Cargill

Carlson Wagonlit Travel

Catalyst Maria K-12 charter school

CB&I

CBIZ & Mayer Hoffman McCann

P.C.

**CCC Information Services** 

CDH, P.C. CDK Global CDW CEB

Center for Economic Progress Central Intelligence Agency Central Steel & Wire Co. Chamberlain Group Changing Children's Worlds

Foundation

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Christopher House Circle 8 Logistics Citizen Schools City of Elgin

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Vegas Clark Dietz

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DEA Nation Delaware North

Deloitte

Department of Homeland Security-Office of Inspector General

d'Escoto, Inc.

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Services

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Federal Reserve Bank of Chicago

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Glanbia Performance Nutrition Glendale Heights Police Department Global Health Fellows Program II /

Public Health Institute Goodwill Industries

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Greenheart Travel Grimmway Farms Groupon

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Heartland Alliance- Youth & Residential Services

Herc Rentals Hirose Electric USA

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iCandy Homes

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Illinois Bone & Joint Rehabilitation

Illinois CPA Society

Illinois Department of Children and

Family Services

Illinois Dept. of Transportation Illinois Housing Development

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Korean Education Center in Chicago

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Lake County Health Department and

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Levy Restaurants at Wrigley Field

LGS Innovations

Liberty Mutual Insurance LIDP Consulting Services, Inc.

Life Fitness Lifeline Theatre LitePoint Corporation

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Regal Business Machines, Inc. Rehabilitation Institute of Chicago

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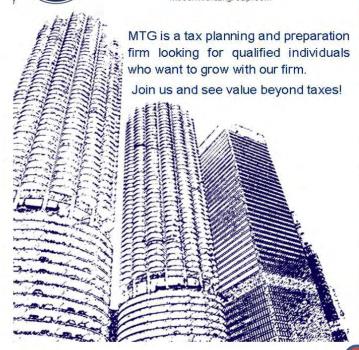






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