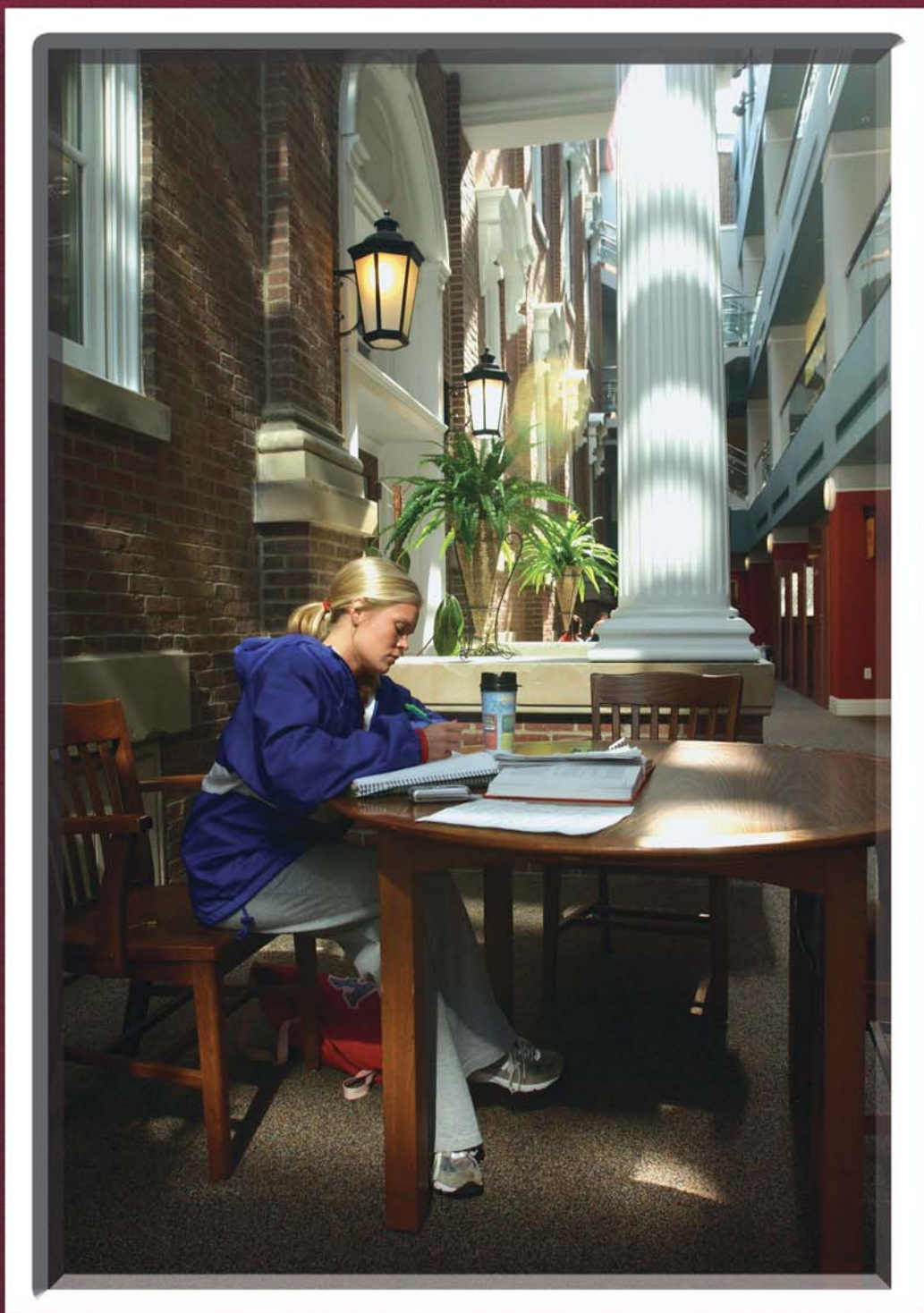


# Eastern Kentucky University



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*Let us guide your future...*

[www.career.eku.edu](http://www.career.eku.edu)

# ATTENTION

*All Job Seekers*

Please take advantage of the employment opportunities that appear throughout your Job Search Guide! Help your career search by contacting the organizations listed below. These advertisers are actively recruiting college graduates like yourself and have made your Job Search Guide possible.

## ORGANIZATIONS

Career Publishing Network

Kentucky Department of Education



4501 Circle 75 Parkway ■ Suite E-5100 ■ Atlanta, GA 30339  
800-955-5134 or 770-955-1400 ■ FAX 770-955-4515

# JOB SEARCH GUIDE 2004 - 2005

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## EASTERN KENTUCKY UNIVERSITY ~ CAREER SERVICES ~

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Cover photography by: Chris Radcliffe

# JOB SEARCH GUIDE 2004 - 2005

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## *A LETTER FROM CAREER SERVICES*

Dear ECU Student:

Getting your dream job, making career decisions, writing a great resume, marketing yourself, networking at job fairs... so much to think about, so much work to do! Your Career Services staff is here to help! This guide will give you an overview of the services we provide to assist you with all aspects of your job search. However, keep in mind that we are just a phone call, a click, or a personal visit away if you have any questions or concerns. This guide will also give you solid advice on the entire job search process, from deciding on your career options to being successful on your first job. As referenced throughout the guide, our web site can be an invaluable partner throughout this process - [www.career.eku.edu](http://www.career.eku.edu).

Stop by our Career Resource Center on the fourth floor of the Student Services Building and browse the resources we have available for you to take advantage of. We look forward to working with you and helping you achieve your career goals!

Sincerely,

Laura Melius, Director  
Mary Raider, Job Development Coordinator  
Pam Schriml, Senior Office Associate

Amanda Tudor, Associate Director  
Tammy Neeley, Recruiting Coordinator  
Linda Hensley, Senior Office Associate

## **EKU CAREER SERVICES**

Location: 4<sup>th</sup> Floor, Student Services Building

Mailing Address:

SSB CPO 62, ECU, 521 Lancaster Avenue, Richmond, KY 40475-3162

Phone: 859.622.1568    Fax: 859.622.1570    Email: [career@eku.edu](mailto:career@eku.edu)

[www.career.eku.edu](http://www.career.eku.edu)

### ***CAREER SERVICES POLICY***

Career Services adheres to the principles and practices for college career planning, placement and recruitment offices established by the National Association for Colleges and Employers; and the Code of Ethics of the American Association for Employment in Education. ECU candidates and employers using our services are expected to conduct their search/recruitment in an ethical manner. If you have any questions or concerns, contact Career Services.

Eastern Kentucky University is an Equal Opportunity/Affirmative Action employer and educational institution and does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, disability, national origin or Vietnam era or other veteran status, in the admission to, or participation in, any educational program or activity which it conducts, or in any employment policy or practice. We encourage all employers listing job vacancies or recruiting on campus follow EEO guidelines. Any complaint arising by reason of alleged discrimination should be directed to the Equal Opportunity Office, Eastern Kentucky University, Jones Building, Room 106, Coates CPO 37A, Richmond, Kentucky 40475-3102, (859) 622-8020 (V/TDD), or the Director of the Office for Civil Rights, U.S. Department of Education, Philadelphia, PA.

# EKU CAREER SERVICES

## **EKU eRECRUITING**

Register with Career Services using ECU eRecruiting. Connect to ECU eRecruiting from our website and follow the online instructions. This easy-to-use and innovative system gives ECU students and alumni access to great career opportunities.

### **EKU eRecruiting allows you to:**

- Search jobs - full-time, part-time, and internship positions
- Save your searches and have new listings automatically forwarded to you via email
- Post your resume to online resume books easily searched by employers targeting ECU candidates
- Access the ECU Career Services employer database
- Connect with ECU alumni and career mentors.

## **JOB LISTINGS**

Jobs are posted daily in ECU eRecruiting under Jobs & Internships. Job listings include full-time career opportunities as well as part-time jobs, summer jobs and internships. Be sure to check this site often to see the latest openings, or create a saved search and have job notices sent to your email. Hard copies of all jobs received over the past six months are also kept on file in our office for your reference.

## **ON-CAMPUS INTERVIEWS**

Employers targeting college graduates come to campus to conduct interviews. Next to internship and co-op programs, on-campus recruiting was cited by employers as their most effective method for targeting new hires in 2004. Campus interviews occur throughout the year with October, November, February, March and April being the most popular months. Register for ECU eRecruiting to receive email notification of interview opportunities that match your ECU eRecruiting "Profile". Be sure to review the "Interviewing Skills" section of this guide prior to an on-campus interview.

### **Pre-Screening**

Employers are given the option of pre-screening resumes of interested candidates or filling their interview schedules on a first come, first serve basis. Be sure that your updated, professional resume is uploaded to the ECU eRecruiting system to be considered for the interview.

### **Sign-up**

Campus interview opportunities are listed as jobs in ECU eRecruiting under "Jobs & Internships." Use "One-Click Searches" to get a list of current on-campus interviews. Click on the job and apply as indicated and your resume will be submitted for pre-screening, or you will be given the opportunity to sign-up on the interview schedule. If the employer is pre-screening resumes, you will be notified of their decision by email. Questions - contact the Recruiting Coordinator at 859.622.1567.

### **Preparation**

Interview preparation videos are available in our Career Resource Center, along with articles on effective interviewing. Other tips for preparation include:

- Be sure to visit the employer's website.
- Literature and/or media on organizations is available in the Career Resource Center for your review.
- Visit the Crabbe Library reference room to research company and industry information.
- Participate in a mock interview (*see details on the next page*).
- Dress for Success! Be sure to dress in appropriate interview attire. Check with Career Services as to what is appropriate for each particular company. Plan to arrive at least 10 minutes early and be sure to check in with the Recruiting Coordinator.

### **Cancellations**

The Recruiting Coordinator must be notified of cancellations at least 24 hours in advance. If you fail to attend a scheduled interview without giving proper notification (except in case of extreme emergency), you will be required to write a letter of apology to the visiting recruiter, a copy of which must be received by Career Services. Your ECU eRecruiting account will be frozen until the letter is written. Repeat offenders risk losing eligibility for assistance from Career Services.

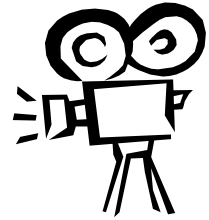
# EKU CAREER SERVICES

## **MOCK INTERVIEWS**

Plan to participate in a recorded mock interview to sharpen your presentation skills prior to interviewing with any employers. Mock interviews are scheduled by appointment and generally last one hour. Your mock interview will be recorded for 15 – 20 minutes and then you will have the opportunity to review and critique your interview along with a Career Services staff member. Your mock interview will be burned to a CD for you to keep for future reference. The CD will also include interview tips to help you be successful in your job search.

### **Steps to take to prepare for your mock interview include:**

- Select a position and/or an organization to use for practice.
- Review the Interview Preparation section of this guide.
- Prepare your resume and bring a copy with you.
- Dress as if going to a real interview.



Contact Career Services by phone at 859.622.1568 to schedule a mock interview.

## **RESUME/COVER LETTER WRITING**

Knowing how to prepare and write your resume and cover letter is a vital skill that you will use throughout your life. Take advantage of the services offered by the Career Services staff and get some advice before you send out any information to employers. The staff is available to assist you with preparing your resume and writing professional letters to potential employers and will critique your resume during individual appointments. *For more tips on writing your resume and cover letter, refer to the “Resume Writing” and “Letter Writing” section of this guide.*

**Contact our office by phone at 859.622.1568 to schedule an individual resume/letter critique or email your resume to [career@eku.edu](mailto:career@eku.edu) and we will review it and email it back to you with our suggestions.**

## **PERSONALIZED CAREER ASSISTANCE**

The Career Services staff is available by appointment to discuss your individual job search questions. We are happy to assist you with any of the following:

- Exploring career opportunities in your field
- Advising on job search strategies
- Interviewing tips
- Critiquing resumes and cover letters
- Evaluating job offers
- Other areas as needed



For more information on exploring your career options or to meet with a staff member, contact Career Services by phone at 859.622.1568 or email to [career@eku.edu](mailto:career@eku.edu).

# EKU CAREER SERVICES

## CAREER RESOURCE CENTER

The Career Resource Library is located on the 4<sup>th</sup> floor of the Student Services Building and provides students with a wide variety of resources to assist with career exploration and job search including:

- Individual job listings
- Employer literature, cd's and videos
- Directories of employers
- Job search publications
- Salary information
- Internship, summer and part-time job information
- Computers for resume work and Internet job searches
- Information on interviewing, resume writing, salary negotiation, job search, dining & business etiquette and job search strategies
- Job listings, information and applications on federal, state and local government employment
- Resources on graduate and professional school programs



## FOCUS II

A computer-based career and educational planning system to help you make career decisions and identify career options. FOCUS II is available online at [www.career.eku.edu](http://www.career.eku.edu) – please call our office to receive a key code to create an account in your name. FOCUS includes sections on these topics:

- Assessing your interests, values and skills
- Exploring and analyzing a wide range of occupations
- Matching careers to your major and personality profile
- Reviewing personal development needs

## Need help deciding on selecting a major or making career decisions?

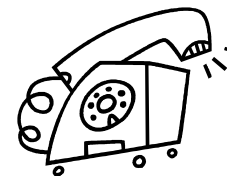
*Current Students* are encouraged to meet with a career counselor. Scheduled appointments are available through the Counseling Center. Phone: 859.622.1303.

*Alumni* are encouraged to receive vocational assessment assistance at the ECU Child and Family Clinic. Phone: 859.622.2356.

## STAY IN TOUCH

Even after you graduate, we are here to assist you any time you need help with your career development or job search. Be sure to notify Career Services:

- With any name or address changes via ECU eRecruiting.
- When you secure a position or finalize your plans to attend graduate school be sure to complete the Graduate Destination Survey at [www.career.eku.edu](http://www.career.eku.edu).
- When you are interested in reactivating your ECU eRecruiting account, simply call our office (your account will only remain active for one year after its last use).



Email our office at [career@eku.edu](mailto:career@eku.edu) or contact us by phone at 859.622.1568  
We look forward to hearing from you!

# JOB SEARCH SKILLS CHECKLIST



Conducting a thorough and successful job search can be challenging. The checklist below should give some helpful tips that will contribute to your search for an exciting job in your career field of interest.

- \_\_\_\_\_ Analyze your skills, interests, and personal qualities and match your characteristics to career opportunities that exist in the job market.
- \_\_\_\_\_ Identify a clearly defined job target.
- \_\_\_\_\_ Examine the realistic aspects of the career fields you are interested in (geographic location, advanced degrees required, etc.). Look at the challenges you may face in making a specific career choice and explore ways that you can overcome any barriers.
- \_\_\_\_\_ Contact at least 10 – 15 people (family, friends, relatives, associates, etc.) - to create an effective networking system.
- \_\_\_\_\_ Prepare a professional, concise resume and, if appropriate, compile a professional portfolio to present to employers.
- \_\_\_\_\_ Research potential employers in your field. Ask your professional contacts about openings they know of in your field, research the employers via the Internet, use the employer directories available at the Career Services Office or the Crabbe Library, and talk to your faculty about industry contacts they may know about. Identify 20 – 30 organizations that interest you and that are located in the geographic region that appeals to you.
- \_\_\_\_\_ Research salary ranges and find out the “market value” of the positions you are applying for – see faculty in your major or use the resources in Career Services to learn appropriate salary ranges for your field.
- \_\_\_\_\_ Visit the web sites of all the organizations that you are targeting. If you cannot find out any employment information via the web site, consider making cold calls to the employers in whom you are very interested. Obtain employment information by asking specific questions – find out if they anticipate any openings in your career field and find out the name and title of the person that you need to forward your resume and cover letter to; and don’t forget to ask what the steps they will be taking for selecting and interviewing candidates (ask what the deadline for resume submissions and find out if they have a tentative hiring date).
- \_\_\_\_\_ Follow up with correspondence to employers by emailing or sending cover letters written specifically to each employer and your professional resume to them in a timely manner.
- \_\_\_\_\_ Prepare for interviews by conducting research about the companies that you have contacted and participate in a mock interview through Career Services. Be sure to practice answering behavioral based questions and be prepared to ask the employer intelligent, well thought out questions about the position and the company. Interview them just as much as they are interviewing you.
- \_\_\_\_\_ Following any interviews write thank-you letters and make follow-up phone calls to each potential employer.
- \_\_\_\_\_ Actively seek feedback on interviewing skills.
- \_\_\_\_\_ Evaluate job offers to be sure they meet your desired level of work satisfaction.
- \_\_\_\_\_ Negotiate realistic salary and benefits according to your “market value”. Talk to your faculty or contact the Career Services Office if you do not know your “market value”.
- \_\_\_\_\_ Review “Making the Most of Your New Job” in this guide to be successful in your new career.

Using this job search skills checklist will help you set specific deadlines for accomplishing your goals and put you closer to securing an exciting position in the job market. Review the Job Search Guide for details about taking steps to ensure a successful job search.

# SELF EVALUATION WORKSHEET

An important first step of your job search is understanding yourself, analyzing your skills, interests, personal qualities, and matching your characteristics with realistic career opportunities. The self evaluation questions below have been designed by executive recruiters to help you articulate your strengths, identify your career interests, and begin developing a career plan for yourself.

1. Would I work better in a large or small organization?
2. How important is geographic location to me? To my family?
3. Do I prefer working in a team environment or on my own?
4. Am I more comfortable following than leading?
5. Do I prefer to analyze situations and projects over actual implementation of an action plan?
6. Do I prefer to work with people or things?
7. How do I work under pressure?
8. Am I a good planner or idea person?
9. Am I a good listener?
10. Am I able to think quickly and articulate myself "on the spot"?
11. Am I able to make decisions in a timely manner?
12. Do I express myself well verbally and in writing?
13. What characteristics do I admire in others?
14. What do I enjoy most about my major?
15. What aspects of my current job do I enjoy? What do I dislike?
16. In the past six months, what accomplishment has been most satisfying?
17. In the next five years what would I like to accomplish?
18. What level of responsibility do I hope to reach in the future?
19. What would I like to be earning then?
20. How will I achieve my career goals? What skills, knowledge, and experience do I need?

## **FOR MORE INFORMATION....**

If you felt that this worksheet was helpful and would like to learn more about yourself, please contact Career Services to participate in FOCUS II, a career assessment tool available through [www.career.eku.edu](http://www.career.eku.edu).

# INFORMATIONAL INTERVIEW

An informational interview is an opportunity to interview a professional in your career field to learn more about daily responsibilities, educational requirements and the market value (salary range) of the specific position you are interested in.

The informational interview is designed for you to ask the professional questions so that you might learn more about his/her career. You may also ask the professional to give you feedback on your resume and portfolio along with ideas on how to build a professional network. The informational interview is NOT an opportunity for you to be interviewed! The emphasis is on gaining information and you should treat this interview as a learning experience.

Once you have made a contact with a person who may be useful to you in your network, and is willing to spend time with you, read up on the career this person is in. At the very least, look up the position in the US Government's Occupational Outlook Handbook ([www.bls.gov/oco/](http://www.bls.gov/oco/)) and the Dictionary of Occupational Titles. You will also want to review information about their company via the Internet or other resources (refer to the section on "Researching Employers" in this guide).

Prepare yourself with information about specific occupations and have your own interests and abilities in mind as you conduct the informational interview. Make sure to take notes to remember the important responses of the professional during your interview.

## **These questions will help you get the information you want:**

- Please give me a general description of the work you do.
- How do people usually learn about job openings in your field?
- What is your typical workday like?
- If you were hiring someone today for an entry-level position in this career field, what would be some factors influencing your choice of one candidate over the other?
- What are the things you find most rewarding about your work?
- What are typical earnings at various stages of a career in your field?
- What are the toughest problems you encounter in your job?
- What are the trade/professional groups to which you belong, and which do you find most beneficial in your work? Do any of them assist college seniors interested in entry-level positions in your field?
- What are the frustrations in your work?
- What types of employers, other than your own, hire people that perform the kind of work that you do? Do you know any employers that offer entry-level training programs or opportunities?
- If you could change your job in some way, what would that change be?
- Is there anything else you think I would benefit from knowing about this career field?
- Does your job affect your personal life? If so, how?
- What educational degrees, licenses, or other credentials are required for entry and advancement in this career field? Are there any that are preferred or helpful, although not required?
- What abilities, interests, values and personality characteristics are important for effectiveness and satisfaction in your field?

# RESUME WRITING



## What is a resume?

"A short account of one's career and qualifications usually prepared by job applicant." In other words, it's a marketing tool for you - a personal advertisement that you create to send to employers that sends the message "HIRE ME".

## When do you begin working on your resume (in the big scheme of things)?

It's never too early to begin working on your resume. Begin building your resume during your freshman and sophomore year by gaining experience through part-time positions, internships, volunteering or working through on-campus work-study positions. If you are in your senior year, be sure to compile information on your resume that is related to your professional goals.

## What format should you use when writing your resume?

There is no one, best format to follow for a resume. Because a resume is your personal statement, the format you choose should readily convey your qualifications, skills and experience as it relates to your career field or the position you are applying for.

- **Chronological** - organizing your employment and educational information by date - most recent info listed first, and then go back in time. Chronological is usually a good format for college students and recent grads.
- **Functional** - expanded summary of your professional skills, transferable skills and summary of qualifications. Functional is a good format for candidates changing career fields.
- **Combination of both** - the functional format allows you to list skills that you've learned in the classroom that you want to apply in a professional setting and the chronological format allows you to display your career related experience, including internships and freelance work that will help you get a job after graduation.
- **Curriculum Vitae** - is a common variation of a resume traditionally used by candidates for faculty positions or other positions in higher education. The curriculum vitae concentrates on academic pursuits and gives details about educational background and experiences, publications, committee work, consulting, etc.

## What information should your resume include?

Here are the standard suggested categories to highlight on your resume:

### Contact Information

List your name, address, phone number, email address, personal webpage, and fax number (if applicable). Be sure to include your permanent and current addresses, if you plan to relocate after graduation.

### Objective

Interviewers often focus quickly on career goals and "what you can do for them". Your objective shows you know yourself and your abilities and indicates what kind of position you are seeking. Be specific... what position are you seeking - an internship? A full-time position? In what area - teaching? criminal justice? nursing? What skills are you seeking to utilize? The rest of your resume should support your objective by showing relevant skills, education and experience.

### Education

List each educational experience (most recent first) and highlight specific information:

- College or university; city, state; degree, major and minor; and date of graduation.
- GPA is optional and can be included if 3.0 or above. Include Dean's List recognition if you have achieved this honor consistently.
- Note any relevant course work that directly relates to your career goals and objective.
- Study abroad programs, company-sponsored training programs, and military schools can also be listed.

# RESUME WRITING

## Relevant Experience

The categories highlighting experience are of great importance because employers look for candidates with potential for constant productivity and success. Include specific dates (month/year) and a brief but articulate description of your responsibilities and accomplishments under each position listed. Listing a job description is essential – it gives the employer information exactly what you were responsible in your work experience.

**We recommend you list the important items first to grab the employer's attention including:**

- Internship or co-op experience
- Student teaching experience
- Volunteer or part-time experience that relates to your career field

## Other Experience

You may also include work experience that does not directly relate to your future career goals, but show that you worked consistently while in school or the positions prepared you for the professional world of work. Within the job descriptions you will want to highlight transferable skills including communication/interpersonal skills, time management, teamwork, organizational skills and motivation, analytical and problem solving skills, and computer skills.

*When you are writing the "Experience" section of your resume, ask yourself -*

- If you were hiring someone to be a (fill in the blank with your desired position), what would you look for?
- What would be the first thing that you would look at on a resume? Education? Experience? Skills?
- What will the employer see as your very best qualifications?
- Basically, what information markets your strengths the best?

## Other Categories for Your Resume

### Computer Skills

Outline your expertise with hardware, software (i.e., HTML, C++, Visual Basic) and indicate your skill level and experience with specialized programs that relate to your career goals.

### Professional Skills and/or Qualifications

To identify skills, look at your experiences -- volunteer projects, school, work, hobbies, etc. Specific skills pertaining to the position you are seeking should be listed first (i.e. communication skills, foreign language skills, specialized knowledge, etc.) Market your educational experience and course work as your professional skills - what have you learned in your classes that you will be applying as professional skills in a work setting?

### Awards/Honors/Activities/Memberships

There are many other categories that you may create that reflect your accomplishments and capabilities. Choose headings that are appropriate. Employers look for candidates with a well-rounded background and the ability to work with a wide variety of people within different environments. Include memberships to professional organizations, honors, and extracurricular activities, as they relate to your long-term goals.

### Academic Projects

This category provides an opportunity to include short, descriptive phrases of hands-on projects you completed in classes.

### Licenses & Certifications

Include any professional licenses or certifications that you are currently working towards or have already obtained, especially those in education, health sciences, and computer science.

### Additional Information

In this category include important, relevant statements not listed elsewhere i.e., foreign travel experience or geographic preference.

### Availability

A brief statement indicating when you can begin employment is helpful to recruiters.

### References

Generally references are listed on a separate sheet of paper. Plan to ask faculty members, previous or current employers, or professional contacts to serve as references for you. Three to five references are appropriate. Be sure to obtain their permission before using their name. Be sure to list name, title, company/organization, address, phone, fax, and email address for each reference.

# RESUME WRITING

There are a variety of category titles or headers to choose from when compiling your resume. Review the list below and choose the title for each area that markets your skills most effectively.

## **Objective**

Job Objective  
Objective  
Professional Objective  
Career Objective  
Employment Objective  
Job Target  
Target Job  
Career Goal  
Job Goal  
Goal  
Position Desired  
Position  
Mission  
Statement of Purpose  
Purpose

## **Other Opening Headers**

Highlights  
Keyword Profile  
Profile  
Executive Profile  
Synopsis  
Key Qualifiers  
Interests  
Overview  
Abilities  
Strengths  
Capabilities  
Specialty  
Professional Summary  
Proficiency Areas  
Background Summary  
Background  
Qualifications  
Personal  
Personal Traits

## **Education**

Education  
Education and Credentials  
Education/Related  
Training  
Education/Professional  
Development  
Continuing Education  
Continuing Professional  
Development  
Formal Education  
Areas of Experience and  
Academic Preparation  
Studies Abroad  
Overseas Study  
Institutions  
Professional Development  
Professional Seminars  
Business Training  
Licensing and Specialized  
Training  
Related Training  
Specialized Training

## **Other Educational Experience**

Academic Projects  
Publications  
Research and Publications  
Selected Publications  
Notable Publications  
Presentations  
Selected Publications and  
Presentations  
Related Course Work  
Notable Projects  
Work Samples  
Recent Publications and  
Appearances

## **Experience**

Work History  
Work Record  
Work Experience  
Work Experience and  
Accomplishments Recent  
Experience  
Relevant Experience  
Experience Highlights  
Professional Experience  
Related Experience  
Summary of Experiences  
Teaching Experience  
Coaching Experience  
Volunteer Experience  
Sales Experience  
Career Related Experience  
Career Highlights  
Additional Experience  
Apprenticeship Experience  
Other Experience  
College Experience  
International Experience  
Representative Accomplishments  
and Experience  
Employment  
Employment History  
Employment Experience  
Employers  
Previous Employment  
Career Progression  
Occupational History  
Positions Held  
Professional Background  
Career Profile  
Apprenticeship  
Internships  
Training  
Advanced Training  
Additional Positions Held  
Other Positions Held  
Special Projects  
Military Service

## **Activities**

Activities  
Leadership Activities  
Speaking Engagements/  
Publications  
Community Service  
Campus Affiliations  
Memberships  
Civic and Community Activities  
Extracurricular Activities  
School Activities and Honors  
Foreign Travel  
Activities and Interests

## **Skills and Qualifications**

Skills and Qualifications  
Relevant Skills  
Key Skills  
Professional Skills  
Professional Expertise  
Other Skills  
Computer Skills  
Computer Expertise  
Computer Proficiencies  
Software Skills  
Software Expertise  
Software Proficiencies  
Technical Skills  
Technical Expertise  
Technical Proficiencies  
Technical Knowledge and  
Professional Accomplishments  
Hardware Skills  
Skills Summary  
Skills and Training  
Areas of Expertise  
Credentials  
Capabilities  
Key Qualifications  
Highlights of Qualifications  
Summary of Qualifications  
Qualifications  
Qualifications and  
Achievements  
Management Skills  
R&D Skills  
Marketing Skills  
Special Skills  
Core Competencies  
Competencies  
Credits  
Capabilities  
Summary of Abilities  
Language Proficiencies  
Languages  
Expertise  
Equipment Operated  
Research  
Research Conducted

## **Affiliations, Memberships, and Awards**

Licenses and Certifications  
Credentials  
Certifications  
Licensure  
Accreditations  
Professional Affiliations  
Personal Affiliations  
Affiliations  
Professional Memberships  
Professional and Volunteer  
Associations  
Bar Admission  
Patents  
Achievements  
Major Accomplishments  
School Achievements  
Awards/Recognition  
Success Factor  
Accomplishments  
Notable Accomplishments  
Notable Achievements  
Professional  
Accomplishments  
Accolades  
Corporate Highlights  
Honors  
Honors and Fellowships  
Awards  
Community Involvement  
Commendations

# RESUME WRITING



## RESUME DOS AND DON'TS

### Resume DOS:

- Format and wording should be clear and concise. Proofread to avoid mistakes - spelling and grammar should be perfect.
- An entry-level resume should be kept brief - limit information to one page, if possible, two pages maximum. For those who have extensive experience, a longer resume is appropriate.
- Use action words (refer to list on page 13) to highlight your problem-solving abilities, in addition to outlining your professional skills and job responsibilities.
- Laser print copies onto quality paper.
- Always send a cover letter or cover email with your resume.
- Only fax your resume and cover letter when the company specifies it or if you are trying to meet a submission deadline. Mail the original resume and cover letter to the employer as a follow-up to the faxed copy.
- Only use abbreviations that are common to potential readers such as B.A., M.B.A., etc.
- Make sure the design of your resume does not overwhelm the content. If you use graphics, make sure they are appropriate and compliment the message of your professional resume.
- Consider revising your resume - if after several months you've received little or no response.

### Resume DON'TS:

- Personal information such as age, health, race, marital status and religious preference should not be listed.
- Absolutely no spelling errors.
- "RESUME" should not appear anywhere on your resume.
- Do not write your resume in the "first person"! Begin each sentence or phrase with an action word to describe your experience, rather than using "I" statements.
- Do not cram too much information on your resume - leave some white space on the page and edit resume content appropriately.
- In general, try to avoid listing high school education or experiences, hobbies or interests unless they are career related.

### Get some advice before you send out any resumes!

Knowing how to prepare and write your resume is a skill that you will use throughout your life. The Career Services staff can assist you with this process and will critique your resume during individual appointments. Too busy to schedule an appointment? Email your resume to us and we will read it over and email it back to you with our suggestions. **Contact Career Services via phone at 859.622.1568 or email to [career@eku.edu](mailto:career@eku.edu).**

# RESUME WRITING

In a struggling economy, hiring managers get flooded with resumes for job openings. How can college students keep from being whittled out of the mix in the early stages? In a 2003 Newsday article, hiring managers had several suggestions for job seekers. In addition, NACE's Annual Planning Job Choices (available in the Career Resource Center) provided resume tips for new graduates from employers, career counselors, and recent graduates.

- **Pay attention to detail** - Job seekers probably have sent out dozens of resumes and tend to cut corners by not proofreading the cover letter, failing to include information the hiring manager asked for, or beginning the cover letter with "Dear Sir or Madam" when the hiring manager's name is listed on the company web site. Students and recent graduates need to take time to make sure their correspondence and information they send is correct and error-free.
- **Do the basics** - Proofread for spelling, grammar, and tone. Job seekers should make sure that they have followed the employer's instructions. Firing off an email is a convenient method of communication, however, college students and recent graduates should not let the sloppy nature and informality of email correspondence seep into their communications with potential employers.
- **Construct an effective resume** - Job seekers should organize their resume information in a logical format and keep descriptions clear and to the point. Include as much work experience as possible, even if it obviously doesn't relate to the job they are seeking. Also, use an easy to read, simple font such as Arial, Verdana, Helvetica, or Times New Roman in 10 - 14 point font size.
- **Use the subject line when sending your resume via email** - Make it easy for the hiring manager by using your name and the word "resume" in the email subject line so that it's easy to identify. If the employer asks for information such as references or writing samples, be sure to attach these documents or let the employer know that you will be sending hard copies of the requested materials.
- **Be professional** - Job seekers won't be taken seriously if they don't have email or voice mail/answering machine. Free email accounts are available through Yahoo! or Hotmail. Provide the recruiter with a cell phone number if your answering machine does not pick up when you are online. Also, it is a good idea to ditch the cute email address or voice mail/answering machine messages in favor of ones that are more professional.
- **Focus on what you BRING to the employer, not what you want from the job** - This is an opportunity for you to market yourself and stand out from the other candidates. What can you do to make the hiring manager's life easier? How will you be able to help the company? Use key words to identify your specific skills in professional language that relates to your career field. Review the job description and determine key words and skills that the employer is seeking so that you can outline why you are the best person for the job.

*Tips for creating a resume that won't get "whittled out" (Taken from Spotlight Online, Copyright 2003 National Association of Colleges and Employers.)*

## UPLOAD YOUR RESUME TO EKU eRecruiting

After your resume is completed, register through EKU eRecruiting and upload your professional resume to the EKU eRecruiting database for employers to access. You will also be able to save your search and have jobs along with on-campus interviewing opportunities that match your job target forwarded to your email address.

## Resume Books

Submit your professional resume (and other career-related documents) to Resume Books in the EKU eRecruiting database for employers to access. Log into EKU eRecruiting and click on "Documents". If you need assistance writing your resume click "Sample Documents" on the bottom left corner to view sample resumes and utilize the resume templates. After submitting your resume it will be automatically critiqued on the basis of content, spelling, and appearance. You will be notified of any suggestions to improve your resume for the EKU eRecruiting database. *Don't delay! Go to*

*[www.career.eku.edu](http://www.career.eku.edu) to utilize EKU eRecruiting.*

Contact Career Services via phone at 859.622.1568 or email to [career@eku.edu](mailto:career@eku.edu).

# ACTION WORDS

Resumes and letters written to employers should describe your work experience, professional skills and educational opportunities using language that persuasively presents your qualifications and background. Use the words listed below to persuade the employer that you are the best person for the job!

## Administrative

approved  
arranged  
catalogued  
classified  
collected  
compiled  
dispatched  
executed  
generated  
implemented  
inspected  
monitored  
operated  
organized  
prepared  
processed  
purchased  
recorded  
retrieved  
screened  
specified  
systematized  
tabulated  
validated

## Communication

addressed  
arbitrated  
arranged  
authored  
corresponded  
developed  
directed  
drafted  
edited  
enlisted  
formulated  
influenced  
interpreted  
lectured  
mediated  
moderated  
motivated  
negotiated  
persuaded  
promoted  
publicized  
reconciled  
recruited  
wrote

## Creative

acted  
conceptualized  
created  
designed  
developed  
directed  
established

fashioned  
founded  
illustrated  
initiated  
instituted  
integrated  
introduced  
invented  
originated  
performed  
planned  
revitalized  
shaped

## Financial

administered  
allocated  
analyzed  
appraised  
audited  
balanced  
budgeted  
calculated  
computed  
developed  
forecast  
managed  
marketed  
planned  
projected  
researched

## Helping

assessed  
assisted  
clarified  
coached  
counseled  
demonstrated  
educated  
expedited  
facilitated  
familiarized  
guided  
referred  
rehabilitated  
represented

## Management

administered  
analyzed  
assigned  
attained  
chaired  
contracted  
consolidated  
coordinated  
delegated  
developed  
directed  
evaluated  
executed

improved  
increased  
organized  
oversaw  
planned  
prioritized  
produced  
recommended  
reviewed  
scheduled  
strengthened  
supervised

## Research

clarified  
collected  
critiqued  
diagnosed  
evaluated  
examined  
extracted  
identified  
inspected  
interpreted  
interviewed  
investigated  
organized  
reviewed  
summarized  
surveyed  
systematized

## Teaching

adapted  
advised  
clarified  
coached  
communicated  
coordinated  
developed  
enabled  
encouraged  
evaluated  
explained  
facilitated  
guided  
informed  
instructed  
persuaded  
set goals  
stimulated

## Technical

assembled  
built  
calculated  
computed  
designed  
devised  
engineered  
fabricated  
maintained

operated  
overhauled  
programmed  
remolded  
repaired  
solved  
trained  
upgraded

## Miscellaneous

accomplished  
achieved  
adjusted  
advertised  
anticipated  
applied  
approached  
budgeted  
collaborated  
compared  
conceived  
conciliated  
conducted  
controlled  
cooperated  
defined  
detailed  
determined  
distributed  
estimated  
exchanged  
expanded  
governed  
handled  
hired  
innovated  
installed  
lead  
manipulated  
merchandised  
modified  
obtained  
participated  
perceived  
presented  
provided  
proposed  
raised funds  
rectified  
re-designed  
related  
renewed  
reported  
reduced  
scanned  
selected  
served  
staffed  
standardized  
synthesized  
transmitted  
updated  
utilized

# SAMPLE RESUME

**Samantha Thomas**

samanthat523@hotmail.com

✧ 42 Horseshoe Way, Louisville, Kentucky 43456 ✧

✧ Phone: 606.555.3565 ✧

✧ Cell 606.555.2345 ✧

## OBJECTIVE

Elementary education teaching position in southeastern Kentucky.

## EDUCATION

Dec. 2003

**Eastern Kentucky University, Richmond, Kentucky**  
*Bachelor of Science – Elementary Education (P-5)*

1998 – 2000

**University of Cincinnati, Cincinnati, Ohio**  
*Liberal Arts Coursework*

## TEACHING EXPERIENCE

Oct. 2002

to Dec. 2002

**Lexington Elementary School, Lexington, Kentucky.**

### *Student Teacher, Fifth Grade*

- Design and implement lesson plans for 27 students using the curriculum guide, teacher resources, and text material.
- Adapt and accommodate materials and lesson for students with special needs.
- Create units on poetry and election that provide opportunities for development of portfolio pieces as well as instruction toward end of year testing.
- Use multiple teaching strategies including direct teaching, small groups, and independent work time.

Aug. 2002 to Oct. 2002

### *Student Teacher, Kindergarten*

- Focused instruction for 25 students through activities and mini-lessons that were age appropriate and multi-leveled.
- Created learning centers using manipulatives and other hands-on materials focusing mostly on math and phonics.
- Implemented a discipline plan that promoted student responsibility using a positive approach.
- Designed a farm unit that integrated all subject areas, including an interactive bulletin board.

Jan. 2002 to May 2002

**Richmond Independent School System, Richmond, Kentucky.**

### *Substitute Teacher*

- Implemented lesson plans in a variety of classrooms including primary, elementary, secondary, and alternative schools.

## VOLUNTEER EXPERIENCE

Feb. 2001 – May 2002

**Big Brothers and Big Sisters of Central Kentucky, Richmond, Kentucky**

Met with underprivileged child for three hours per week, serving as a mentor, friend and confidante.

## INTERNATIONAL EXPERIENCE

Summer 2002

Participant in **Kentucky Institute for International Studies** – Studied abroad in France.

May 1999 to Aug. 1999

Participant in **Work/Travel Program** from USA to Ireland.

*References and Online Portfolio Available Upon Request*

# SAMPLE RESUME

Monica R. Dole

**Current Address:**

227 Telford Hall, EKU  
Richmond, KY 40475  
859.622.2468  
[monica\\_dole@eku.edu](mailto:monica_dole@eku.edu)

**Permanent Address:**

1723 Gateway Lane  
Lexington, KY 40505  
859.259.2011

## OBJECTIVE

Entry-level management position, particular interest in human resources

## EDUCATION

**Eastern Kentucky University**, Richmond, KY  
*Bachelor of Business Administration Option: Human Resource Management*  
GPA: 3.2 Overall GPA: 3.0  
**Anticipated Graduation: May 2004**  
Worked 15+ hours per week while attending school full-time

## ACADEMIC PROJECTS

- Designed new plant layout for a global manufacturing firm
- Developed and designed all aspects of a compensation system
- Developed and designed all aspects of a selection system for recruitment
- Researched and developed an international business plan to start a joint venture for a manufacturing facility
- Interviewed several executives and made numerous presentations

## CAREER RELATED EXPERIENCE

**Career Services Office, Eastern Kentucky University**, Richmond, KY  
*Paraprofessional ~ August 2003 - May 2004*

- Conducted mock interviews and advised candidates on effective interviewing techniques
- Critiqued student resumes and cover letters to potential employers
- Assisted students with job search resources

**KFC Worldwide Headquarters**, Louisville, KY  
*Administrative Assistant ~ Summer 2003*

- Data Entry - helped to change program from Fastar to Frogen
- Controller - coordinated schedules and programs
- Human Resource Assistant - created MS Access database on benefits, prepared organizational charts on MS Excel

## OTHER EXPERIENCE

**Eastern Kentucky University**, Richmond, Kentucky  
*Resident Assistant ~ Fall 2000 – Present*

- Responsible for the well-being and supervision of over 50 students.
- Facilitated the overall development of individuals and community atmosphere through programming and counseling.
- Performed administration duties, including reports and record keeping.
- Identified safety concerns and reported them to the hall supervision staff.
- Performed other duties as directed by the Hall Supervisor and the Dean of Student Life.

## LEADERSHIP ACTIVITIES

**Society for Human Resource Management**, EKU Student Chapter ~Vice President, 2003 – 2004.  
**Kappa Delta Tau**, Service Sorority ~ President, Vice-President, Activities Chair, 2001 – 2003.

# SAMPLE RESUME

## Ken Russell

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1122 Main Street, Richmond, KY 40475

Phone: 859.624.5344

Email: ken\_russell22@eku.edu

### OBJECTIVE

Seeking a professional position in the fire suppression or fire safety field.

### EDUCATION

*Eastern Kentucky University, Richmond, KY*

**Bachelor of Science - Fire & Safety Engineering - Industrial Risk Management Option**, 3.0 GPA

Anticipated Date of Graduation: 8/2003

#### **Relevant Coursework:**

- Applied Fire Safety Analysis
- Fire/Life Safety Codes & Standards
- Occupational Health & Safety
- Loss Control Engineering
- Risk Management and Insurance
- Industrial Safety
- Safety Inspection
- Safety Management
- Industrial Fire Protection
- Environmental Management
- Codes and Standards
- Principles of Fire and Safety Supervision

### CERTIFICATIONS

- Firefighter I
- Fire Inspector I
- Hazardous Materials Awareness
- Hazardous Materials Operations
- System Safety Analysis
- Human Factors in Occupational Safety
- Fire Protection System Analysis and Design
- Hazardous Materials Technician
- EMS First Responder
- EMS Basic Life Support
- Federal Wildland Firefighter

### EMPLOYMENT HISTORY

**Firefighter (part-time)** January 2002-present  
Georgetown Fire Department, Georgetown, KY

**Safety Officer (Co-op)** August 2001-November 2001  
Anthony Roofing, Georgetown, KY

**Firefighter/E.M.S.** July 1998-December 2001  
Ward 8 District 2 Calcasieu Parish Fire Department, Lake Charles, LA

**Seasonal Firefighter** June 1998-July 2001  
Sabine National Wildlife Refuge, Hackberry, LA

### LEADERSHIP ROLES

- Received **Corporal Rank** and was a **Squad Leader** at Marine Military Academy (JROTC)-Harlingen, TX
- **Captain** of Football, and Track teams at Saint Louis Catholic High School-Lake Charles, LA
- Eastern Kentucky University Student Government Association: **Student Senator and Ethics Committee**
- Eastern Kentucky University Association of Fire Science Technicians (**A.F.S.T.**): **Student Representative and Training Committee**
- Kappa Alpha Order: **Secretary, New Membership Instructor, Risk Management Officer, and Recruitment Committee**

### REFERENCES

*Attached*

# SAMPLE RESUME

David J. Kelley

622 Cranberry Way, Apt. 4, Richmond, KY 40475

ekudavidkelley@yahoo.com • 859.555.1234

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## OBJECTIVE

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To enter into a public relations, marketing, advertising, sales or related position.

## EDUCATION

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***Bachelor of Arts, Public Relations, Minor: Construction Management***

***December 2004***

Eastern Kentucky University, Richmond, KY

***Relevant Coursework:***

*Advanced Public Relations, Public Relations Principles, Public Relations Campaigns, Marketing, Management Principles, Desktop Publishing, Advanced Public Relations Writing, Media Communication, Video Production.*

## RELATED EXPERIENCE

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***Marketing Specialist***

***February 2003 - Present***

JMG Advertising, Richmond, KY - Planned and coordinated promotional events for high profile sports teams, fortune 500 clients, hotels, restaurants/golf courses. Responsible for all aspects of developing advertising, customer service, sales, and managing advertising campaigns.

***Public Relations Campaign Student Project***

***August 2002 -***

***December 2002***

Eastern Kentucky University Student Service Center, Richmond, KY - As part of public relations criteria for graduation, designed and executed a complete public relations campaign. Produced a professional quality report/campaign for the ECU Student Service Center. Planned and conducted primary research, focus groups, prepared, distributed, and evaluated surveys.

***Intern***

***August 2001 -***

***December 2001***

City of Richmond Chamber of Commerce, Richmond, KY - Demonstrated skills in marketing and public relations work. Promoted upcoming community events by recruiting sponsors, arranged TV interviews, advertisements and public service announcements, prepared published news releases and monthly newsletter articles. Conducted extensive event-planning and administrative work.

***New Student Orientation Leader***

***Summers 2000 - 2002***

Eastern Kentucky University, Richmond, KY - Directed groups of 90-plus students through campus tours and programs. Advised students and their parents in various student-related activities such as course planning, college preparation and responded to any questions or concerns that they may have.

## ORGANIZATIONS/AFFILIATIONS

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Active member of the Public Relations Student Society of America

Phi Delta Theta Fraternity, Kentucky Theta Chapter, Richmond, KY

- As Vice-president played a key leadership role while strengthening active participation in the organization
- Assisted in planning and conducting weekly meetings
- Served as a chairman of the Executive Committee
- Held offices of Secretary, Social-Event planning Chairman and Intramural Sports Chairman

## COMPUTER SKILLS

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Extensive knowledge of the following computer applications: MS and MAC Office - Excel, Word, PowerPoint, Corel WordPerfect, MAC QuarkXpress and Adobe PhotoShop and Media 100. Competent in web-page development.

# SAMPLE RESUME

## **BENJAMIN S. SHAW**

577 Bentley Avenue  
Louisville, Kentucky 40211  
(502) 778-6754  
benjamin\_shaw@eku.edu

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**OBJECTIVE** A career in analytical chemistry, particular interest in the fossil fuel/petroleum industry

### **BACKGROUND SUMMARY**

*Analytical:* Fourier Transform Infrared, Atomic Absorption and Nuclear Magnetic Resonance Spectroscopy, Gas Chromatography-MS, FID, TCD & AED, Adiabatic Bomb and Differential Scanning Calorimetry, "LECO" Elemental Analyzer and Thermal Gravimetric Analysis

*Science*

*Education:* Supervision and instruction, curriculum development and implementation experience as department chair and member of several educational committees

### **EDUCATION**

**Master of Science ~ Analytical Chemistry**, Eastern Kentucky University, Richmond, KY  
Overall GPA: 3.85 Graduation: May 2004

**Bachelor of Science ~ Chemistry/Teaching**, Morehead State University, Morehead, KY  
Overall GPA: 3.6 Graduation: May 1998

### **PUBLICATIONS**

Master's Thesis "Determination of Chemical Mechanisms for the Oxidation and Deposit Formation of Aviation Turbine Fuels", Spring 2004

### **HONORS**

Beta Gamma Sigma, Golden Key Honor Society, Phi Kappa Phi Honor Society, Proctor & Gamble Scholarship, Dean's List for academic excellence, ECU Alumni Association Scholarship

### **WORK HISTORY**

**Graduate Assistant and Research Fellow**, Eastern Kentucky University  
Richmond, KY ~ August 2001 - Present  
Instructed chemistry labs and assisted with research in petroleum chemistry.

**Teacher**, Mingo County Board of Education  
Williamson, WV ~ August 1998 - June 2001  
Taught biology, chemistry, and physics to grades 9 - 12.

**Coal Analyst**, Standard Laboratories, Inc.  
Pikeville, KY ~ May 1994 - August 1997  
Performed moisture, ash, BTU, free swelling index, and sulfur analysis on bituminous coal.

### **MILITARY EXPERIENCE**

**Sergeant E-5**, U.S. Army Reserves, 1994 - 1997

### **REFERENCES**

*Available upon request*

# LETTER WRITING



During the job search process, there are many times when it is appropriate to write to an employer. The following are basic types of letters that you will be sending to an employer. When writing a letter, be sure to carefully proofread to avoid any grammatical or typographical errors.

## **Cover Letter**

A strong cover letter accompanying your resume is one of your best marketing tools. While your resume may not change significantly when sending it from employer to employer, your cover letter should be personalized to each particular employer. Your cover letter communicates your value to the employer and paves the way for your resume. Thoroughly read the job description and research the company so that you will make a positive impression. Create a letter that will catch the reader's attention and stand out from the other applicants.

## **Writing a successful cover letter includes:**

- ✓ Address it to a specific person - preferably the person in charge of hiring for the department.
- ✓ Refer to a specific job opening. If no current openings exist, be specific about the position or department you are interested in within the company.
- ✓ Show initiative and knowledge of the employer (refer to what they do and why you are interested in working for them).
- ✓ Point out specific skills and experience that relate to the employer's needs. Expand on and draw attention to areas noted on your resume.
- ✓ Take initiative by outlining the next step. Use the last paragraph to state how you will follow through - mention that you will contact the employer to discuss scheduling an interview.

## **LETTERS TO EMPLOYERS**

### **Thank-You Letter**

A thank-you letter should be sent to an employer immediately after an interview. Make sure you thank the employer for taking the time to interview you and reinforce your interest in the organization and in the position. Also, mention some key points that you discussed during the interview. If you forgot to mention something important about yourself at the interview, feel free to include that in your thank-you letter. Be sure to send a thank-you letter to each person that participated in your interview.

### **Inquiry Letter After Submitting an Application**

Following an interview it is generally accepted to wait to hear back from the employer. However, if an appropriate amount of time has passed and you have not heard from them, you may send a letter to the employer inquiring about the status of your application. Reiterate your interest in the position and in the organization, remind the employer of your qualifications and recap the history of your personal contact with the employer. Be sure to thank the employer for their time and assistance.

### **Acceptance Letter**

If an employer offers you a position and you accept it, send a letter of acceptance expressing your appreciation for the opportunity to join the organization. Confirm your date of hire and you may want to list the starting salary that you agreed upon. Also, if you received an offer letter from the employer, you may briefly confirm any additional terms of employment.

### **Rejection Letter**

If you have been offered a position or have been asked to participate in a second round of interviews, but you do not plan on accepting an offer of employment, send the employer a letter letting them know that you are declining their offer or would not like to participate in the interview process any longer. Express your appreciation for their time and consideration and above all, don't burn any bridges.

**Samples of the cover letter and thank-you letter appear on the next pages.**

# SAMPLE COVER LETTER

## **COVER LETTER FORMAT**

Your Letterhead with your address, city, state, zip code, phone & email  
Date

Contact Name  
Title  
Company Name  
Address  
City, State, Zip Code

Dear (Contact Name):

Your opening paragraph should arouse interest on the part of the reader. Tell why you are writing the letter. Give information to show your specific interest in this company.

Your middle paragraphs should create desire. Give details of your background that will show the reader why you should be considered as a candidate. Be as specific as possible about the kind of job you want. Do not make the reader try to guess what you would be interested in. Refer the reader to your general qualifications on your enclosed resume or other material.

In your closing paragraph, ask for action. Ask for an appointment suggesting a time when you will be available. A positive request is harder to ignore than a vague hope.

Sincerely yours,  
*Your Handwritten Signature*  
Your Typed Name

## **SAMPLE COVER LETTER**

Your Letterhead with your address, city, state, zip code, phone & email

Director of Human Resources  
ABC Retailing  
123 Main Street  
Townsville, IN 55555

RE: MANAGEMENT TRAINING PROGRAM

I am writing to be considered for the Management Training Program at ABC Retailing. I discovered this opportunity through the EKU eRecruiting system posted by the Office of Career Services and I am excited about working in retail management. I believe you will find the combination of my education and experience to be an excellent match with your program.

I will receive my BBA in Marketing this May. My interest in business started in Junior Achievement while in high school and developed further through a variety of sales and retail positions during college. My internship with a large department store convinced me to pursue a career in retail. The enclosed resume summarizes my other qualifications. When I researched the top retailers in the east, ABC Retailing emerged as having a strong market position, an excellent training program, and a reputation for excellent customer service. In short, you provide the kind of professional retail environment I seek.

Realizing how busy you are, I would appreciate a few minutes of your time. I will be contacting you during the week of April 21 to discuss employment opportunities at ABC Retailing. In the meantime, feel free to contact me at 555.555.5555. Please leave a message if I am not in, and I will return your call as soon as possible. Thank you very much for your time and consideration.

Sincerely,  
*Your Handwritten Signature*  
Your Typed Name

# SAMPLE THANK-YOU LETTER

## **THANK-YOU LETTER FORMAT**

Your Letterhead with your address, city, state, zip code, phone & email  
Date

Name of Interviewer  
Title of Interviewer  
Address  
City, State, Zip Code

Dear Mr./Ms. (Interviewer=s Last Name)

In the first paragraph, state when and where you had your interview and thank the interviewer for his or her time. Reaffirm your interest in the organization.

In the second paragraph, mention something that particularly appeals to you about working for them, and reinforce a point or two in support of your application.

If after the interview you thought of something you wish you had said, the third paragraph of the letter is a good place to bring that up. You can also restate your understanding of the next steps in the hiring process.

In the last paragraph, thank the employer for considering your application and ask for further communication.

Sincerely yours,

*Your Handwritten Signature*  
Your Typed Name

## **SAMPLE THANK-YOU LETTER**

Your Letterhead with your address, city, state, zip code, phone & email  
Date

Dear Ms. Chastain:

Thank you for meeting with me last Thursday, August 8, to discuss the position of copywriter at Modern Advertising, Inc. I was quite impressed with the enthusiasm you displayed for your company's future and the helpfulness of your office personnel. Learning about Modern's present media campaign for the Pennsylvania Sausage Company was exciting and demonstrated your creative approach to advertising. Modern Advertising is a company with which I want to be associated.

Your description of the special qualifications needed for this position was especially interesting. My ability to work under pressure and meet tight deadlines has already been proven in the advertising position I held with *The Eastern Progress*. As I stated at our meeting, I enjoyed the challenges of a competitive environment in which success is based on achievement.

I would also like to mention that since our meeting I have received the College Reporter=s Award for an article of mine published in the *Eastern Progress*. This is my first national award, and I am quite encouraged by this approval of my work.

Again, thank you for considering me for the position of copywriter. I look forward to hearing from you soon.

Sincerely,

*Your Handwritten Signature*  
Your Typed Name

# RESEARCHING EMPLOYERS

Taking time to research potential employers will make your job search more effective and help prepare you for the interview.

## What you should know about the company?

Here are some suggestions to guide you in your research:

- **Research details about the company:**

- Name, origin, and location(s) of the company

- Parent company and/or subsidiaries

- Product lines and/or services

- Learn about the industry and who the major competitors are

- Financial picture of organization - downsizing or expanding, assets, profile on stocks, recent mergers, etc.

- Know the organizational structure of the company

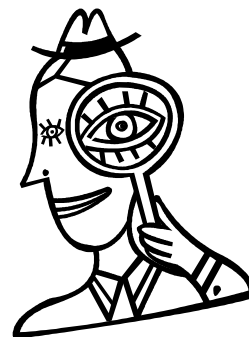
- **Know what types of positions they have available**

- Find out what they expect of potential employees (what skills, education, previous experience and technical knowledge the employer looks for in applicants...)

- Find out what training programs are available for new employees

- Opportunity for career advancement

- Health benefits



## Where Can I Find Information About an Employer?

- Employer websites and the Internet - Find the home page of the company and read the company profile and annual report information. Review the career opportunities and human resources information they have posted.
- Company literature, brochures and annual reports
- Networking through personal contacts - friends and family
- Employer directories including Dun & Bradstreet Business Information Reports, Moody's Manual, Standard & Poor, Million Dollar Directory, MacRae's State Industrial Directory, Consultants and Consulting Organizations Directory, and Directory of Corporate Affiliations
- Company advertising
- Faculty, ECU Alumni, and Career Services staff
- Current periodicals and trade journals in your career field
- Professional Associations
- Newspapers
- Chambers of Commerce
- Make cold calls directly to potential employers



**Having trouble researching employers?  
Contact Career Services via phone at 859.622.1568  
or email to [career@eku.edu](mailto:career@eku.edu).**

# NETWORKING

The key to a successful job search is expanding and developing your network. Networking can provide you the right contacts to land a great job or create new and exciting opportunities for your future. Building your list of contacts over the years will increase productive results. Whether you are a recent graduate or a leading executive, the following steps can assist you on the road to success. Your network will lead you to new contacts, but you must also be able to initiate contacts on your own.

## **Potential networking opportunities:**

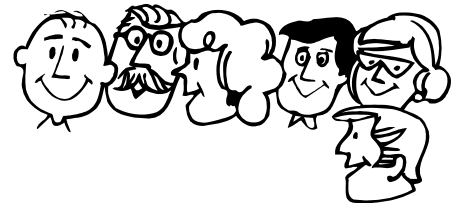
- Ask your family, friends, and faculty members if they know of any employers hiring in your field.
- Participate in the co-op program, become an intern, or volunteer your services to an organization to gain valuable work experience and build your professional network.
- Contact alumni from ECU - speak with alumni about their career path and ask for any referrals to recruiters or positions opening up in your field.
- Read professional journals and look for authors of articles that interest you, maybe even try to write an article to be published - let your name be known!

## **Always Be Professional**

Effective networking can be a tremendous boost to a job search, but employing inappropriate techniques can cause you to lose valuable opportunities. Approaching people in a professional and courteous manner will encourage them to share information with you. Mention the name of the person who referred you and remember not to infringe on your professional contact's offer to help - don't waste their time but politely remind them of your situation. Establish realistic expectations of how your networking contacts can help you and continue to employ other job search strategies to ensure your success.

## **Great networking skills to employ at a social or professional event:**

- Make a goal to meet 5 new people at an event
- Never start a conversation by talking about yourself
- Keep your conversations short and focused
- Bring plenty of business cards
- Never sit with a friend you normally socialize with at an event
- Never sit with colleagues from your own company at an event
- When talking about your company, make your explanation short
- Always send a letter to the people you want to know within two business days to follow-up with a meeting



## **Cultivate your network and always say thank you**

Stay in touch with your contacts by email, phone or snail mail. If you have an opportunity to meet with a professional in your career field, get their business card and send them a thank you note. If someone helps you, even if you perceive it to be something small that they did for you, be sure to thank them. Keep contacts updated about your research or any achievements. Even if there is nothing to "report", send your contacts a note often updating them on your situation and you appreciate their continued help and support.

**Contact Career Services via phone at 859.622.1568 or email to [career@ecu.edu](mailto:career@ecu.edu).**

# NETWORKING AT CAREER FAIRS

Career/Job Fairs are excellent opportunities to make contacts that lead to formal interviews and job offers. This opportunity to meet and gather information about potential employers, find out what employers are looking for in candidates, gather information about the job market and learn what career fields are in demand. Career/Job Fairs can also be a resource to learn about graduate or professional schools including entrance requirements, application procedures, programs offered and financial assistance available.

## Tips for making the best impression at Career/Job Fairs

- **Dress professionally.**
- **Introduce yourself with a firm handshake and a smile.** Speak clearly when giving the employer your name and give key details about yourself such as your major, your career interest and your anticipated graduation date. Be open, honest, and enthusiastic.
- **Have your professional resume readily accessible and plan to bring a minimum of ten copies with you to a Career Fair.** If you know the list of participating employers ahead of time, have targeted resumes available for the potential employers that interest you the most.
- **When speaking with a recruiter, be sure to express interest in the organization and demonstrate the skills that employers are looking for.** Ask questions to show your genuine interest, but do not monopolize the recruiter's time during the Career Fair. Avoid initiating questions about salary or benefits at a Career Fair. These topics should be introduced by the recruiter and more commonly comes up during a scheduled interview. *(Refer to the questions outlined under the "Informational Interviewing" section of this guide for a list of questions to ask).*
- **Always pick up any company literature or brochures available and be sure to ask for the business card of the person that you spoke with.** If a business card is not available, write down the person's name, title, and the best way to contact them (address, phone or email address) so that you can follow-up appropriately with them. Make notes about what you talked about so that you will stay organized when you are meeting with a variety of employers in one setting.
- **Organize your time so that you can visit with the company recruiters that you are most interested in, or with the employers that you know are currently hiring.**
- **Take time to follow-up with employers after a Career Fair – this is a vital step to your success.** Use the contact information you gathered and be sure to follow-up within one week. Send an appropriate letter (thank you note, cover letter and resume, or inquiry letter - depending upon the situation) and reiterate your interest in the company. Always thank the recruiter for the opportunity to visit with them at the Career Fair.

## What Employers Look for in Applicants

### Appearance

Fresh, clean appearance and appropriate dress are a must.

### Bright, Well-Informed

Convey the skills and specialized knowledge you offer a potential employer.

### Self Confidence

Show that you are someone who is comfortable with verbalizing your strengths and characteristics clearly, without sounding arrogant or superior.

### Personality, Style

Be courteous, act professionally with an appropriate mix of self-confidence and respect.

### Polished Communication Skills

Be articulate, concise and specific. Express yourself in grammatically correct language, use appropriate professional terminology and avoid slang and profanity.

### Composure

Maintain eye contact, relax and BREATHE. Nail-biting, hair-twisting, foot-tapping, and other habits should be left at home.

### Energy, Drive, Ambition

Project a tone of physical and emotional health through energetic posture and movements.

### Positive Attitude

Display prudent optimism and a hopeful, confident view without overdoing it. Do not complain about past employers, your college or university, or other experiences.

### Thoughtful

An intelligent person usually weighs a question a second or two before responding. Do not be superficial or insincere. Some questions really are difficult and you will not always know the answer immediately. Being thoughtful is not the same as being uncertain and insecure.

### Breadth of Interest

An educated person knows a lot about his/her chosen field and being able to converse about a variety of topics shows that you are a mature, educated, interesting person.

**For more information about Career Fairs at EKU, contact Career Services via phone at 859.622.1568 or visit our website at [www.career.eku.edu](http://www.career.eku.edu).**

# INTERVIEWING SKILLS – THE PREPARATION

## Interview preparation checklist:

- ✓ Know what employers look for in applicants
- ✓ Prepare for the interview by researching the potential employer and practicing your interview skills
- ✓ Dress professionally
- ✓ Be punctual - know where you are going and arrive early to your interview
- ✓ Bring at least ten extra copies of your resume
- ✓ Prepare questions to ask the interviewer regarding details about the position and the company
- ✓ Plan to follow-up after the interview



## First Impression – Lasting Impression: Dress for Success

- † Research the employer before the interview and learn about the dress requirements typical of that career field, and if possible, that specific employer.
- † Ask to receive an itinerary of your interview beforehand to make appropriate decisions of what you should wear.
- † Some employers encourage business casual for the interview, but be sure to check first and avoid making a mistake.

Follow the guidelines below for the suggested proper attire for a professional interview:

### Recommended for Women

- Pant suit, dress suit or tailored dress – best colors: Navy, Black, Gray, or Taupe
- Skirts should be no shorter than 1 – 2 inches above the knee and avoid extreme slits
- Polished and closed toed shoes or basic dark pumps with medium or low heels (1 – 2 inch heels)
- Nail polish should be subtle - fingernails well groomed
- Make-up should be minimal
- Folio, briefcase, or professional bag with small purse is recommended
- Simple, basic jewelry – one bracelet or watch per arm, one ring per hand *(with the exception of the wedding set)*
- Always wear hosiery and keep color neutral
- Avoid wearing perfume

### Recommended for Men

- Dark suit or dress pants and jacket – best colors: Navy, Black, Gray, or Taupe
- Shined leather shoes - tassel loafers, wing tip, or lace-up in black, brown, or cordovan
- Belt should coordinate with your shoes and wear socks that coordinate with pants
- Clean, well-groomed hands and nails
- Conservative tie that coordinates with outfit, tied just long enough to cover the belt buckle
- Solid cotton blend shirt with plain or button down pressed collar - make sure it is a good fit
- Avoid flashy cuff links, rings or neck chains.
- Avoid cologne

Career Services' staff is happy to advise you on dressing appropriately for an interview - especially an on-campus interview. There are also employer brochures and annual reports available at the Career Resource Center to help you learn what attire is appropriate. When in doubt, dress professionally.

# INTERVIEWING SKILLS – THE PREPARATION

## **Research your potential employer:**

It is important that you research an employer so you can relate your abilities to the needs of the organization. Also, by having “done your homework,” it will show an employer that you are interested in their company and the position. (Refer to the section “Researching an Employer” for more information).

## **Making conversation – practice interviewing:**

You don’t have to memorize a lot of answers to difficult interview questions, but it is important to practice how you will present yourself in an interview situation. Generally employers are asking questions to find out why you are interested in the position, to find out what you can do for them, to learn what kind of person you are/what makes you unique, and if they can afford to hire you. Review the interview questions listed on the next page and practice your responses by incorporating information about your education, experience, skills and specialized knowledge that makes you the best candidate for the position. Stay focused on the job you are interviewing for and refer to the qualifications and experience noted on your resume.

## **Active Listening:**

Active listening behaviors signal that you are listening to the speaker, that you heard and understand what the speaker is talking about, and that you care about the conversation. Use the following strategies to enhance your listening skills:

- ◆ Good eye contact
- ◆ Attentive posture (lean forward and sit up)
- ◆ Verbal following (respond with ideas that logically follow what just said)
- ◆ Paraphrase (clarify that you understood the interviewer and shows interest in what they are asking you)

## **Steps to a successful interview:**

During the interview it is your job to convince the interviewee that you are the most qualified applicant for the position. Remember, you only have one chance to make a good first impression!

- **Arrive 10 - 15 minutes early.** Give the interviewer a firm handshake.
- **Be aware of your body language** - maintain eye contact and remember to smile. Don’t smoke or chew gum at any time during the interview.
- **Choose your words and topics of conversation carefully.** Avoid filler words while speaking - i.e., “um”, “uh”, “ya know”, “well”, “like”, and “yeah”. Be professional by avoiding the following – swear words, gossip, jokes, lengthy personal stories, criticism, religion, politics, and diet and weight topics, talking about your personal relationships, and talking about your boss or co-workers.
- **Maintain your professionalism** - don’t let the employer’s casual approach fool you. Remember, don’t address the interviewer by his/her first name unless invited to do so.
- **Have your documents handy.** Be sure to carry additional copies of your resume, a list of references or recommendation letters, and a quality pen.
- **Be gracious when referring to your previous employers** or work environments - bringing up negative information only reflects poorly on you.
- **Display an upbeat and positive attitude.** Being overly critical of yourself or discussing your personal problems leaves the employer with a negative first impression and the employer will begin to doubt your viability as a future employee.
- **Listen to the interviewer carefully and give clear and concise answers.** Don’t appear overly confident and remember, don’t dominate the interview - avoid interrupting when the interviewer is talking.
- **At the close of the interview, establish a date for your next communication** and always remember to thank the interviewer for his/her time. Plan to send the interviewer a thank-you letter as soon as possible after the interview (see “Letter Writing” section and refer to the sample thank-you letter).

## **Practice through Mock Interviewing!**

Plan to participate in a videotaped mock interview to sharpen your presentation skills prior to interviewing with any employers. **Contact Career Services by phone at 859.622.1568 to schedule a mock interview.**

# INTERVIEWING SKILLS – THE QUESTIONS

## Anticipate Answers to Questions an Interviewer May Ask You



- Tell me about yourself.
- Why did you choose the major/career for which you are preparing?
- How has your college experience prepared you for a career?
- What have you learned from participation in extracurricular activities?
- How would a professor who knows you well describe you?
- Do you think that your grades are a good indication of your academic achievement?
- What qualifications do you have that make you think you will be successful?
- What do you consider to be your greatest strengths and weaknesses?
- What have you learned from your mistakes?
- What motivates you to put forth your greatest effort?
- What accomplishments have given you the most satisfaction and why?
- How would you define “success”?
- What kind of work environment do you feel most comfortable - working on your own or a part of a team?
- Give an example of how you work under pressure or when meeting a project deadline.
- What leadership positions have you held? Describe your leadership style.
- What are your short-term and long-term career goals, and how do you plan to achieve them?
- What do you know about our organization?
- Why do you want to obtain a position at our organization?
- What do you think it takes to be successful in an organization like ours?
- In what ways do you think you can make a contribution to our organization?
- What criteria are you using to evaluate the company for which you hope to work?
- Do you have a geographical preference?
- Are you willing to relocate?
- Are you willing to travel?
- Why should I hire you?

## Formulate Intelligent Questions to Ask the Interviewer

Use the interview as an opportunity to gather as much information as possible about what you should expect if you were to be hired as a new employee. Even more importantly than discussing salary and benefits, it is essential that you find out what the job entails, decide whether or not you see yourself fitting into the organization, meet your potential supervisor and co-workers and decide if they are the kind of people you want to work with, and look at whether your skills and interests match with the position available.

### Here are some sample questions to ask the employer:

- Please describe a typical day in this department.
- What are the day-to-day responsibilities of this position?
- What do you see as the greatest challenge in the position?
- What type of training program do you offer new employees?
- What are the skills most essential for success in this position?
- How does this position fit into the overall corporate structure?
- How much contact and exposure to management would I have?
- How much freedom and responsibility is given to new employees?
- What is the retention rate of people in this position?
- What opportunities exist for professional growth and development?
- What are the typical career paths? What are realistic time frames for advancement?
- Can you explain the performance review process?
- What is the company’s plan for future growth?
- What makes your organization different from your competitors?
- How do you feel my experience and skills match up with your needs?

# BEHAVIORAL-BASED INTERVIEWING

Behavioral-based interviewing focuses on experiences, behaviors, knowledge, skills, abilities, and other characteristics necessary to be successful on the job. It is based on the belief that past behavior and performance predict future behavior and performance. Many organizations use behavioral-based interviewing to some degree.

## Tips on Behavioral-Based Interviews

- Be detailed and give specific examples
- Prepare short descriptions of situations that demonstrate positive behaviors or actions
- Make sure that every story has a beginning, middle and an end.

## The best way to accomplish this is to use the **STAR** process:

- **S**ituation - describe a specific situation that relates to the question
- **T**ask - what was your task, what goals did you have
- **A**ction - what action you specifically took
- **R**esult - the positive result or outcome of the situation

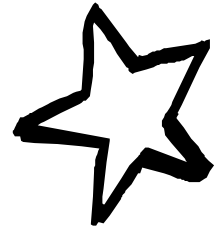
Using the **STAR** process is a productive way for you to structure your experiences and accomplishments for the interviewer. **For example: (the situation)** My department had been doing all their reports manually, which was very time consuming. I was confident that we could **(the task)** save time and money by automating the process. Therefore, **(the action)** I developed computer program that would help expedite the report workload. Since then, **(the result)** our staff have cut their report workload in half, creating time to implement new projects that we did not have time to work on in the past.

**Behavioral-based questions usually begin with such phrases as:**

- Describe for me...
- Tell me about...
- Give me an example of...

## Example Behavioral Interview Questions

- How have you demonstrated initiative?
- How have you motivated your self to complete an assignment or task that you did not want to do?
- Think about a difficult person that you have worked with in the past. What made him or her difficult? How did you successfully interact with this person?
- Think about a complex project or assignment you have been given. What approach did you take to complete it?
- Tell me about the riskiest decision you ever made.
- Describe when you or a group that you were part of was in danger of missing a deadline. What did you do?
- Tell me about a situation when you had to learn something new in a short time. How did you proceed?
- Describe your three greatest accomplishments to date.
- Walk me through a situation where you had to do research and analyze the results for one of your classes.
- What leadership positions have you held? Describe your leadership style.
- Have you generated any new ideas or suggestions while at school or at work?
- Summarize a situation where you successfully persuaded others to do something or to see your point of view.
- Give an example of when your persistence had the biggest payoff.
- How have you most constructively dealt with disappointment and turned it into a learning experience?
- Describe a situation in which you effectively developed a solution to a problem by combining different perspectives or approaches.



# INTERVIEWING SKILLS – OUTSIDE THE OFFICE

## Phone Interviews

Phone interviews can be tough, but making sure you are prepared to answer the questions they ask is key - since the phone interview focuses on the content of your conversation. Depending on the length of the phone interview, they may only have time to ask you 5 - 8 questions. Be sure to practice the clarity of your answers and use the following tips to ensure that your phone interview goes smoothly.

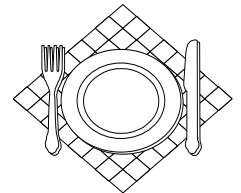


- **If you are using a cordless phone, make sure that it is a clear connection and that they can hear you.**
- **Be sure to have a glass of water nearby to ensure that your voice stays clear.**
- **Sit in a room by yourself where you will not be disturbed by anyone, or TV or radio noise.**
- **Do not be surprised if you are put on a speaker phone and are asked questions by several different interviewers (especially if you are being interviewed by a search committee). This can be intimidating, but try not to be nervous. Just remember, the more you practice interviewing, the easier it will be for you to answer smoothly under pressure.**
- **Be sure to have a notepad and pen easily accessible. When they begin introducing themselves, write down their name and title. This will help you when you go back to send thank you notes after your phone interview.**

When they ask questions, jot down a few notes to make sure you remember the question they asked - stay focused on whatever they are talking about. Be concise when you are answering your questions - don't ramble! Be sure to ask them to clarify the question if you are not sure what they are asking you. Take notes on anything that you may want to ask them at the end of the interview.

## Dining Etiquette

Business meals can be a vital part of the interview process. All of your professional skills are on display – be on your best behavior!



**Utensils:** When deciding the proper utensils for each course, remember the simple rule: start at the outside and work inward. Move to the next proper utensil as the courses progress. Example: the salad fork will be furthest from the plate, the dinner fork will be closest to the plate. When finished with each course, leave utensils on the plate.

**Napkin:** Place the napkin in your lap within the first 15 second of sitting. If you must leave during the meal, place the napkin in your seat. This allows the waiter/waitress to know you will return to finish your meal. When you finish dining and are ready to leave, place your napkin beside of the plate. Do not place the napkin on the plate.

**During the meal:** Wait for everyone to be served before you begin to eat. If member of the party has not been served, and encourages you to eat, you may do so. Reach only for items in front of you, wait for other items to be passed. When passing items, offer to your left and pass to your right. If items are passed in the wrong direction, go with the flow.

### Tips for a successful dinner:

- ☺ Be clear about where to meet and arrive on time.
- ☹ If you cannot avoid being more than 15 minutes late, phone the restaurant or your host to let them know when to expect you. If you must cancel, call personally, apologize, and suggest a rescheduling.
- ☺ Follow your host's lead in ordering food and drinks.
- ☺ Use basic table manners - do not talk with food in your mouth, do not wave your utensils.
- ☹ Confine your conversation to appropriate topics. Avoid topics such as: illness, politics, highly debated issues, money, crude or offensive jokes, anything that would cause someone to feel squeamish.
- ☺ Use the "magic" words: thank you, please, and excuse me.
- ☹ Do not smoke during dinner.
- ☺ Send a thank you note after the meeting.

Let the Career Services' Staff help you prepare for any interview situation! Make an appointment to talk with someone in our office and prepare yourself for the world that awaits you. **Contact Career Services at 859.622.1568 or email to [career@eku.edu](mailto:career@eku.edu).**

# EVALUATING JOB OFFERS

Listed below are factors you will want to consider when determining whether or not you will accept a position. While salary is an important factor, be sure you weigh your starting salary against the salary potential of the position and against the cost of living of the geographic area where you plan to live.

## Job/Employer Related Factors

- Potential for career advancement
- Work schedule (traditional "9AM - 5PM" or flexible hours)
- Work environment/attire (formal vs. informal)
- Bonus or commission plans
- Benefits such as profit sharing, 401K plan, insurance, etc.
- Travel
- Reputation and stability of employer
- Type of industry
- Ability to gain mentor
- Size of employer

## Geographic/Life-Style Factors

- Geographic location
- Climate
- Social life for singles, couples or family
- Commute to work
- Availability of suitable housing
- Size and type of community (suburban, metropolitan, rural)
- Specific requirements (medical facilities available, etc.)



## NEGOTIATING SALARY

Understanding what you offer the employer and knowing your "market value" are the most important aspects in negotiating the salary that you want.

**To discover your "market value", look carefully at the following information:**

- Consider your educational background and the level of experience you offer the employer.
- Identify what new information (new technology, career related experience, specialized skills, etc...) you offer the employer and put a realistic value on it.
- Utilize informational interviewing to learn what other professionals are earning in comparable positions to the ones for which you are applying.
- Research your career field and the organization(s) that you are applying to. What are the company's annual earnings? How will your contribution increase or improve the company's productivity and success?
- Research the standard of living in the particular geographic area that you are targeting.
- Take into consideration any new expenses you will need to pay for - educational loans, car payments, insurance, etc. Estimate a salary range that is realistic for you to live on.
- If the salary range is lower than you feel you are worth - emphasize your potential contribution to the overall success of the organization. Also, you may want to ask how you can increase your market value if you are accepting a salary range that is lower than what you hope for.

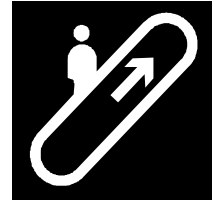
Wait until the second interview before asking about salary and benefits. Give the employer time to decide that you are the best candidate and that will put you in a better position to negotiate the salary that you want.

**Questions? Contact Career Services at 859.622.1568  
or email to [career@eku.edu](mailto:career@eku.edu).**

# MAKING THE MOST OF YOUR NEW JOB

Whether it is your first professional job as a new graduate or a part-time, on-campus job while you're still in school, it is critical to your success to get started on the right foot. The following tips can help you to excel and avoid some of the common pitfalls of being the new employee.

- **Be a dependable employee.** Dependability can be demonstrated in many ways. For example, arrive on time and call if you are going to be late or out sick.
- **Plan to work hard and do more than is expected.** Take the initiative and ask for additional assignments once you've completed yours.
- **Establish mutually agreed upon goals with your supervisors.** Determine what is expected of you from the very beginning - this includes developing deadlines for your projects.
- **Keep your supervisor informed of your progress and ask for regular feedback on your performance.**
- **Learn the "corporate culture" of your organization and be willing to adapt to it.** Organizations expect their employees to "fit in" and accept the corporate culture. Observe co-workers' behaviors and when in doubt, ask questions.
- **Develop and utilize strong interpersonal communication skills, including both oral and written communication.** Written work should be proofread carefully for content, and make sure that the spelling and grammar is correct before submitting it.
- **Demonstrate patience and sensitivity with others, avoiding public confrontations or complaining.** Learn the act of tact when working on a team, which includes being receptive to others' input and knowing when to compromise.
- **Develop relationships with your co-workers.** Get to know and be known by others in your work environment.
- **Speaking of duties, master your job tasks.** If you're going to move up, you have to prove you understand and can accomplish the basic requirements of your job first.
- **Remember the three "E's" - enthusiasm, energy and excellence.** These qualities make a positive impression with employers and co-workers and will serve you well in the future.
- **Be aware of organizational politics and who has the power (both officially and unofficially) to make things happen.** Maintain confidentiality and avoid gossip - it can be destructive and puts you in a bad light.



The KEY to a successful transition into your new job is to take the initiative and do the best you can - regardless of whether it is a temporary job or a professional position in your chosen field. It is your opportunity to learn, contribute, and develop skills and behaviors that you will use throughout your career.

# APPLYING TO GRADUATE SCHOOL

If you are seriously considering graduate school, you will want to ask yourself -

- ➔ Would this move compliment your goals?
- ➔ Have you set specific career goals and explored your field of interest to make sure that a graduate program will best prepare you to achieve these goals?
- ➔ Or do you have an unquenchable desire to study your academic field in more depth, and feel you have to do so at this point in your life?

Some career fields require an advanced degree, law, medicine, and college teaching for example. Other graduate programs can be more valuable if you have first taken the time to gain related experience, focus your career goals and enhance your credentials. Career Services, your advisor and/or the ECU Counseling Center can help you evaluate your options.

## **Deciding Which Graduate Program to Target**

Information is available in Career Services, your academic department, and in the Crabbe Library reference room regarding graduate programs. Information is also available via the Internet and through our web site at [www.career.ecu.edu](http://www.career.ecu.edu).

Take the time to evaluate programs in your area of interest and apply to those that best compliment your goals and individual situation. Talk to faculty members. Ask people practicing in your chosen field for recommendations on programs. Read professional journals and search for faculty publishing in your area of interest.

Once you have narrowed down your choices, talk to faculty and current graduate students in those programs. Consider the focus of each program, quality of the faculty, courses available, facilities, job opportunities upon graduation, overall cost, assistantships or fellowships available, housing, surrounding community, geographic location, and other areas that might be of concern to you.

## **Developing an Organized Graduate School Campaign**

**Application deadlines are extremely important.** Develop and maintain a system to make sure all required materials are received prior to any posted deadline. Required materials might include application forms, an essay, test scores, transcripts, letters of recommendation from faculty, and financial aid forms.

- Remember, you will be very busy, so allow for additional time to handle any unforeseen problems and meet the application deadline.
- Schedule and take the appropriate admissions test(s). Scores on these tests can be critical to your acceptance. This is particularly true for the Law School Admissions Test (LSAT). Give yourself time to retake the tests if your scores are not as good as you think they could be.

## **Required Essays and Personal Statement**

Many graduate programs will require some kind of written work as part of their application process. This is often used to judge your enthusiasm for your chosen field, the appropriateness of the program for meeting your goals, and your writing skills. Make sure to read the essay requirements carefully to help you focus your composition. Career Services and/or your advisor can help you critique your essays or personal statements, your resumes and your cover letters.

## **Fall Career Day and Graduate & Professional School Day**

Each year a number of graduate schools are available at the **Fall Career Day and Graduate & Professional School Day**. For the date of this event and a list of participating schools, check our web site at [www.career.ecu.edu](http://www.career.ecu.edu).

# JOB SEARCH LOG

Stay organized in your job search by using a log to keep track of employer correspondence.  
Make copies as needed.

EKU Career Services ~ [www.career.eku.edu](http://www.career.eku.edu) ~ Phone: 859.622.1568

Organization Name:	_____
Recruiter Name:	_____
Address:	_____
Phone:	_____ Fax: _____
Email:	_____ Website: _____
Position open:	_____
Application deadline:	_____
<input type="checkbox"/>	Research company via Internet, library directories, or information in the Career Resource Center
<input type="checkbox"/>	Send resume and targeted cover letter (and any other information requested)
Date sent:	_____
<input type="checkbox"/>	Follow-up phone call to confirm receipt of resume and schedule interview
<input type="checkbox"/>	Interview date: _____
<input type="checkbox"/>	Send thank-you letter
COMMENTS:	_____

Organization Name:	_____
Recruiter Name:	_____
Address:	_____
Phone:	_____ Fax: _____
Email:	_____ Website: _____
Position open:	_____
Application deadline:	_____
<input type="checkbox"/>	Research company via Internet, library directories, or information in the Career Resource Center
<input type="checkbox"/>	Send resume and targeted cover letter (and any other information requested)
Date sent:	_____
<input type="checkbox"/>	Follow-up phone call to confirm receipt of resume and schedule interview
<input type="checkbox"/>	Interview date: _____
<input type="checkbox"/>	Send thank-you letter
COMMENTS:	_____

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## Kentucky Educator Placement Service (K.E.P.S.)



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### Welcome to the Kentucky Educator Placement Service K.E.P.S. Program

The KEPS program is dedicated to helping job applicants and school districts save time, money and frustration by using KEPS's state-of-the-art job application system.

If you are already looking for an educational position, you know how much effort it takes to apply to more than one school district. Each school district has an extensive application form. The Kentucky Educator Placement Service (KEPS) allows you to apply for public school education positions throughout Kentucky.

**KEPS** gives prospective employers access to your job profile. School districts throughout Kentucky use this program to search for qualified candidates giving you exposure to jobs you may not know exist.

### **Job Applicants: Are you looking for a position in education?**

The KEPS program can help you:

- By allowing you to review all open education positions in all Kentucky school districts at no cost.
- By completing one job profile that will make you visible to all Districts /Schools Human Resource Personnel
- Keep you in touch with job possibilities through the "[Job Search](#)" feature.
- Fill out the registration form to [sign-up online](#).
- The information gathered about you is extensive and takes time to complete. But remember, once the KEPS screens are completed, your information is available to many different school districts.

**If you are having issues with the application, whether that be logging in, functionality or content issues, connectivity to the network or programmatic issues you can call the KETS HELP DESK at 502/564-2002 (locally) or 1-866-538-7435 (toll free). Additionally you can send the KETS Help Desk an email at [ketshelp@kde.state.ky.us](mailto:ketshelp@kde.state.ky.us).**

For more information contact the Kentucky Department of Education, Division of Educator Recruitment and Recruitment at:

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**Frankfort, KY 40601**  
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