

CAREER PLANNING GUIDE 2016-2017

UNIVERSITY OF ILLINOIS
AT CHICAGO

UIC CAREER SERVICES

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<http://careerservices.uic.edu/>

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Career Services Staff and Welcome

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Director's Message

Welcome to Career Services at UIC!



On behalf of our entire staff, we want to extend a warm welcome to you. As the director for Career Services, it is my privilege to work with a dedicated and talented staff of career advisors, employer relations specialists, student employees, and administrators. Collectively, we seek to provide you innovative approaches and services to meet your career planning needs.

This includes individual and walk-in career advising, workshops, on-line resources, mock interviews, career fairs, on-campus interviews with employers, company information sessions and numerous additional resources. We encourage you to utilize all of these services early and often during your time at UIC.

This guide gives you an overview of our services, a schedule of the events planned for YOU, and articles on the career planning process. Read it carefully and mark important dates in your calendar. Additional information and many of our services can be accessed through our homepage at careerservices.uic.edu. Come visit our office and meet with our career advisors.

We look forward to working with you!

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

Our resource 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, on-campus 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 homepage 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 and Spring 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. Students are 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

CAROL COSTON

Human Resources Representative

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 www.studentemployment.uic.edu 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 10-15 hours per week. Students may review current postings online at www.uiccareers.com. 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 appropriate employment 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 www.uiccareers.com and contact the companies directly.

JOB SEARCH TECHNIQUES AND STRATEGIES

UIC students may find employment in one of two ways:

1. 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.

2. 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 10-15 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 10-15 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 history can 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 10-14, 2017. 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 www.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 2016 EVENTS

CAREER & JOB FAIRS

| | |
|---|----------------------------|
| On-Campus Job Fair | August 30 th |
| Fall Diversity Career Fair | September 22 nd |
| Chicago Graduate & Professional School Fair | October 6 th |
| Health Professions Fair | November 5 th |
| Government Career Fair | November 18 th |

SPRING 2017 EVENTS

CAREER & JOB FAIRS

| | |
|---|--------------------------|
| Arts and Culture Career Fair | February |
| 3 rd Internship & Part-Time Job Fair | February 9 th |
| Education Job Fair | March 2 nd |
| All Majors Career Day | March 16 th |

NATIONAL STUDENT EMPLOYMENT WEEK: April 10-14th Please visit <http://studentemployment.uic.edu/> for more information.

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

UIC CAREERS.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

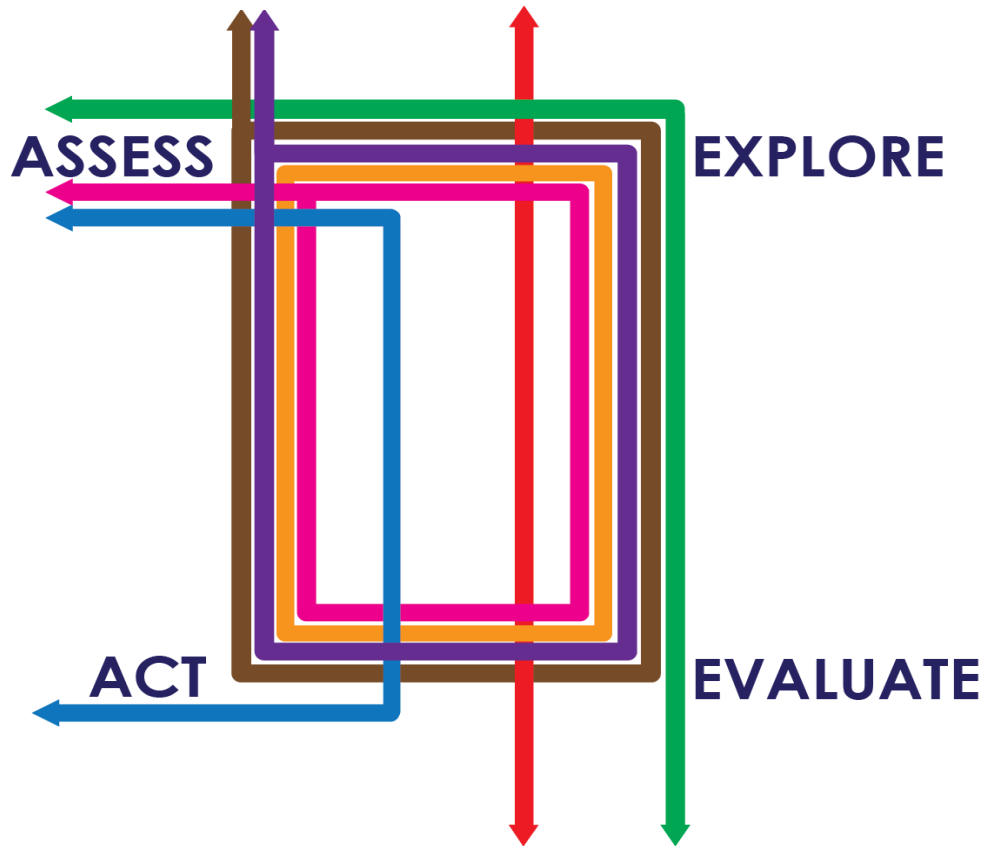
Student Services Building, Suite 2100
1200 West Harrison Street (M/C 099)
Chicago, Illinois 60607-3344
P(312) 996-3130 • F(312) 413-7944
<http://studentemployment.uic.edu/>



Your Journey: The Career Development "LOOP"

"HOW DO I KNOW WHAT I WANT TO DO?"

Despite popular belief, it is unlikely that you will follow a straight path towards your future career. It often has unexpected twists and turns. This somewhat "loop"-like path is known as the career development process, and the knowledge you gain from your education and experiences along the way will navigate you through it. Consider indecision an opportunity to explore options and discover majors/careers that combine as many of your interests, skills, and values as possible.



ASSESS

- Reflect upon your **interests, skills, and values** to identify majors/careers that complement your personal strengths and preferences, or join an iFit group to assist. Tinker with the "Career Finder" tool in the Resources section of UICcareers.com.

EXPLORE

- Investigate potential majors/careers by **researching** online, talking with professionals, and actively participating in related activities. Utilize www.bls.gov/ooh for career information.

EVALUATE

- Based on your research, **test out** the options, weigh the pros and cons of each potential path and determine which selections are the best match for you. Internships, part-time jobs, and volunteering are a great way to do this.

ACT

- **Choose** a career path; **participate** in activities that will help you reach your goals such as career workshops and networking events; **polish** your resume; apply for jobs using UICcareers.com.

WORRIED THAT CHOOSING THE "WRONG" MAJOR MAY NEGATIVELY AFFECT YOUR FUTURE?

The good news is your future career is not solely based upon your selection of major. While your interests and abilities do lead to the decision of a major and a career after that, there is not always a direct correlation between the two. In reality, most majors will qualify you for just about anything. Although there are some exceptions, many of the skills employers want are cultivated through the college experience in general. These skills include *communication, teamwork, leadership, problem-solving, and organization*. A degree from a diverse university like UIC gives you an added skillset: *cultural awareness & sensitivity*. Rest assured, your major does not predetermine the career path you must take.

If you need help navigating this process, consider joining an iFit group at iFit.uic.edu.

Stephanie Sattler, M.A., M.C.C. | Assistant Director of Career Development

Networking 101-The #1 Job Search Strategy

WHAT IS NETWORKING?

Networking is the process of establishing personal or professional relationships that can provide support, advice, and information on your personal and/or career goals. Learn how to be career ready by connecting with individuals in the field.

Networking is not just for the extraverted!

How to Prepare to Network

- Determine your career development needs and goals.
- Create a networking list (friends, colleagues, ex-supervisors, professors, etc.)
- Target specific sectors and companies.
- Decide on an appropriate networking strategy.
- Create your "elevator speech" – a short prepared introduction on who you are, your purpose with meeting with this person, and what you hope to gain.

LOOK FOR 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.**

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 TIPS -At professional or social events...

- Remember that it is about quality versus quantity. It is better to meet a couple of quality people versus meeting a large number of people who do not meet your professional goals. The purpose of networking is to make *connections* not *collections*.
- If you are a shy person, find an extrovert in the room. Usually, they will introduce themselves first and help introduce you to others.
- Exchange business or personal cards with people you meet. Note something they said on the back of their card, so you remember whose card belongs to whom. It will make it easier for you to keep track and to have something to say when you contact them in the future.
- Limit, or avoid, drinking if alcohol is present. Keep in mind that people have extended networks, so they may be able to pass your business card along. You want to make a positive impression.
- Consider yourself a referral resource and assist others to make connections with other contacts. You will build a larger network as you assist others while others assist you.
- Be aware of any negative habits you may have! Avoid cracking your knuckles, excessive gum chewing, nail biting, and twirling your hair.
- Avoid excessive colognes, use deodorant, and be sure your breath is fresh (avoid garlic as it does have a tendency to linger!)

NETWORKING TIPS - On social media websites

- Keep your profile updated and professional on social media websites on which you belong.
- Get and give positive endorsements. Never leave comments that may be viewed offensive.
- Stay in contact with colleagues, former co-workers and supervisors and maintain ties with people at all levels.

See the following pages in this guide for additional information and tips on conducting Informational Interviews and utilizing professional and social media sites.

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Cynthia C. Graham
Assistant Director, UIC Career Services

Forget Pokémon, Go Get a Mentor!

For a lot of students and new professionals the idea of having a mentor sounds great, but actually getting one can be uncomfortable or socially awkward. Below are some tips for connecting with a mentor without embarrassing yourself or coming across as creepy.

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. There are also peer mentor relationships, in which both people have a similar level of knowledge or experience and they help each other with the areas where they differ. Mentorships may be formal (a structured program with specific guidelines) or informal (determined solely by the people involved). Both the mentor and mentee benefit from the relationship. Here's how you can get the relationship started.



Photo by UIC Student Affairs Marketing & Communications

#1 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.

#2 Identify who can help you to meet your goal. Is it someone you already know well, someone you are familiar with but have never talked to, or someone you need to find? Consider professors, advisors, other students, alumni you know, people you work with, community members, and others you already interact with on a regular basis. Think about alumni you do not know, people who work in the same organization as you, and people you met 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. Include a compliment that highlights why you are reaching out to the person, and "ask" for what you want, and 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 Aubrey, I'm impressed by how your career has evolved and would love to talk with you about it more. Would you be open to discussing it with me sometime?
- B. 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?
- C. 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?
- C. Thank you Toby, for helping me feel welcome at the Growing You Conference. It was a pleasure talking with you and I hope we can continue the conversation. I understand that you are busy but would you be open to speaking once a month as I continue to explore this field? If not, I understand. Either way I appreciate your consideration.

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 <https://www.score.org/find-mentor>, UNITIATE <http://unitiate.org/>, and The Aspire Foundation <http://www.theaspirefoundation.org/>. The mentors in these programs have already agreed to help, so joining a program may reduce your stress regarding reaching out to someone who you are not certain is willing to help. Also you could ask human resources, diversity offices, and/or career centers if they know of, or have, a mentor program. Then simply follow the application process to get involved.

Getting involved in a mentorship can be helpful for a number of reasons. Mentors may help you with a variety of goals including 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.

Mentors are all around. It just takes some time to find one. Now that you have the tools . . . go get 'em.

Katherine (Kathy) Battee-Freeman
Associate Director for Career Development, UIC Career Services

Social Media and Professional Networking Sites

SOCIAL MEDIA AND PROFESSIONAL NETWORKING SITES HAVE GROWN IN USAGE BY BOTH STUDENTS AND EMPLOYERS

Many students use social networking websites almost daily. While primarily used to socialize, the new trend of using social networking websites for the job search, both for job-seekers and employers, is continuing to grow. According to results from the National Association of Colleges and Employers (NACE) 2015 Student Survey, the percentage of students using social media has grown from approximately 37% in 2010, 58% in 2014, to 66.3% in 2015. 80.5% of employers are using social media in some capacity. They may use these sites to promote their organizations, advertise career opportunities, and also search for and contact potential candidates.

MOST COMMONLY USED PROFESSIONAL AND SOCIAL NETWORKING SITES

In the 2015 Student Survey, National Association of Colleges and Employers (NACE), **LinkedIn** www.linkedin.com was the most widely used at 87.7%, and the only platform to garner any significant rating of effectiveness in regards to their job search. Other widely used platforms included **Facebook** www.facebook.com, and **Twitter** www.twitter.com. A smaller group of students used Google+ <https://plus.google.com>, Instagram <https://www.instagram.com>, as well as blogs.

STEPS TO TAKE TO IMPROVE YOUR SOCIAL/PROFESIONAL NETWORKING PRESENCE

- Maintain a professional image on ALL social networking sites you are using
- Refrain from any negative comments about current or previous employers
- Remember that any unprofessional images, negative statements, inappropriate language or videos within your site could negatively impact the impression given to a potential employer
- You may want to Google yourself to check what is posted under your name
- Stay in contact with colleagues, former co-workers, supervisors

MORE ABOUT LINKEDIN

Many LinkedIn is the world's largest professional social network. It is used widely by Hiring Managers and professionals in hundreds of industries to both develop themselves professionally and to also find qualified candidates for open positions. As an undergraduate, graduate student, recent graduate, and/or working professional, you may create a professional online presence. 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. Select a group representing a particular industry or career field to stay connected to the news and trends of this industry/field(s) of interest.

UIC AND CONNECTIONS ON SOCIAL MEDIA

LinkedIn: UIC is represented by numerous groups on LinkedIn. These include: "UIC Alumni & Friends" plus groups representing many of the UIC Schools/Colleges and Departments for alumni and current students. Numerous student groups and professional associations also have a presence on LinkedIn.

UIC Career Services can be found and followed on both Facebook and Twitter:

Facebook: <https://www.facebook.com/UICCareerServices>

Twitter: <https://twitter.com/UICCareerSrvcs>

Go to your UIC School's Website to connect to their LinkedIn, Facebook, Twitter, and Instagram links!



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.

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Cynthia C. Graham
Assistant Director, UIC Career Services

Informational Interviewing

One of the best sources for gathering information about what's happening in an occupation or an industry is to speak with people working in the field. This process is called *informational* or *research interviewing*. An informational interview is an interview that you initiate and you ask the questions. The purpose is to obtain information, not to get a job.

REASONS TO CONDUCT INFORMATIONAL INTERVIEWS:

- to explore careers and clarify your career goal
- to discover employment opportunities that are not advertised
- to expand your professional network
- to build confidence for your job interviews
- to access the most up-to-date career information
- to identify your professional strengths and weaknesses
- to consider steps to improve and build upon your skills and experiences to be more "career ready"

STEPS TO FOLLOW WHEN CONDUCTING AN INFORMATIONAL INTERVIEW:

1. **Identify the Occupation or Industry You Wish to Learn About.** Assess your own interests, abilities, values, and skills, and evaluate labor conditions and trends to identify the best fields to research.
2. **Prepare for the Interview.** Read all you can about the field prior to the interview. Decide what information you would like to obtain about the occupation/industry. Prepare a list of questions that you would like to have answered.
3. **Identify People to Interview.** Start with lists of people you already know - friends, relatives, fellow students, present or former co-workers, supervisors, neighbors, etc. Professional organizations, the yellow pages, organizational directories, and public speakers are also good resources.
4. **Arrange the Interview/How to Make Contact.** Contact the person to set up an interview by telephone, via email followed by a telephone call. Call your contact, tell him/her the purpose for your call, ask if this is a good time, and request to schedule a time to meet (preferably at his/her company/firm). **Example:** "Hello Mr. Smith, my name is Lucy Jones. I am a student at the University of Illinois at Chicago and Professor Doe said you would be a good person for me to talk to 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."
5. **Conduct the 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, ask your contact to suggest names of others who might be helpful to you and ask permission to use your contact's name when contacting these new contacts.
6. **Follow Up.** Immediately following the interview, record the information gathered. Be sure to send a thank-you note to your contact within one week of the interview. After you have continued with your plans you may want to update the individual on what you have decided or what steps you have taken.
7. **NOTE: Always analyze the information you've gathered. Adjust your job search, resume, and career objective if necessary.**

EXAMPLE OF 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 in college? What degree(s) do you have? Do you use, or how do you use, your major /degree in your work? How did you get to where you are from being a _____ major or earning a _____ degree?

Training/Skills/background needed: 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 your time divided within or outside of your office? 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, UIC Career Services

Considering Graduate/Professional School?

Attend the 12th Annual Graduate and Professional School Fair!! Thursday, October 6, 2016 3pm – 7pm, UIC Forum

Every year we host this very popular event which includes Admission Reps 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 we had over 200 graduate/professional programs represented.

Whether you are in the beginning stages of deciding if additional schooling is right for you OR if you know the program you would like to pursue but would like more details. This event for you!

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 to develop a timeline that works best for you so you will be successful in your application and 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 school for you and your interests

- Research and compare the schools 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
- 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 who specialize 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 needed, is there any additional support for students with partners, spouses, and/or families?

Application Process/Application Materials

- Application deadlines and required application materials will vary with each school/program. Know the dates and materials needed to allow yourself plenty of time!
- Application materials could include: a personal statement, formal application, letters of recommendations, resume, official transcripts, an application fee, financial aid form, test scores. Some schools may 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), **MBA:** Graduate Management Admission Test (GMAT), **Liberal Arts/Science/Business / Other:** Graduate Management Admission Test (GMAT), Millers Analogies Test (MAT)

Additional Resources: *"The Graduate Guide"* (limited copied of this free publication is available at the Office of Career Services) or go to: www.graduateguide.com; Go to the specific test sites for additional tips (MCAT, DAT, PCAT, LSAT [also LSAC], GMAT, MAT); Speak to: your Class Advisor and/or Career Services for assistance.

Cynthia C. Graham
Assistant Director, UIC Career Services

Your Job Search: Where and How to Begin... Steps for Success

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.

Step 1. THE BASICS...QUESTIONS TO ASK YOURSELF

Do you just "need a job" to help with expenses – or are you looking to build your experience and/or start your career....

- Consider what you want. What ARE you seeking at this time??
- What is your immediate, as well as your long term 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?
- Are you open to considering all options?

Need help with identifying organizations/industries? Seek out assistance from UIC Career Services staff.

Step 2: WHERE TO FIND OPPORTUNITIES

Use every resource to which you have access.

- Use uiccareers.com This site is available exclusively to UIC current undergraduate level and graduate level students, plus recent alumni. It is an excellent resource for you to find opportunities. [Uiccareers.com](http://uiccareers.com) is a job site where employers seeking to hire will place their jobs. We receive new jobs every day! Jobs listed are for positions at all levels (part-time, temporary, paid and non-paid internships, full time entry level, full time experienced, as well as summer jobs/internships). It is best to check this site at least once a week.
- Have you attended other colleges or universities? If yes, you may also be eligible to utilize their job sites.
- There are a variety of outside job sites that you may also use to find positions.
- Consider checking some specific sites for your field(s) of interest.
- Attend our job fairs! UIC Career Services has numerous job/career fairs scheduled throughout the academic year. Information is available on our website:
<http://careerservices.uic.edu/>

Step 3. IDENTIFY ORGANIZATIONS/DEPARTMENTS OF INTEREST

Where would you love to work if you could? Do you have organizations that are your ideal settings? Do you have any preferences? If yes, you may see if any of them will be on-campus, or already have positions posted on uiccareers.com. If you are still exploring all options and do not have any particular organization(s) of interest, then see what opportunities listed match your skills and/or provide you an opportunity to gain skills plus develop your interests.

Step 4. FOLLOW THE DIRECTIONS ON HOW TO APPLY

Be sure to read the information provided by the employer. Do not apply if you do not meet the qualifications/requirements of the job.

If you do meet the minimum requirements, follow the steps provided by the employer. If they are asking for a resume, also include a cover letter. You may be asked to send your resume to a particular email provided or you may be asked to complete an application on the employer's online system. If you are completing an application online, be sure to answer all of their questions and make sure there are no typos!

If you are emailing a recruiter, the body of your email is considered your cover letter and you would then attach your resume to the email. If you are applying through an organization's online system, you may be asked to cut and paste your resume, or you may be able to upload your resume to the application.

They may provide you with a box to fill in a cover letter or you may be asked to attach it along with your resume. Again, follow their directions. Allow yourself time to complete online applications as they do take time. Be sure to make a note to yourself as to when you applied and know what resume you submitted.

HELPFUL CHECKLIST: Please note that throughout this Career Planning Guide we provide more detailed information for each of the following items.

1. **Is your resume ready??** Does it clearly represent you, your skills and education? Read through our section on resumes. Is it error free? Have you had it reviewed? It is important to always have a resume that is ready to submit. Updating it at least once a year is a good habit to start as you continue with your schooling and your career.
2. **Are you comfortable with writing a cover letter?** Remember a cover letter is an introduction to your resume. It should NOT be the same letter you sent to everyone else, but should be unique to that employer/the position. Taking the time to be mindful of what you are writing can make a difference as to whether you could be called for an interview or not.
3. **Do you have 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.
4. **Keep your mobile device charged!** You may be contacted by a prospective employer after you submit your resume. If you have an automated message on your phone, it is important that it is professional. Also, be sure to answer any calls in a professional manner.
5. **Check and read your UIC emails from our office!** We may need to connect with you regarding an upcoming interview, employer presentation, workshop, or other appointment. READ your emails! Employers may also be reaching you via email.
6. **Know your schedule.** Know when you would be available for an interview and also when you would be available to work.
7. **Do you know what to expect on an interview?** You may be called for a "pre-screening" telephone interview, a more in-depth telephone, or in-person interview. Review the information on the pages on interview preparation in this guide so you will not be caught off guard.
8. **What will you wear for an interview?** Have clothes selected for a possible interview. Do not wait to be called for an interview only to realize that you need to go shopping for more professional attire. Always be prepared and ready!
9. **Keep your commitments!** If you have scheduled an interview with an employer on-campus or off-campus, it is critical for you to keep your appointment. You do not want to jeopardize your reputation which could preclude you from obtaining future interviews and/or a job!
10. **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.

Cynthia C. Graham
Assistant Director, UIC Career Services

Turning Your Internship Into Your 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 QUESTIONS

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 in meetings, 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?

BE 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
Assistant Director, UIC Career Services*

To learn seven more quick tips about strengthening your chances of converting your internship to a full-time position, be sure to review the seminar on your Blackboard account: "From Intern to Full-time Hire: Making the Most of Your Internship."



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 held at the University or College. The first thing you need to know is that you must *prepare* yourself for the fair. **Begin by preparing an effective and professional resume.** For 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 really have a genuine interest in what they do. It is easy to research a company via the web using 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 hundreds of 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 CareerServices*

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
organized
originated
overhauled
oversaw
planned
presided
prioritized
produced
recommended
reorganized
replaced
restored
reviewed
scheduled
strengthened
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
joined
listened
marketed
mediated
observed
participated
persuaded
presented
promoted
proposed
publicized
reconciled
recruited
reinforced
reported
resolved
responded
solicited
spoke
suggested
translated
wrote

RESEARCH SKILLS

clarified
collected
compared
conducted
critiqued
detected
determined
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

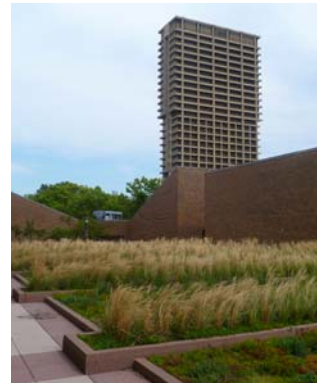
HELPING SKILLS

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

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
surpassed
transformed
won



ORGANIZATION/ DETAIL SKILLS

arranged
categorized
classified

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

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
- Delegating responsibility
- Teaching/Training

- 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 time
- Attending 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.

Create a Resume that Highlights Your Related Experience

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 | + | HOW/WHAT | + | RESULT/PURPOSE |
| a power verb highlighting a needed skill | | infusing field-relevant terminology; translating your language to language from the jobdescription | | 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@gmail.edu

Education

University of Illinois at Chicago (UIC)
Bachelor of Science in Mechanical Engineering, May 2017
Cumulative GPA 3.3/4.0

Certification

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

Senior Design Project

Spring 2017

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 2015- December 2015

- 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 2015-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

2015- Present

American Society of Mechanical Engineers

2014- 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, Major GPA 3.4/4.0 *May 2017*
- COURSE PROJECT** **Strategic Marketing Planning and Management** *Fall 2016*
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** **Marketing, Inc.**, Chicago, IL *June-August 2016*
MarketingIntern
- 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
- American Marketing Association**, UIC, Chicago, IL *April 2015-Present*
Vice President (April 2015-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 2015-April 2016)*
- Created and implemented a new marketing-related social event, leading to recruitment of 20 new general members and increasing membership by 40%
- ADDITIONAL EXPERIENCE** **Bay Bank**, Chicago, IL *June 2014-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 2011-January 2014*
Supervisor/Barista
- Managed up to 4 employees per shift and ensured all tasks were completed on time
- SKILLS** *Social Media*: Proficient in marketing through Twitter, Facebook pages, and Pinterest
Computer: Adobe Photoshop, Microsoft Publisher, PowerPoint, Word, Excel, Qualtrics
Language: Working knowledge of Korean

Sample: Education with Extracurricular Experience

Simon Arugala

2995 Alias Avenue
Canine Valley, IL 65700-2355
(815) 555-5555 ◦ sarugala@gmail.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

May 2017

Bachelor of Arts in Secondary Education

Major: Biology; Minor: Theatre

GPA: 3.52/4.0; PhiSigma 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 2017

- 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 2016

- 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 2014 – Dec 2015

- 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 2012 – Present

- Receive promotions from 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 2013 – May 2015

- 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

MIGUEL RIVERS

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 2017 |
| | <i>Bachelor of Arts in Criminology, Law, and Justice; Psychology (double major)</i> Cumulative GPA: 3.8/4.0 Dean's List 6/8 semesters | |
| | Study Abroad: Universidad San Francisco de Quito, Ecuador, Spring 2015 | |
| | 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 |
| | <i>Youth Coordinator</i> | 8/15 – Present |
| | <ul style="list-style-type: none">• 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 |
| | <i>Volunteer Phone Paraprofessional</i> | 1/15 – 7/15 |
| | <ul style="list-style-type: none">• 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 |
| | <i>Sales Associate</i> | 5/13 – 12/14 |
| | <ul style="list-style-type: none">• 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 | Big Brothers Big Sisters, <i>Volunteer Big</i> , 2/13–Present Sigma Lambda Beta, <i>Vice President</i> , 8/15–Present UIC Career Services Job Fairs, <i>Volunteer Host</i> , 9/14–9/16 | |
| SKILLS | <i>Computer:</i> Microsoft Word, Excel and PowerPoint. Familiar with SPSS <i>Language:</i> Bilingual Spanish/English | |

Sample: Natural Science Major

Alex Choi

(773) 555-2736

550 West Foster Street, Chicago, IL 60627 alex.choi@gmail.com

EDUCATION

University of Illinois at Chicago (UIC)

Bachelor of Science in Biochemistry Candidate – Expected Graduation: May 2018

Minor in Managerial Skills

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

EXPERIENCE

Solana Pharmaceuticals, Chicago IL

Spring 2016

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

2014-2016 (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 2014-Present
- American Chemical Society 2015-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

Sample: LAS Internship

Miya Ortiz

1111 S. Madison Ave., Apt. 2
Chicago, IL 60607

312-555-1122
mortiz3@uic.edu

SUMMARY Possess excellent communication and interpersonal skills, with the ability to work independently. Initiate and convincingly communicate ideas and directives to positively impact organizational goals.

EDUCATION University of Illinois at Chicago (UIC)
Bachelor of (*choose one*) Science or Arts, candidate
Major in Communication
Minor in Philosophy
Grade Point Average: 3.2/4.0 (*list only if 2.8 or higher*)
Expected Date of Graduation: May 2018

Harold Washington College, Chicago, IL
Associate Degree in Arts, Awarded June 2016
Overall GPA: 3.6/4.0

Related Coursework:
Communication Technologies Introduction to Media
Social Inequalities Mass Media and Politics
Social Research Methods Social Statistics

SKILLS Computer: Familiar with Microsoft Word, Excel, Access, Adobe Photoshop
Language: Fluent in Spanish
Social Media: Twitter, Blog, Facebook, Pinterest

WORK EXPERIENCE (most recent first) UNITED PARCEL SERVICE (UPS), Chicago, IL, 2015-Present
Parcel Sorter
Sort parcels, track lost packages using computerized system, and inventory incoming items

BENNIGAN'S, Chicago, IL, 2014-2015
Host
Seated patrons and controlled customer flow. Customer service duties, took reservations over phone, handled call-in orders

VOLUNTEER EXPERIENCE BIG BROTHERS BIG SISTERS, Chicago, IL, 2015-Present
Spending quality time with Little Brother/Sister meeting a minimum of three times a month. Attend events, make crafts, play sports, etc.

AWARDS/ ACTIVITIES UIC's College of Liberal Arts and Sciences' Dean's List, Spring 2016
Community Partnership Award, 2016
National Merit Scholar Finalist, 2015
UIC's International Club, 2016-Present

*****Additional résumé examples are available on the LAS Internship Program Website at:
<http://go.uic.edu/LASinternship> under "Getting Started."

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 showcases 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 when 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 whenever possible; Quantify information when appropriate.
- Consider how your CV will be used and organize the information so that it is relevant to the reader.
- 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.
- Use the same font type throughout the CV (Calibri/Cambria/Times New Roman are most popular). The size of the font can be 10, 11, or a 12 point font.

TYPICAL SECTIONS OF A CV:

Header: Include your complete name, address, city, state, zip code, telephone number, and email (Including a link to your LinkedIn page is optional). If you are still in a PhD program it is optional to also include your office/department contact information in the heading.

Education: 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 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 dates the degrees were received.

Thesis/Dissertation Information: List the title and summarize your work. You may also 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 lot of information, you may use bullet points to describe your work and results.

Teaching Experience or Academic Experience: 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 could be listed above the research experience.

Additional Work Experience: 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.

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

Honors and Awards: This section, depending on the number of honors and awards, could be listed after the Education section.

Community Activities/Service/Volunteer Work: 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.

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

Additional Skills and Information: Here you may provide details listing your computer/software knowledge, technical skills, research, laboratory skills if appropriate, language skills, and any other skills appropriate for your field.

References: 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, UIC Career Services



References

Whether you are seeking a part-time job, internship, a full time job, a list of references should provide a potential employer the names of individuals who may be contacted and will speak in your behalf. It is not required to present a list of references at the time you are submitting your resume, nor do you need to add the statement "references available upon request" because it is assumed you will provide references when requested. Typically, a list of references may be requested as part of your online application, or you may be asked to provide names at the time of, or after, an interview.

List of References and 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/CV and any other information that would help them develop a strong letter in your behalf. A description of the graduate/professional program or job posting would be beneficial.

Who could be a reference for you?

- Select individuals who can provide positive statements about you in regards to your work or 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 may have conducted research work would be ideal.
- **Optional references:** Professors, advisors, current or former work supervisors, athletic coaches, university staff or administrators, and/or community leaders. If you have worked full time you may also include former colleagues or clients.

Number of references needed and what information is needed

- Three is typically the number of references requested. You may want to have a few additional names ready in the event 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 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 reference 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 on with your schooling and your career, whether it involves accepting a new job/internship/ taking on a leadership role in an organization, and/or starting your career, send them 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 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. They may also request that you attach them to your 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
Professor, Department of _____, College of _____
University of Illinois at Chicago (UIC)
1200 W. Harrison Street
Chicago, IL 60607
(312) 555.5555
name@uic.edu

Cynthia C. Graham
Assistant Director, UIC Career Services

Sample Cover Letter

Your resume is a marketing tool, showcasing your education and experience overall, **but the cover letter elaborates on you 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. <ul style="list-style-type: none">• "RULE OF THREE" TIP: Think about the top 3 relevant 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) <i>Include your signature above your typed name if sending by mail</i> |
| 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 "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, proofread!

E-MAILED COVER LETTERS

If you are asked to e-mail your application, your cover letter is the body of your e-mail, and you attach only your resume. You do not need your contact information at the top, nor the addressee's contact information. Simply begin your e-mail with "Dear Mr./Ms. (Last Name)." Be sure to reference the position number or name in the subject line of your e-mail.

Thank You Letters, Notes, and E-Mails

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 e-mail. 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 xxx@uic.edu. 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.

Your Name
Address
Chicago, IL 60607

Date

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

Dear Ms. xxxxx:

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:

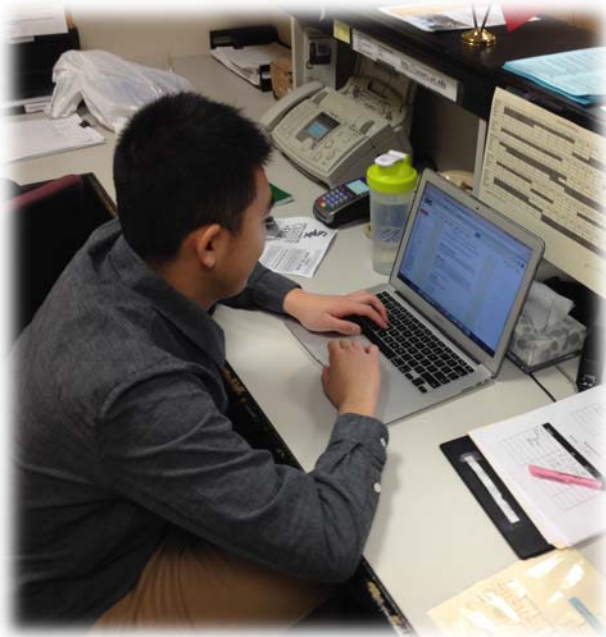
I am writing this letter to confirm my acceptance of XXXXX position that you offered to me on behalf of XXX last Thursday via telephone. I am really excited about joining your team and I am eager to start my career with XXX. I look forward to contributing my project and internship experience to XXXX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

As we discussed on the telephone, I will report early to work on August 1st 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 Office of Career Services*

Interviewing- The Three “Ps” of Interviewing

BEFORE

“Prepare”

Reflect on your strengths and 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.

Network and 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, 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 honest and sincere in 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-up by 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

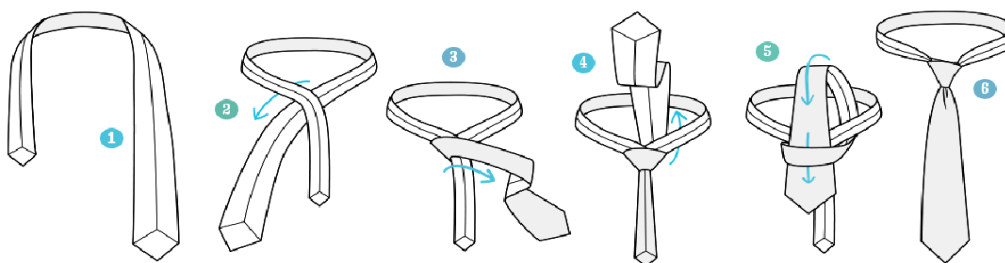
The same rules apply in lunch interviews as those held in an office. The setting may be more casual, but remember it is a business lunch and you are being watched very carefully. Follow the interviewer’s lead in both selection of food and etiquette. Never order an alcoholic drink.

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.



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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!
2. **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.
3. **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.
2. **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.
3. **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.
4. **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 traditional skirtsuit.
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.
3. **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. <i>You must describe a specific event or situation, not a generalized description of what you have done in the past.</i> 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. |
| Action you took | Describe the action(s) you took, identifying skills utilized. Don't tell what you might do, tell what you <i>did</i> do. Even if you are discussing a group project or effort, describe what <i>you</i> did -- not the efforts of the team. The focus should be on <i>your</i> 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 (career-related) 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?

Fit

- 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.
- 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*. 3rd 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:

<http://www.jobsearchintelligence.com/NACE/salary-calculator-intro/>.

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

<https://businessconnect.uic.edu>

<https://businessconnect.uic.edu/?q=business-career-center/resources>

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://engineering.uic.edu>

Liberal Arts and Sciences (LAS) Internship Program

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

<https://www.las.uic.edu/students/currentundergraduate/opportunities/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/current-students/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. Weekly workshops are offered for students with F-1 status. For a list of dates of the "Employment Options for F-1 Students" workshop, please visit "Workshops/Orientation" on the OIS home page. J-1 students should make an appointment with an international student advisor for information regarding employment eligibility.



Employers that actively recruited at UIC in 2015-2016

- 50,000feet
- AbbVie
- Academy for Urban School Leadership
- ACCO Brands
- Ace Hardware Corporation
- Adams Third Wave Logistics, LLC
- Adler University
- Advanced Resources
- AECOM
- Aegis Worldwide
- Aeris Communications, Inc.
- Aerotek
- AFN
- Ajilon Professional Staffing, Accounting Principals, Parker & Lynch
- Alcatel-Lucent
- Alderman Reilly, 42nd Ward
- ALDI Inc.
- ALE Solutions
- Alexander Leigh Center for Autism
- Alexian Rehabilitation Hospital
- Al-Huda Academy
- Allendale Association
- Allstate Insurance Co.
- Alva-AmcoPharmacial Cos., Inc.
- Amazon
- Amec Foster Wheeler
- American Academy of Pediatrics
- American Hospital Association
- American Institutes for Research
- AmeriCorps NCCC
- Anagnos Door
- Anheuser-Busch
- Animal Care League
- Anixter Inc.
- Aon Hewitt
- Apple
- Aramark
- Arete Event
- Argo Tea
- Arlington Heights Police Department
- ARRIS
- ATS Sortimat USA LLC
- Automatic Building Controls
- Automatic Data Processing (ADP)
- Avant
- AXA Advisors
- AXA Assistance USA
- Backstop Solutions Group
- Bank of America, Merrill Lynch
- Baroo
- Baxter & Woodman, Inc.
- BCU (Baxter Credit Union)
- Becker Group
- Becker Professional Education
- Berman Auto Group
- Blue Cross and Blue Shield Association
- Bluewolf
- BMW Technology Corporation
- Boeing
- Bolingbrook Police Department
- Bosch Software Innovations
- Bosch, North America
- Boys Hope Girls Hope of Illinois
- Brake Parts Inc.
- Bronner Group, LLC
- Bunzl Distribution
- BURG Translations
- BW Container Systems
- Byline Bank
- Cambridge Educational Services
- Caterpillar
- CB&I
- CBIZ & Mayer Hoffman McCann P.C.
- CDH, P.C.
- CDK Global
- CDW
- Center for Economic Progress
- Central Intelligence Agency
- Central Steel & Wire Co.
- Chamberlain Group
- Changing Children's Worlds Foundation
- Charles Tyrwhitt
- Chess Wizards
- Chi Networks
- Chicago Children's Museum
- Chicago Fire Soccer Club
- Chicago Police Department
- ChicagoJobs.com
- Children's Home + Aid
- CHOi Design Inc
- Christopher B. Burke Engineering
- Christopher House
- Ciorba Group, Inc.
- Circle 8 Logistics
- City of Chicago-Department of Innovation & Technology
- City of Elgin
- City Staffing
- City Year
- Civiltech Engineering
- Clark Dietz
- Cleverbridge.com
- Clover Technologies Group
- CME Group
- CNA Insurance
- CohnReznick
- Cole-Parmer
- College Possible
- College Rising Company
- Column Technologies
- ComPsych
- Connection-21 LTD
- Connelly Electric
- Continental Corporation
- Corptax
- Cortland Capital Market Services LLC
- Crawford, Murphy & Tilly, Inc.
- Creativ-Ceutical
- Credit Union 1
- Crothall Healthcare
- Crowe Horwath LLP
- CSC
- Cummins Allison Corp.
- Customs and Border Protection
- CyberKorInc
- CyberSearch, Ltd.
- Dashiell Corporation
- Dayton Freight Lines
- Deloitte
- Department of Homeland Security - Immigration Customs Enforcement
- Department of Homeland Security - Office of Inspector General
- d'Escoto, Inc.
- Drug Enforcement Agency
- Eagle Market Makers
- Easy At Home Medical LLC
- Egen Solutions
- EGO / Chervon North America
- El Hogar Del Nino
- Elettric80 Inc.
- Elgin Police Department
- Eli Lilly & Co.
- Elk Grove Village Police Department
- EN Engineering
- Enfusion
- EngagementHealth
- Engineering Consulting Services (ECS)
- Enterprise Rent-a-Car
- Entertainment Cruises
- Epic
- Equal Employment Opportunity Commission
- Erie Family Health Center
- eshots, Inc.
- Exact Data
- Exelon Corporation
- exp US Services
- Experian
- EY
- Eze Software Group
- F.H. Paschen Construction
- Federal Aviation Administration
- Federal Bureau of Investigation
- Federal Bureau of Prisons
- Federal Reserve Bank of Chicago
- Federal-Mogul Motorsports
- FH Paschen Construction

Employers that actively recruited at UIC in 2015-16 continued

- First Investors Corporation
- First Midwest Bank
- Fleetmatics
- Flexera Software
- FM Global
- Foresters Financial Services, Inc.
- Forsythe Technology
- Freedman Seating Company
- Friedman & Huey Associates
- Frost, Rutenberg& Rothblatt, P.C.
- Fund for the Public Interest
- Galileo Camps
- GE Appliances
- GE Healthcare
- Gelber Group
- Glanbia Performance Nutrition
- Glendale Heights Police Department
- Goodwill Industries
- Gorilla Group
- Grayhill Inc.
- Great American Insurance - Specialty Human Services
- Greenheart Travel
- Greif
- Grimmway Farms
- Groupon
- Grundfos Pumps
- Hanley, Flight & Zimmerman
- Harbor Capital Advisors
- Hatstand
- Heartland Alliance- Youth & Residential Services
- HERE
- Hill Group
- Hoopis Financial
- Horizon Science Academy Mc Kinley Park
- Hub Group
- HydraForce, Inc
- iCandy Homes
- ideal
- IGS Energy
- Illinois CPA Society
- Illinois Department of Children and Family Services
- Illinois Department of Transportation
- Illinois National Guard
- Illinois Office of the Auditor General
- Illinois State Police
- Imagination Publishing
- Impact Networking
- Indian Oaks Academy
- Infinity Consulting Solutions
- INROADS
- Instructure
- Insure On the Spot
- International Risk Consultants, Inc.
- Internship Desk
- Invenergy
- Isobar
- ITW
- JCC Chicago
- Jesse Brown VA Medical Center
- JET Program
- Jewel-Osco
- JLL
- John Burns Construction
- John G. Shedd Aquarium
- Johnson & Quin, Inc.
- Johnson Lambert LLP
- Jones Lang LaSalle (JLL)
- Keeper Security, Inc.
- KENTECH Consulting Inc.
- K-Five Construction
- KPMG
- Laird
- Lake County Health Department and Community Health Center
- Lake Street Supply
- Lawrence Hall
- LAZ Parking
- LGS Innovations
- Liberty Mutual Insurance
- LitePoint Corporation
- Little Brothers-Friends of the Elderly
- LiveWatch Security
- Lloyd Agencies
- Lou Malnati's Pizzeria
- Lyons Consulting Group
- Madison Police Department
- Mainfreight
- Mama Hope-Global Advocate Program
- Marco & Associates
- MarianjoyRehabilitation Hospital
- Marine Corps Officer Programs
- Marquette University Direct Entry MSN Program
- Maryville Academy
- Maxim Healthcare Services
- MB Financial Bank
- McAdam Financially Advanced
- McGladrey
- MediaMath, Inc.
- MedPro Disposal
- Memorial Health System
- Mercy Hospital and Medical Center
- MerieuxNutriSciences
- Merkie
- Metropolitan Water Reclamation District of Greater Chicago
- Michael Silver & Company
- MidCo Inc.
- Midtronics
- Millhouse Engineering & Construction
- Misericordia Home
- Modis IT
- Molex, Incorporated
- Monterrey Security
- Morningstar
- Motorola Mobility
- MOVE-TASTIC
- Mu Sigma Inc.
- Mueller
- MultiPlan
- MXO Tech
- myCNAjobs
- National Futures Association
- Navistar
- NETRIX LLC
- Neumann Family Services
- Nexant, Inc.
- Nextiva
- NIRCRC dba Metra
- NNR Global Logistics USA Inc.
- Noble Network of Charter Schools
- Nokia
- Nolan Transportation Group
- Northwestern Mutual - Chicago
- Northwestern Mutual - Goris Financial Group
- Northwestern Mutual, Mctigue
- Novaspect, Inc.
- NowPow
- NVISIA
- Nylok
- NYS Department of Taxation and Finance
- Octapharma Plasma, Inc.
- Office of Naval Research - Chicago Regional Office
- Office of the Comptroller of the Currency
- Omron Electronic Components, LLC
- OnePointInfotech
- OpticsPlanet, Inc.
- Optimal Design
- Options Clearing Corporation
- Orbitz Worldwide
- ORBUS
- Orion's Mind LLC
- Ortho Molecular Products, Inc.
- OstrowReisinBerk& Abrams, Ltd.
- Pace Analytical
- Panda Restaurant Group, Inc.
- Parker Dewey
- Paylocity
- Peace Corps
- PEAK Technical Staffing USA
- Penske Truck Leasing
- PeopleScout
- PERI Formwork Systems, Inc.
- PhenixP2P
- Philanthropy for America
- Pinstripes
- Plote Construction
- Polish American Association
- Power Home Remodeling Group
- Prado & Renteria
- Preferred Meals
- Prestige Staffing
- Progress Rail Services, A Caterpillar Company

Employers that actively recruited at UIC in 2015-16 continued

- Project Syncere
- Provisur Technologies
- Prudential Advisors
- Prudential Financial
- Pure Health Solutions
- PWC
- R.S. Hanline
- Radio Flyer
- Railway Supply Group
- Ray Allen, Inc.
- Red Mane Technology
- Renewal by Andersen
- Republic Bank of Chicago
- Rise Interactive
- Rivet Radio
- Robert Bosch Tool Corporation
- Rosecrance
- Royal Cyber Inc.
- RSM
- RTM Engineering Consultants
- Rush University Medical Center
- SAGA Innovations
- Sargent & Lundy
- Sath, Inc.
- Sears Holdings
- Sedgwick
- SEECO Consultants
- SEH Inc.
- Shepard, Schwartz & Harris LLP
- Shiftgig
- Shure, Inc.
- Silver Spring Networks
- Six Flags Great America
- Skills for Chicagoland's Future
- SmithBucklin
- Social Security Administration
- Sonoma Partners
- Spartan Logistics Services, LLC
- Stalworth Underground
- Standard Bank and Trust Co.
- State of California Franchise Tax Board
- Steppenwolf Theatre Company
- Subway Development Corporation of Chicagoland
- SurePayroll
- SWC Technology Partners
- Swoon
- Syska Hennessy Group
- T. Howard Foundation
- Takeda Pharmaceuticals USA, Inc.
- Tampico Beverages, Inc.
- Taos Global Group Inc.
- Target
- Tata Consultancy Services
- TCF Bank
- TEKsystems, Inc.
- Telular Corporation
- TeMeDa
- The Center for Talent Development at Northwestern University
- The Chemsearch Companies, a Division of NCH
- The Heartland Group
- The Jacobson Group
- The LaSalle Network
- The Marcus Graham Project (MGP)
- The PrivateBank and Trust Company
- The Shelby Group
- The Thalerus Group, Ltd.
- THG Financial Strategies
- Tom James Company
- Topel Forman LLC
- Total Quality Logistics
- Transportation One
- TransTech IT Staffing
- TransUnion
- TranSystems
- Travelers
- Tribco Construction Services
- Trilogy, Inc.
- True Partners Consulting LLC
- Trustwave
- TTX
- U.S. Air Force
- U.S. Army Corps of Engineers
- U.S. Army Healthcare Westchester
- U.S. Navy
- U.S. Postal Service
- U.S. Census Bureau
- U.S. Citizenship & Immigration Services
- U.S. Customs and Border Protection
- U.S. Department of Energy
- U.S. Department of Justice Office of the Inspector General
- U.S. Department of Labor
- U.S. Department of State
- U.S. General Services Administration
- U.S. Securities and Exchange Commission
- Uber Technologies
- UC Interlink Inc.
- UI Health Human Resources
- UIC Division of Specialized Care for Children
- UIC Human Resources
- UIC Police
- UL, LLC
- Ulbrich of Illinois, Inc.
- Ulta Distribution
- Umoja Student Development Corporation
- UNIQLO-USA
- United Airlines
- Unity Hospice of Chicagoland LLC
- Universal Granite and Marble
- University of Illinois Springfield - Office of Graduate Intern Programs
- US Foods
- Vail Systems
- Vector Marketing
- VelocityEHS
- Verizon Wireless
- Viking Gymnastics
- Village of Winnetka Police Department
- Vinakon Communications
- VISANOW, Inc.
- W.W. Grainger
- Walgreens
- Warady& Davis LLP
- WebbdeVlam
- WEC Energy Group (Formerly Integrys Energy Group)
- Weiss & Company LLP
- Welch Packaging
- WeitmanBernfield, LLC
- Wendella
- Western Springs Police Department
- Wilton Brands
- WITRON Integrated Logistics
- Woodward
- Wynwright
- XSell Technologies, Inc.
- Xylem Inc.
- YMCA of Metro Chicago
- ZF Services
- Zones
- Zoro





Notes



A series of horizontal lines for taking notes.

2016-2017 UIC Career Services Employer Partners

Career Services sincerely thanks our 2016-2017 employer partners for their contributions, which play an important role in enhancing and extending our resources and services to students & alumni.



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