LOCATION

University Career Services
Student Services Building, Suite 179 – Mail Code 4703

CONTACT INFORMATION

Phone: 618/453-2391
Email: careerservices@siu.edu
Website: careerservices.siu.edu
Welcome from your University Career Services advisors. We strive to address the needs of all students and alumni regarding their career plans and job search preparation.

MISSION STATEMENT

The mission of Southern Illinois University’s Career Services is to educate and empower all students and recent alumni with the ability to successfully explore and pursue their career endeavors. By providing comprehensive career development guidance, Career Services strives to assist all students and recent alumni with achieving career success.
WHAT WE DO

· Offer career assessment and counseling – online career assessment testing, professional career counselor to help interpret results.
· Provide comprehensive career and professional development resources and programs.
· Assist with professional networking opportunities.
· Plan and implement multiple career fairs during fall and spring semesters.
· Coordinate on-campus interviews with a wide variety of recruiters coming to campus each fall and spring.
· Present professional development training in résumé and cover letter writing, and job search techniques.
· Offer mock interviews – virtual (using Interview Stream) and live with a Career Services staff member or employer.
· Provide online job posting resources – Saluki Recruiting (free to all students and alumni).
· Evaluate job offers and proper protocol for accepting or declining offers.
· Offer graduate/professional school application advising.
TRADITION | PRIDE | OPPORTUNITY

SIU Alumni Association

Find out how becoming a student member of the SIU Alumni Association can open doors for your future.

Members Get Advantages

Connect
Visit the association's online community network to find classmates or professional contacts. Access career resources and webinars, and learn about scholarships online.

Discounts
Save money with member discounts on retail and services locally and nationwide. Shop our online store for deals on SIU gear.

Magazine
The association's quarterly magazine lets you share in the stories of fellow Salukis worldwide.

Events
Get involved in the Student Alumni Council or visit association events on campus or those hosted by chapters, clubs and groups near you.

siualumni.com/join
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PREPARE FOR YOUR JOB SEARCH

TARGET THE OCCUPATIONAL AREAS THAT INTEREST YOU

Focusing on the job you want is beneficial for you and potential employers. It is important that you do not approach your job search by saying you will do anything or everything. Employers prefer to hire an applicant who indicates a strong interest in an occupation, rather than someone who has no clear focus.

GET ORGANIZED

Develop an information system that helps you follow up and keep in touch quickly and easily, such as a combination of a contacts app and a calendar, an Excel spreadsheet, etc.

RESEARCH AND IDENTIFY POTENTIAL EMPLOYERS

Identify potential employers and gather information about organizations of interest to you, whether or not they are currently hiring.

THERE ARE MANY WAYS TO FIND POTENTIAL EMPLOYERS

- Informational interviews.
- Career fairs and information sessions.
- Associations/memberships.
- Industry publications.
- Volunteering.
- Social media.
- Saluki Recruiting.
### The Visible Job Market

This includes all job opportunities that are posted via various media. This accounts for 15 percent to 20 percent of the jobs available in the job market.

In this type of job search, you, the candidate, make contact with the employer by responding to a job opening that is advertised in some manner.

### The Hidden Job Market

These are positions not advertised or posted. This accounts for 80 percent to 85 percent of the jobs available in the job market.

The hidden job market has the highest number of potential job opportunities; you just need to find them. Locating jobs in this market requires creating a list of potential employers and getting in contact with them.
Did you know?

Eighty percent of employers use some form of social media (Facebook/LinkedIn, etc.) to screen or recruit candidates.
Saluki Recruiting

*Saluki Recruiting*, Career Services' Web-based job search and résumé posting system, offers online posting of jobs, internships, co-ops and management of on-campus interviewing schedules, and is used extensively by employers and students alike.

Employers may not only post job opportunities, but also may search for students meeting specific job criteria by viewing student profiles and résumé books.

Students and alumni may use the system to search for internships and full-time positions, apply online for jobs/internships, and post résumés and other credentials to support their job qualifications.

Access to Saluki Recruiting is FREE for employers, students and alumni.

Start at the [Career Services website](#).

Username: Your SIU email address

Password: siuc (all lowercase)

Career Fairs and Information Sessions

Attend career fairs and information sessions through Career Services! These opportunities allow you to make contact with organizations and learn more about what they have to offer.

Check the [list of our career fairs and information sessions](#).
**Sending Emails**

In today's job market, emails have become an important step in the job search process. It is crucial to make it as easy as possible for employers to get the information they need. When sending emails to employers, it is important to consider the following:

- Address the email to a specific person.
- Mention your education, skills and experience as they relate to the position in which you are interested.
- If an attachment is requested, always send the text version of your cover letter and résumé in the body of the email, as some employers do not open attachments due to fear of viruses.
- If you include your résumé as an attachment, ensure it is in a format the employer can read. When in doubt, attach it in PDF form.
- Send only one email message, with both the cover letter and the résumé included as one document.
- Use the job title or reference number in the subject line of the message.
- Do not forget to proofread!

**Following Up**

Follow-up telephone calls can be used to bring closure to elements of your job search. This includes checking the status of your application, asking about the hiring process and timelines, or to receive feedback on your interview performance if you were unsuccessful in obtaining the position.
SEARCH THE HIDDEN JOB MARKET

Most jobs are found by talking to people who may know about a job opening. By interacting with others, you are networking and learning about potential job openings.

Benefits

- As many as 40 percent of new hires come from employee referrals.
- Eighty percent of jobs are not posted in bulletins or classifieds.
- Individuals who find employment in this manner tend to be more satisfied in their jobs and earn a higher income.

THE FIRST STEP TO SEARCHING THE HIDDEN JOB MARKET IS TO NETWORK, NETWORK, NETWORK!
Networking can be as formal as registering with an employer-paid employment agency, or as informal as talking with a friend’s dad at a backyard barbecue. In any case, networking is about effectively communicating who you are, what job-related and transferable skills you have, and in what career areas you are prepared to work.

**IDENTIFY YOUR NETWORK**

Develop a list of potential contacts: friends, professors, parents, co-workers, past acquaintances, vendors, service professionals, etc.

**INCREASE YOUR NETWORK**

Become a member of professional organizations; attend job fairs and collect business cards; make contact with the area chambers of commerce; contact recent alumni.

**PURSUE INFORMATIONAL INTERVIEWS**

Informational interviewing is by far the most effective job search tool used to explore career options and gather relevant company information directly from employers.

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**What exactly is networking?**

Networking is the art of building mutually beneficial professional relationships and alliances. It allows you the chance to access the knowledge and wisdom of others in your field. Remember, networking is a two-way street; it’s a professional give and take.

**Valuable Tools**

1) Up-to-date résumé.
2) Business cards with contact information (a phone or email address).
3) A smile and confidence.
IDENTIFY YOUR NETWORK

Make a list of people you know who may fit into your networking circle. You may be surprised to realize how many possible contacts you already have!

Who is on your list? Here are some ideas to get you started:

- Relatives and family friends (and their friends!)
- Acquaintances and friends
- Co-workers and former co-workers
- Neighbors (current and past)
- Teachers and professors
- Previous employers or those to whom you are applying
- Teammates from your athletic/sport teams
- Classmates or other students
- People from your church or community groups
- People with whom you volunteer
- Business people (e.g., bank manager, insurance agent)
- Professionals within your desired field
- Members of professional organization(s)
- Politicians and Chamber of Commerce staff
Contacting people who already know you

Emailing Relatives and Friends

· Think carefully about how to title your email message.
· Using the content of your cover letter, let them know, in detail, what you are looking for, your skills and qualifications, your goals and areas of interest.
· Consider asking for a face-to-face meeting to discuss your job search.

Emailing Business Contacts
(professors, employers, anyone you know professionally)

· Think carefully about how to title your email message.
· Take time to reacquaint yourself before discussing your employment intentions.
· Using the content of your cover letter, let them know, in detail, what you are looking for, your skills and qualifications, your goals and areas of interest.
· Keep the focus on finding employment, but don’t give up on the personal connection.
· Show interest in them as well as what they can do for you.
· Consider asking to meet with them face to face to discuss your job search.

Making Phone Calls to Either of the Above Groups

· Use the same techniques as listed above. Be articulate and conversational in your tone.
· Consider asking to meet with them face to face to discuss your job search.
Expanding Your Contacts

Make a list of people’s names to develop your network, and add names to your list with every new contact. People are willing to offer information, tips and advice regarding career information and the job search process. Wise preparation combined with a motivation to succeed will enable you to overcome any fear.

Develop your network by securing names and contact information of individuals from sources such as:

- Your references – the four to six people prepared to talk with potential employers about you is a good place to start.
- Professionals with whom your references suggest talking – ask them for at least two names they think you should contact.
- Professors, coaches, former employers, relatives, friends, club members and anyone they recommend.
- Human resource directors, public relations officials and public information specialists.
- Members of professional associations.
- Community service agencies or chambers of commerce.
- Alumni contacts.
- Credible networking/job search groups.
- Career fairs and other networking events are also excellent opportunities to make contacts.
INCREASE YOUR NETWORK

Associations and Memberships

Joining and being active in a professional association (for an industry or occupation) and attending association meetings is an opportunity to network with professionals already in your field and develop a base of contacts. Many associations offer a reduced membership rate for students. This shows employers you are serious about the field – and it looks good on your résumé, too.

Volunteering

The goal of volunteering could simply be to learn more about an industry or gain related experience. However, volunteering at an organization of interest to you is also a powerful way to develop contacts and make a positive impression for any employment opportunities.

Don’t know where to start? Join the Saluki Volunteer Corps!

Industry Publications

Directories – These guides list information by various means such as geographic location or industry, enabling you to target your area of interest. Often directories are easier to navigate and will produce more relevant information than a general Internet search – they are an excellent source of potential companies/organizations to contact for employment.

Specialized Trade or Professional Magazines, Newsletters, and Journals – Publications can provide information on new developments and news in your area that may indicate potential opportunities that you could pursue for employment and the advertisements can help you locate companies of interest. Paying attention to the advertisements may provide ideas for potential employers for you to contact.
Student Alumni Council
Get Involved With Your University

What We Do
- Service projects for SIU and the surrounding community
- Connect with alumni
- Promote pride and long-lasting connections to SIU

Members Gain
- Lasting Friendships
- Leadership Skills
- Volunteer Opportunities
- Professional Development
- Lifelong Memories

Learn More: Stop by the SIU Alumni Association’s main office on the second floor of Colyer Hall, or call 618/453-2408.
LinkedIn Tips

1) **UPDATE YOUR STATUS EARLY AND OFTEN**
   Networking is not just about who you know, but also about who knows you. Stay on other people’s radar screens by updating your LinkedIn status at least once a week. You can do this directly on LinkedIn, or by linking your Twitter account and marking tweets with #in. Mention events you are attending, projects you have completed and other professional news.

2) **NOW STEP AWAY FROM THE COMPUTER!**
   Be sure to support your online networking with real human contact. Set up phone calls, attend live events and send snail mail notes to people you interact with on LinkedIn. Remember that online methods should supplement, not replace, in-person relationship building.

3) **LEND A (VIRTUAL) HAND**
   As you build connections and group memberships, think about what you can do to support others. Comment on a classmate’s status update or forward a job listing to a friend; you will find that your generosity is always rewarded.

Social Media

Facebook, blogs and Twitter can help you learn more about what an organization does and keep you up-to-date on any developments in the field or organization. However, the most important social media to join is LinkedIn (a.k.a. the “professional Facebook page”).

While this site is used for building a professional online network of contacts, there is also a capability to follow different companies and keep abreast of new developments within the organization or industry.
Communicating at networking events

Think about how you can communicate your interests. What is your passion? What field, product or service motivates you? What do you enjoy researching or studying? What current events capture your attention?

Your ability to convey a passion or genuine enthusiasm about your career goals in your conversation will naturally inspire you and those around you.

Networking is also about listening to people and asking the right questions to learn how they might be connected to your career goals, or whom they may know that can help you.
The 30-Second Elevator Speech

The elevator pitch is the key ingredient in your successful pursuit of a career. This short 30 seconds holds all of the information that you believe is crucial for others to gain an understanding of who you are and what you are capable of doing.

When you have the opportunity to express what makes you unique, it is imperative that you take advantage of the situation. In the world of immediate communication, your ability to convey key facets of your personality in a brief amount of time is a requirement. This is not just an option; it is an absolute necessity.

Although preparation is an important first step, the best way to guarantee an effective elevator pitch is through practice and feedback. Use InterviewStream today to work on this skill!

Suggestions for informational interviewing

· Make eye contact. Moreover, always address the individual by his or her proper name. Old-fashioned manners can have a major impact.

· Know your audience. Better yet, research them. Find out who they are and how that is relevant to you. Knowing that you have done your homework will make you confident when the time comes to speak.

· Emphasize key personality traits and strengths. It is important to focus on those that will appeal to this particular audience.

· Prepare an outline. Cast your NETS (Name, Education, Target Job, Skills).

· Be prepared to answer any follow-up questions the listener may have.

· Keep in touch. Provide the listener with contact information.

WRITE OUT YOUR ELEVATOR PITCH USING THE NETS OUTLINE

N: ____________________________________________________________
E: ____________________________________________________________
T: ____________________________________________________________
S: ____________________________________________________________
**Networking Dos**

- Meet people! Meet people! Meet people!
- Circulate when you meet a group at an official meeting or seminar.
- Appear likeable and approachable.
- Follow up with prospective contacts without hounding them.
- Call your contacts at regular intervals: once a week, once a month, or once every three months.
- Consider preparing business cards.

**Networking Don’ts**

- Don’t presume or make distinctions while meeting people.
- Don’t ramble or go off on tangents when describing your career objectives. After a short prologue about yourself and your job, get straight to the point.
- Don’t let an unpleasant encounter get you down. Always be positive, clear, and attentive.

Prepare for the event. Ask yourself, “What do I want to happen at this event?” Knowing what you want helps prepare and provides meaning for going. Prepare an “elevator pitch.”

Watch your body language. Body language announces your feelings. Smile and shake hands firmly, stand up straight and look the part.

Work the room. Walk around and talk to everyone. Seek openings in groups. Drink and eat moderately. Know what to say – use the elevator speech. Begin with small talk and try not to stay too long in one place. After eight to 10 minutes, excuse yourself with a pleasantry such as, “It was nice to meet you.” Make sure to listen and not just talk.
CONTACTING NEW LEADS

Before making contact, write an outline of what you want to say. This will decrease any fears you might have and will help ensure you obtain the information you are seeking. You will be perceived as organized and professional.

By Phone

When calling to schedule an appointment:

· Introduce yourself, stating your full name and credentials (your year in school, number of years of work experience, your major and areas of work that are of interest to you).

· If you are calling as a result of a referral, state that person’s name clearly in the conversation.

· State your purpose (hearing their opinion of your résumé and answers to your prepared questions) and request a 15-minute appointment sometime within the next two weeks.

· Record the appointment information in your planner or smartphone.

SAMPLE INFORMATIONAL INTERVIEW TELEPHONE SCRIPT

Hello, my name is ____________, and I am interested in gathering information about the field of ____________. I am a student at Southern Illinois University Carbondale majoring in ____________ and I am looking for some advice on how to become a ____________. Would it be possible for me to meet with you for 15 to 20 minutes to talk about your profession and any suggestions you might have for me?

The telephone approach can also be an effective way of contacting employers. It is best to determine who is in charge of hiring through the company's website, directories or associations, and call that person. Provide information about your skills (use your 30-second elevator pitch) and use a script to help you remember important points. Be prepared for various potential scenarios (e.g., not a good time to call). Most importantly, try to set up an appointment for an informational interview.
By Letter or Email

A letter or email should include:

· Personal introduction and mention of a referral’s name if appropriate.
· Purpose for seeking the appointment.
· A mention that you will follow up with a phone call within the week to ask if you can schedule a date and time within the next two weeks for a 15-minute appointment.

Writing Tips

· See cover letter sample.
· Type all letters in business format, checking for grammar and spelling errors.
· Ask someone else to proof your work.
· Indicate in the concluding paragraph that you will be calling on a specific date to arrange for a convenient appointment time (within one week after you mail the letter).
· Maintain an organized file system of all letters sent with your follow-up notes.
Once you have identified people with whom you wish to speak, you can plan to request an information interview with them. Informational interviewing is a powerful tool. Many people may not be familiar with the term “informational interviewing,” so you can approach the idea with someone by requesting a brief meeting of 15 minutes.

Introduce yourself by sharing your field of study and career goals. Mention how you are preparing for your internship/career-entry position or area of interest. Ask if you can schedule 15 minutes with them sometime within the next two weeks for two reasons:

1) Tell the person you have prepared a list of pertinent questions you would like to ask them regarding their area of work and responsibilities.

2) Ask if they would review your résumé and offer any advice.
Your objectives during an informational interview are to gather career information from a professional in your field of interest; discover where you might fit in an organization; and pursue leads provided as a result of your meeting.

Once the 15 minutes has passed, thank the person for their time and ask for their business card. Ask them to provide you with the names of two people you might also meet with for an informational interview. It is possible the person may invite you to continue talking with them, but at least you were courteous, professional and true to your word.

Send a thank-you note within 48 hours mentioning you have plans to follow up with the leads you were given and will let them know the results of the meetings.
Keeping Track

Any time you meet or speak to someone in your job search, be prepared to follow up and keep in touch with your contacts. With all the time and effort that you will spend in generating job opportunities and submitting applications, it is important that you stay organized! Set concrete goals that you would like to achieve, including deadlines, contacts and appointments. Following a work schedule/routine and creating a method to track the progress you make with each opportunity, and the contacts you have with potential employers, will help you stay on track. An example of record keeping is to set up a spreadsheet with a wide variety of columns and update it daily.

Useful Tips

Let your contacts know how you are progressing, especially when you find a job.

If you add a milestone to your job search portfolio (for example, completion of a certificate course, updated résumé), use this as an opportunity to reconnect with your network.

Be sure to thank everyone who helped you.

Be brief and sincere when speaking to your contacts.
JOB SEARCH PREPARATION CHECKLIST

These activities, documents and resources should be reviewed before and during your job search. We suggest that you review this list often and check items off as you complete them. This will help to assure your career search readiness and will give you a sense of confidence and accomplishment as you pursue your career goals. Using this checklist will not guarantee a successful job search, but it will help you stay focused and organized.

- Establish a professional email address separate from SIU if you are a senior – e.g., first.lastname@gmail.com.
- Set up a free LinkedIn account (especially seniors). See the LinkedIn Help Center for step-by-step instruction.
- Join the SIU Student Alumni Council and connect with the SIU Alumni Association on LinkedIn.
- Build a professional and marketable résumé (one page preferred – see samples and use the Résumé Guidelines).
- Create a cover letter (customized to each position using the job description – see sample and use the Cover Letter Tips).
- Develop a reference page – list of four to six professional/academic references with their permission (see sample).
- Ask for letters of recommendation – from professors or supervisors (paid or unpaid positions).
- Schedule an appointment with a Career Services advisor to review your résumé, cover letter, and your job search plans and strategy.
- Design a portfolio – a collection of certificates, illustrations, special experiences, lesson plans, etc. (maximum of 15 pages).
- Make a marketing list – 25 employers for whom you would like to work.
Research each company/organization/school on your list – check out the annual report if available.

Education majors – Develop philosophy of teaching (one-page summary).

Make a list of your top skills/traits – illustrate each with examples (use STAR: Situation, Tasks, Actions, Results).

Prepare four to six meaningful questions to ask an employer during an interview.

Learn how to present yourself well over the telephone, in networking, and in pre- and post-interview situations.

Schedule a mock interview to practice answering interviewer questions. Use InterviewStream to practice and review.

Choose interview clothes and accessories. Select clothing dark in color, conservative and classic in style. Everything needs to be clean, pressed and polished. If in doubt, DON’T wear it.

Create a list of people within your job search network – provide a copy of your résumé to everyone in your network and maintain regular contact with them.

Conduct 15-minute informational interviews starting with the people from your network to whom you were referred.

Get organized and develop a system that helps you find information/notes quickly (e.g., Excel spreadsheet, calendar, contacts app, etc.).

Ask for business cards after the interview, or write down the interviewer’s name(s) and title(s) and contact information.

Send a thank-you note – always send a note within 24 to 48 hours after every interview.

Remember to update your profile and submit a revised résumé in Saluki Recruiting each semester.

Prepare to pursue your career dreams.
COVER LETTER TIPS

A cover letter should accomplish six things:

1) Introduce who you are and why you are writing to the person, targeting your résumé toward a specific position using a job description

2) Present an overview of your qualifications

3) Demonstrate how you are prepared to contribute and meet the company’s hiring needs by referring to the job description

4) Give evidence of what you have discovered about the organization and why you would like to work for it

5) Encourage the employer to review your résumé to learn more about you

6) Specify your plans to be proactive

Effective cover letters are clear, to the point and brief, using three to four paragraphs that consist of the opening, the body and the closing.

The best way to craft a good cover letter is by working from the job description, making reference to how you have demonstrated the skills required or knowledge necessary to fulfill the stated responsibilities.
Target your cover letter to a specific person or title.

Employers will usually not pay attention to a letter addressed “To Whom It May Concern.” It will take some work to research and call companies to obtain the hiring authority’s full name, title and contact information. If the name is not available, address your letter to the appropriate title (e.g., “Dear Human Resources Manager”).

EXAMPLE

“My name is Jennifer Williams, and I am completing my junior year at Southern Illinois University as a management major. I am prepared to work as a part-time intern in the areas of basic accounting, customer service and/or account development. Could you please tell me who would be in charge of hiring along these lines?”

THE OPENING

Begin your letter by introducing yourself and directly stating why you are writing to the employer. Present yourself as a qualified candidate by stating your credentials, skills and experience that would be of interest to the employer and would match the position description. If you are applying for a specific position, state the position title and how you learned of the opening.

EXAMPLES

As a recent college graduate with a Bachelor of Science in management and over four years of customer service experience, I am prepared to work in the areas of customer service, account development, and/or entry-level management.

I am writing to present myself as a qualified candidate for the Management Trainee position that was listed in the April 10 issue of The Repository.
If you are inquiring about possible job openings, simply state why you are writing and give the employer areas you are prepared to make contributions in as well as types of positions in which you are interested. In addition, make reference to your strengths, skills, and examples of contributions you have made that would be relevant to the organization.

**EXAMPLE**

I am seeking to obtain an entry-level accounting position within the Boeing Company, and would like to be considered for any potential opportunities. Some of my major strengths include inventory management, account management and a sound working knowledge of Excel and QuickBooks. In my past position, I was able to effectively build a system that tracked all assets of the organization.

An effective opening entices the reader to look further into your qualifications and credentials for what you have to offer to the employer.

**EXAMPLE**

It is with genuine enthusiasm that I am writing to request consideration for the Admissions Counselor position as listed in the August 3 edition of the *Southern Illinoisan*. I am confident my experience in student organizations and leadership positions along with my degree in Communication Studies would be of value to you and your institution.
THE BODY

Describe the job-related and transferable skills you possess. Demonstrate how they match with the position for which you are applying.

 Appropriately quote the terms from the classified ad or position description. Direct the employer’s attention to the skills, strengths, abilities and experiences that make you a highly qualified candidate for the position. As a result of reading your cover letter, the reader should want to look at your résumé for more details regarding your experiences.

EXAMPLE

By devising and implementing new procedures, which utilized staff and technology more efficiently, I reduced operating costs by 20 percent. The end result was a more efficient organization offering higher-quality accounting services.

Briefly explain what you believe you can do for the company/organization. A cover letter should articulate your understanding of the position for which you are applying.

Convey your passion for this career area and demonstrate the research you have done to better understand the organization. Whenever possible, obtain a job description and tailor your letter to the specifics of that description. This shows the reader that you cared enough to be thorough and professional in your job search communications.

EXAMPLE

While conducting research on the Golf Pro Plus Co., I discovered it has become a $1 billion organization and the company continues to diversify in product and services. Because of my successful experience in marketing and product development, I am confident I could make a significant contribution to the growth and success of the corporation. I would welcome the opportunity to join your creative and results-oriented staff.
For teachers, it is suggested that you include a brief overview of your teaching philosophy, classroom management style, methods of teaching – and, most importantly, your passion for teaching; i. e., why did you choose to be an educator?

Whenever possible, give examples of how you demonstrated specific skills related to your career field, and include any accomplishments that will establish credibility.

**EXAMPLE**

As you will see by the enclosed résumé, I have four years of experience in student development work and recently completed a course on developing student leaders on college campuses. In addition, I have been an active member in various campus committees, which have provided me with a variety of teamwork and leadership opportunities. As a result, I am confident my skills and experiences would be an asset to your institution.

In addition to expressing your skills and interest in the position, conduct some research on the employer and share some of the results of your research with the reader. In particular, describe some of the reasons why you would like to work for this employer.
THE CLOSING

In closing, indicate that you are enthusiastic about the possibility of meeting with the employer.

Take the initiative by indicating when you plan to contact him or her, via phone or email, to check on the status of your application. This should sound nonthreatening, giving you the opportunity to discover if the right person received your résumé. (The phone conversation could also help to determine if the position is still open. You may also be able to ask how the selection process is to be conducted.)

It is best to say you will contact them within the same week you send the letter with your résumé and reference page. Job seekers should avoid letting a week go by in this process.

EXAMPLE

I look forward to the possibility of meeting you to discuss my qualifications. I will contact your office during the week of Aug. 10 to determine the status of my application. Thank you for your time and consideration.

FINAL POINTS

Keep your letter short, clear and businesslike. Flashy or “gimmicky” letters do not impress most employers. Type the letter using your favorite word processing software, and print it with a laser or high-quality inkjet printer, using paper that matches your résumé (24- to 32-pound stock and in a neutral, conservative color).

Proofread carefully for typing, punctuation and spelling errors. Ask a Career Services professional and/or other people to review your letter, seeking suggestions to improve your document. Make sure your document is error-free.

Retain a copy of the letter for your records, and be sure to follow up as indicated in your correspondence. Remember to sign your name and include the word “Enclosure” below the signature line for your résumé, reference page, application form, etc.
Jan. 11, 2016
Jason Dooley, Internship Supervisor
The Chicago Symphony Orchestra
220 S. Michigan Ave.
Chicago, IL 60604

Dear Mr. Dooley:

I am writing to express my interest in the Chicago Symphony Orchestra marketing internship position available for the summer music festival program. I am currently a junior at Southern Illinois University Carbondale. I believe that my interest and experience in music and marketing along with my academic and skill qualifications are a good fit for your organization’s needs.

As my résumé indicates, I currently serve as marketing and public relations manager for the SIU Concert Choir, which is known throughout the United States and Europe for its high level of musical excellence. Since serving in this capacity, performance tickets and CD sales have increased 12 percent over last year. I believe my experience in marketing to a fine arts audience will be an asset to the Chicago Symphony Orchestra. In addition, I have a passion for classical music and desire to advance the promotion of this fine art to the Chicago area and beyond.

Over the past two years, I have served as the marketing co-chair of Pi Sigma Epsilon, marketing campus networking events along with SIU Career Services to engage students with young professionals from companies and organizations. I met with subcommittees to determine promotional campaign scheduling and distribution of marketing materials, designed a Facebook invitational page and compiled data on student surveys to report activity.

I have developed strong analytical and statistics skills through my coursework at SIU. Specifically, I have taken Statistics for Business and Advanced Public Relations Writing. These courses have served to hone my proficiency in statistical data collection and analysis techniques, as well as developed my oral and written communication skills.

I look forward to discussing my qualifications for this internship with you. I will contact your office within a week to determine the status of my application. Thank you for your time and consideration.

Sincerely,

[Signature]

First N. Last
Enclosure: Résumé, Reference Page
October 24, 2016

Mechanical Engineering Search Committee
University of South Carolina
300 Main Street
Columbia, SC 29208

Dear Members of the Faculty Search Committee:

I am writing to apply for the tenure track position at the assistant professor level in Mechanical Engineering with a focus in the area of mechanics of materials, as advertised on your departmental website. I was referred to this position by my current advisor, Dr. Mathew Smith, professor in the Department of Mechanical Engineering and Energy Processes (MEEP), Southern Illinois University Carbondale (SIUC). I am currently a doctoral candidate in the MEEP department at SIUC and fully expect to complete my Ph.D. degree requirements by May 2015. I am extremely interested in obtaining a faculty position at the University of South Carolina. My commitment to teaching and supervising undergraduate and graduate students, my interest and experience on conducting independent funded research programs, and my interdisciplinary research background make me an ideal fit to your department.

My academic training and previous experience working as a graduate research and teaching assistant at SIUC and the University of Evansville has prepared me well to be an effective researcher and instructor in your department. My doctoral dissertation is being conducted under the supervision of Dr. Smith, which investigates the following in adhesively bonded composite joints:

- Development of a novel non-destructive evaluation (NDE) approach based on Acoustography ultrasonic imaging technique for detecting and characterizing kissing bond defects
- Determination of adhesive bond shear strength by using an experimental mechanics based approach

This work was a direct outcome of the Small Business Technology Transfer (STTR) work funded by the U.S. Office of Naval Research (ONR). Based on our research work in the adhesive bondline, we have recently developed and filed a patent on a novel hybrid approach based on Phased-Array Ultrasonic Testing (PAUT), X-ray backscatter, and digital image correlation (DIC) techniques that will be able to determine bond strength and predict life in adhesively bonded composite joints.

There are numerous avenues that I would like to expand on with my research in the future. For example:

- Bond strength prediction and develop life estimation models of adhesive bond line in composite joints
- In situ structural health monitoring of composite structures
- Automated defect detection, recognition, and characterization in composite structures

I have already made some of the necessary initial strides in most of these projects. I would like to build more research upon it and seek future grant opportunities with the federal/state agencies and industries.

During my graduate and undergraduate training, I had several opportunities to be an instructor and a teaching assistant for courses in Machine Design, Fundamentals to Computer Modeling and Design, Mechanics of Materials, Dynamics, and Statics. Through the use of active learning approaches such as assigning group, team based projects, discussions, and interactive learning, I have always complimented the traditional theoretical foundation of knowledge, encourage the students, and fostered an atmosphere of learning which was helpful for students' future careers. In addition, I always encouraged my students to adhere to the best engineering practice by teaching them ethical and sociocultural values in engineering.

Regarding my credentials, I recently received recognition of my academic achievements in the field of NDE, despite a very competitive environment. I am the 2014 recipient of the American Society for Non-destructive Testing (ASNT) Young NDT Professional Award. I am honored to be the youngest person to receive this prestigious award in the history of ASNT to-date. Also, in 2011, my Master’s thesis was awarded with the Outstanding Master’s Thesis Award at SIUC. In addition, I was also awarded several highly esteemed awards during my graduate career, which include SIU Doctoral Research Assistantship 2014, SIU Doctoral Research Fellowship Award 2012, and ASNT Fellowship Award 2010.

Besides academic work, I am actively involved with the American Society of Non-destructive Testing (ASNT). Currently, I serve as chairman of the technology transfer committee in ASNT Research Council and secretary in ASNT St. Louis section. I actively participate in several committee meetings in ASNT and have also organized and chaired several sessions and events during ASNT conferences. Additionally, I promote NDE in the local community. I have helped organize NDE expo booths for 300+ high school students during Engineering Day at SIUC.

I firmly believe that my research and teaching interests in combination with my academic and professional experiences as a Mechanical Engineer would make me a valuable member of your faculty. I would appreciate an opportunity to speak with you and discuss my skills and other relevant experiences related to the advertised position. I plan to follow up with your office within 10 days to determine the status of my application. If you require any additional materials or information, I would be happy to comply. I am grateful for your consideration of my application, and I look forward to hearing from you.

Sincerely,

Signature

First Name. Last Name

Enclosure: Curriculum vitae; statement of research plans; statement of teaching interests; and contact information for three references as requested.
RÉSUMÉ FORMATS

When preparing to build a professional résumé, determine the best format to meet your needs.

**CHRONOLOGICAL FORMAT.** If you have experience (volunteer or paid) related to your career goals then the reverse chronological résumé may be the best format for you. The reverse chronological résumé is the most well-known and widely used. It calls for the candidate’s most recent information/experience to be listed first and then moves backward from that point.

**SKILLS FORMAT.** If you have transferable skills that have been demonstrated in positions or work experience unrelated to your career goals, then the skills format may be best for you. The functional or skills format places important emphasis on the individual’s overall skills and abilities and is best for those who have nominal or no career-related experience. The work history is defined by specific examples and responsibilities held in various positions, grouping these examples under a few different skill headings (see the skills résumé sample).

In either format, when describing your responsibilities, skills and accomplishments, we recommend that you list them in bullet points. The length of your document is generally one page, but if your experience is significant, two pages are acceptable.
Avoid using software templates. You can build your résumé using any word-processing software. Begin with a blank page, then set your margins to no less than half an inch. Set tab stops instead of using the space bar to create blank space.

Choose a font that is professional-looking and has good highlighting characteristics (bold, italic). Do not use a script font.

Look for classic, legible fonts

- Helvetica Neue
- Fira Sans
- Noto Serif
- Palatino
- Cambria

Avoid gimmicky, cute or imitative fonts

- Calligraphy
- Comic book
- Blackletter
- Brush
- Fantasy
- Historical

Always use your full name, including a middle initial (no nicknames), current and/or permanent address, phone numbers (include cell phone) and email address (avoid using an unprofessional-sounding email address).

It is best to have your name in a larger font size than the rest of your document (e.g., 18 pt.). The rest of the document should be 10 pt. to 12 pt. in font size, but no less than 10 pt.
OBJECTIVE

Employers are looking for people who have a clear direction regarding their career plans and goals. An objective should be targeted to establish a career focus.

There is no need to be philosophical; just state the type of position you wish to obtain, or the areas in which you are prepared to work. You can add another brief sentence to the objective indicating your willingness to accept additional responsibilities related to the position, or state your major strengths. Employers do not appreciate vague or meaningless objectives.

You can name a specific position such as, “Prepared to make valuable contributions in a staff accounting position,” or you can target areas where you would like to work to give yourself more opportunity, as well as help the employer see the ways you could fit in with their organization. For example: “To obtain a career-entry position in the areas of public relations, event planning and/or marketing support,” or, “To obtain a career position in the areas of social work, social services, community services and/or program development. Capable of assisting with grant writing and experienced in raising funds.”

All other information that goes into this document should support your objective.

PROFILE OR PROFESSIONAL SUMMARY

An experienced candidate should consider using a profile or professional summary instead of stating the word “objective” (see example in the sample résumé).
EDUCATION

Include university(s) attended (most recent first), city, state, your degree(s) as it appears or will appear on your diploma, (major/minor), academic concentration, honors and related activities. Include your cumulative GPA or the GPA within your major, especially if it is 3.0 or higher. Career-entry candidates may opt to expand on this section for lack of career-related experience.

However, employers are not seeking a detailed account of the last four years. As with every section of your document, an employer will review the “Education” section looking for key information that will be useful to him/her.

Underclassmen seeking an internship that is related to their career field can include titles of completed coursework.
CAREER-RELATED EXPERIENCE

Every employer wants to know about your job-related and transferable skills. Employers want to review your skills, experience, talents and character traits so they can determine if hiring you would meet their staffing needs.

A good way to get started on documenting your relevant or career-related experience is to make a list of work experiences (paid, volunteer and military). Then record the scope of responsibilities you held along with accomplishments as a result of your work.

Picture how an average day is/was spent. Describe an accurate account of your workload and responsibilities. Make sure to tie in skills and knowledge relevant to your objective. Use descriptive words to explain how you did things.

Many military positions entail marketable skills such as attention to detail, leadership, interpersonal capabilities, technical skills, ability to work under pressure and strict deadlines, as well as other competencies worth mentioning. As you write, always assume the potential employer knows little to nothing about the military.

Utilize O-Net's Crosswalk Search and Career InfoNet's MOC Translator to assist in translating your military career into potential civilian occupations.

It is important to show how experience and learned skills will contribute to your success with the potential employer. Be sure to give specific examples of how you demonstrated your skills; don’t just list them in a bland “laundry list.”

Whenever possible, show results of your work as well. Begin with your most significant responsibilities. Make your experiences come alive for the reader by expressing something positive about yourself and what you are capable of doing.

If it is hard for you to describe yourself, think how others would describe you. You could say something like, “Often recognized by management for consistently meeting and exceeding company objectives.”
Avoid long paragraphs

It is best to use brief (bullet) statements that demonstrate action and accomplishments. Bullet statements eliminate the need to use personal pronouns (such as “I,” “me,” “my” and “myself”), and help to emphasize your special skills and/or responsibilities.

For each position, list the job title, employer, city, state and dates of employment (month/year). Also include the following:

**SKILLS USED AND TASKS PERFORMED.** Emphasize those skills requiring the highest degree of skill and judgment. Indicate specialization and any duties beyond your regular assignment.

**SCOPE OF RESPONSIBILITY.** Describe the most important aspects of the position. Did you hold a supervisory position? How many people did you supervise? Were you promoted?

**ACCOMPLISHMENTS.** Outline any outstanding results that were achieved. When possible, provide tangible facts and figures rather than general information.

Use words that denote action and/or responsibility when describing work performed, such as “developed,” “organized,” “planned” and “researched” (see list of action verbs).

Volunteer work, field experiences, internships and practicum opportunities should be included under this heading (career-related or relevant experience), especially if they are related to your objective. Be sure to emphasize any/all exceptional responsibilities (e. g., unit development, organization of a procedure manual or development of special projects).

**BEGIN WITH AN ACTION VERB.** Be sure to begin each statement with an action verb, being careful not to use the same verb more than once per job experience listed.

**SPEAK IN MEASURABLES.** Use numbers, percentages and other measurable outcomes to demonstrate the scope of responsibility and quantitative results.

**USE INDUSTRY TERMS.** Include keywords that are used in your field.
HONORS, ACTIVITIES AND SPECIAL SKILLS

Any of these can become a separate heading if your background warrants:

· Licenses, certificates currently held (e.g., teaching, social work, counseling, CPA).

· Honors, scholarships, awards, fellowships earned.

· Professional organization memberships and offices held.

· Publications.

· Affiliations with church, civic and community groups.

· Extracurricular activities/leadership.

· Continuing education courses, professional seminars and/or professional development opportunities.

· Special skills such as a foreign language, computer proficiency, website development, graphic arts and desktop publishing, as well as any software proficiency that is related to your career field.

References are not part of the résumé itself. Along with your cover letter (and, optionally, letters of recommendation), a reference page is added to the résumé to complete the package you’ll provide to potential employers.
RECOMMENDATION LETTERS

You can ask the people you have listed on your reference page to write a letter of recommendation for you. Some individuals are fine with writing a generic “To Whom It May Concern” letter, while others will agree to only write specific letters on your behalf.

You can ask anyone who can credibly attest to experiences or skills included on your résumé to write a letter for you, therefore documenting your experience.

If you have worked in a family business, you can ask a known vendor, attorney or long-standing customer to write a letter of recommendation for you. A faculty/staff advisor from a community service trip would be appropriate.

FINAL REVIEW

Be sure your document is error-free. In most cases, any résumé with errors will be rejected, regardless of the qualifications and experience. Ask for several critical reviews of your résumé before you make final copies. A Career Services advisor can help you with this. It is better to have a friend or instructor catch some errors or make corrections rather than a potential employer.
POSTING YOUR RÉSUMÉ ONLINE

Upload your error-free résumé to Saluki Recruiting for review by a Career Services advisor. If you have not already registered to use this system, complete the free online registration before you can upload your résumé. Once your uploaded résumé has been approved, registered employers in the system will be able to view your document. This is a free service for all SIU Carbondale students and alumni.

PRINTING SUGGESTIONS

It is best to have your document printed with a laser printer or high-quality inkjet printer, using quality 24- to 32-pound paper (the smoother the better).

The color of paper should remain as neutral and conservative as possible (e. g., bright white, ivory, beige or light gray).

Remember, you are likely to send a minimum of three pages per employer (résumé, cover letter and reference page). You will also have some follow-up correspondence (e. g., a thank-you letter following each interview). Therefore, it is most economical to purchase a ream of 500 sheets.

MAILING TIPS

Your résumé packet will include a cover letter, résumé and reference page. Do not fasten these pages together with staples or paper clips. To eliminate the need to fold the paper, send your documents in a large 9-by-12-inch or 10-by-13-inch envelope. The color does not have to match the résumé paper.

Depending on the career field and the job market, you may need to send up to 100 résumés. But remember that sending out résumé packets is only one piece of the job-search pie.

Read the Prepare for Your Job Search and Networking sections of this handbook for detailed suggestions of how to conduct a successful search. A well-developed job search will require a significant investment from you – but with focus, persistence, resilience and a positive attitude, your efforts will pay off.
accelerated
acclimated
accompanied
accomplished
achieved
acquired
acted
activated
actuated
adapted
added
addressed
adhered
adjusted
administered
admitted
adopted
advanced
advertised
advised
advocated
aided
allocated
altered
amended
amplified
analyzed
anticipated
appointed
appraised
approached
arbitrated
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assembled
assumed
assessed
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attained
attracted
audited
augmented
authored
authorized
automated
balanced
bargained
borrowed
bought
broadened
budgeted
built
calculated
canvased
capitalized
captured
carried out
cataloged
centralized
challenged
chaired
charted
circulated
clarified
classified
cleared
closed
coil-authored
cold called
collaborated
collected
combined
committed
compared
compiled
completed
composed
computed
conceived
concluded
condensed
conducted
conferred
consolidated
constructed
consulted
contracted
contrasted
contributed
contrived
controlled
converted
convinced
coordinated
corrected
corresponded
counseled
counted
created
critiqued
cultivated
cut
decided
decentralized
decreed
defered
defined
deleagated
delivered
demonstrate
depreciated
described
designated
designated
defined
determined
developed
devised
devoted
diagrammed
directed
disclosed
discovered
dispatched
displayed
distinguished
distributed
diversified
divested
documented
doubled
drafted
edared
eased
edited
elected
eliminated
enabled
encouraged
endorsed
enforced
engaged
engineered
enlarged
enriched
established
estimated
evaluated
examined
exchanged
executed
exercised
expanded
expedited
explained
extended
extracted
extrapolated
facilitated
familiarized
fashioned
fielded
fit
focused
forecasted
formalized
formed
formulated
fortified
found
founded
framed
fulfilled
functioned
furnished
gained
gathered
gauged
generated
governed
granted
grouped
guided
handled
hired
hosted
identified
illustrated
illuminated
implemented
improved
improvised
inaugurated
indoctrinated
increased
influenced
informed
initiated
innovated
inquired
inspected
inspired
installed
instigated
instilled
instituted
instructed
insured
interfaced
interpreted
interviewed
introduced
interviewed
invented
invested
invested
investigated
TRANSFERABLE SKILLS

VERBAL COMMUNICATION
- Speak well in public appearances
- Confront and express opinions without offending
- Interview people to obtain information
- Effectively handle complaints in person or over the phone
- Present ideas effectively in speeches or lecture
- Persuade/Influence others to certain point of view
- Sell ideas with others
- Debate ideas with others
- Participate in group discussions and teams

LEADERSHIP
- Envision the future and lead change
- Establish policy
- Set goals and determine courses of action
- Motivate/inspire others to achieve common goals
- Create innovative solutions to complex problems
- Communicate well with all levels of the organization
- Develop and mentor talent
- Negotiate terms and conditions
- Take risks, make hard decisions, be decisive
- Encourage the use of technology at all levels

NONVERBAL COMMUNICATION
- Listen carefully and attentively
- Convey a positive self-image
- Use body language that makes others comfortable
- Develop rapport easily with groups of people
- Establish culture to support learning
- Express feelings through body language
- Promote concepts through a variety of media
- Respond appropriately to nonverbal cues
- Model behavior or concepts for others

MANAGEMENT
- Manage personnel, projects and time
- Foster a sense of ownership in employees
- Delegate responsibility and review performance
- Increase productivity and efficiency to achieve goals
- Develop and facilitate work teams
- Provide training for development of staff
- Adjust plans/procedures for the unexpected
- Facilitate conflict management
- Communicate well with diverse groups
- Use technology to facilitate management

WRITTEN COMMUNICATION
- Write technical language, reports and manuals
- Write poetry, fiction, plays
- Write grant proposals
- Prepare and write logically written reports
- Write copy for sales and advertising
- Edit and proofread written material
- Use all forms of technology for writing
- Write case studies and treatment plans
- Demonstrate expertise in grammar and style

FINANCIAL
- Calculate and perform mathematical computations
- Work with precision with numerical data
- Keep accurate and complete financial records
- Perform accounting functions and procedures
- Compile data and apply statistical analysis
- Create computer-generated charts for presentation
- Use computer software for records and analysis
- Forecast, estimate expenses and income
- Appraise and analyze costs
- Create and justify organization’s budget to others

INTERPERSONAL RELATIONS
- Convey a sense of humor
- Anticipate people’s needs and reactions
- Express feelings appropriately
- Process human interactions, understand others
- Encourage, empower and advocate for people
- Create positive, hospitable environment
- Adjust plans for the unexpected
- Facilitate conflict management
- Communicate well with diverse groups
- Listen carefully to communication

ADMINISTRATIVE
- Communicate well with key people in organization
- Identify and purchase necessary resource materials
- Use computer software and equipment
- Organize, improve and adapt office systems
- Track progress of projects and troubleshoot
- Achieve goals within budget and time schedule
- Assign tasks and set standards for support staff
- Hire and supervise temporary personnel as needed
- Demonstrate flexibility in crises
- Oversee communication, email
ANALYZE
- Study data or behavior for meaning and solutions
- Analyze quantitative, physical and/or scientific data
- Write analysis of study and research
- Compare and evaluate information
- Systematize information and results
- Apply curiosity
- Investigate clues
- Formulate insightful and relevant questions

RESEARCH
- Identify appropriate information sources
- Search written, oral and technological information
- Interview primary sources
- Hypothesize and test for results
- Compile numerical and statistical data
- Classify and sort information into categories
- Gather information from a number of sources
- Patiently search for hard-to-find information
- Use electronic search methods

TRAIN AND CONSULT
- Teach, advise, coach, empower
- Conduct needs assessments
- Use a variety of media for presentation
- Develop educational curriculum and materials
- Create and administer evaluation plan
- Facilitate a group
- Explain difficult ideas and complex topics
- Assess learning styles

PLAN AND ORGANIZE
- Identify and organize tasks of information
- Coordinate people, activities and details
- Develop a plan and set objectives
- Set up and keep time schedules
- Anticipate problems and respond with solutions
- Develop realistic goals and action to attain them
- Arrange correct sequence of information and actions
- Create guidelines for implementing an action
- Create efficient systems
- Follow through, ensure completion of a task

COUNSEL AND EMPATHIZE
- Counsel, advise, consult, and guide others
- Care for people, rehabilitate, assist with healing
- Demonstrate empathy, sensitivity and patience
- Help people make their own decisions
- Help others improve health and welfare
- Listen empathically and with objectivity
- Coach, guide, encourage individuals to achieve goals
- Mediate peace between conflicting parties
- Facilitate self-awareness in others

CREATE AND INNOVATE
- Visualize concepts and results
- Intuit strategies and solutions
- Execute color, shape and form
- Brainstorm and make use of group synergy
- Communicate with metaphors
- Invent products through experimentation
- Express ideas through art form
- Remember faces and spatial relationships
- Create images through sketches, sculpture, etc.
- Use computer software for artistic creations

CONSTRUCT AND OPERATE
- Assemble and install technical equipment
- Build a structure, follow proper sequence
- Understand blueprints and architectural specs
- Repair machines
- Use tools and machines
- Master athletic skills
- Landscape and farm
- Use scientific or medical equipment

From Life Work Transitions.com
©1999-2002 by Deborah L. Knox,
Sandra S. Butzel Butterworth-Heinemann
SIU Extern
A Nationally Recognized Program

A Weeklong Professional Experience Over Spring Break

More than 3,600 students have made valuable career contacts through this program. On average, 40 percent of externs are offered employment opportunities with their sponsoring companies or organizations.

Professional Contacts
On-The-Job Experience
Real World Knowledge
Answers to Your Future

SIU Alumni Association
Learn more about how you can become an extern @ siualumni.com/extern
Sam S. Student  
Carbondale IL, 62901  
SamSStudent@siu.edu  
618-555-5555

EDUCATION
Bachelor of Science: Automotive Technology  
Southern Illinois University, Carbondale, IL  
Specialization: Business  
GPA: 4.0/4.0  
May 2013

CERTIFICATIONS
• ASE Certified
• MACS Section 609 Certification for Refrigerant Recovery and Recycling
• GM, Ford and Cadillac operating systems

HONORS
• Dean’s List  
2009 – 2013
• Delta Epsilon Iota Academic Honor Award  
May 2012

RELEVANT EMPLOYMENT HISTORY
Automotive Mechanic  
The Service Shop Inc., Marion, IL  
Aug 2009 – Aug 2012
• Evaluated and identified issues on vehicle systems
• Assisted in vehicle repair and performed vehicle maintenance procedures
• Utilized wide range of automotive equipment such as: various hydraulic lifts, alignment racks, tire machines, tire balancers, impact guns, torque wrenches, hand tools, and air tools

Assistant Clerk  
Great Lakes Dredge and Dock Company, Oak Brook, IL  
• Collaborated with department secretary to ensure all day to day tasks for engineers were complete
• Assisted with the inventory of vessels using the company filing system for digital drawings
• Converted CAD images to readable image files
• Expanded skills in programs such as Microsoft Word, Excel and PowerPoint

MEMBERSHIPS
• Automotive Technology Organization, Southern Illinois University  
Sep 2010 – Present
• Delta Epsilon Iota, Southern Illinois University  
Jul 2012 – Present

ADDITIONAL EMPLOYMENT HISTORY
• Clerk, Fred’s Food Market, Chicago, IL  
Apr 2010 – Aug 2011
• Deli Clerk, IGA Supermarket, Milwaukee, WI  
Aug 2008 – Apr 2010

SKILLS
• Proficient in Microsoft Word, PowerPoint, Excel, and Photoshop
• Competent in working with automotive equipment such as: Multi-meters, TPMS tools, digital storage oscilloscopes, scan tools, and automotive repair databases
• Fluent in French and English
Brandon G. Smith
1004 Cedar Lane
Effingham, IL 62401
217-555-1234
bgsmit93@gmail.com

OBJECTIVE
A graduating senior prepared to obtain a career-entry position in human resources, with an emphasis in training or management. Major strengths include training and management experience, and strong communication skills.

EDUCATION
Southern Illinois University
Carbondale, IL
Bachelor of Arts: Business Administration – Personnel Management Specialization
May 2015
GPA: 3.5

SUMMARY OF SKILLS

Management
• Supervised a crew of 7 to ensure professional customer service that was rated #1 by the patrons
• Earned excellent work evaluations from management, recognizing strengths in human resources related duties
• Maintained employee records regarding performance, attendance, and discipline
• Consistently earned excellent grades in all business coursework gaining a thorough understanding of business processes and personnel management
• Managed the residence hall when director was off duty
• Recommended and installed a software program to assist with managing the residence hall records

Training
• Regularly developed and made presentations related to safety and training issues
• Assisted with the preparation and presentation of the Resident Assistant orientation
• Aided with the selection of Resident Assistants and other residence hall staff
• Developed and presented educational programs for residents
• Trained new employees in all aspects of policy, procedure, safety and customer relations

Communication and Presentation Skills
• Counseled with residents regarding personal issues and worked with them to develop problem resolving solutions
• Creatively designed and utilized posters, flyers and social media to promote residence hall activities
• Firmly intervened to resolve heated disputes between residents while maintaining composure
• Served as liaison between crew and management regarding promotional opportunities
• Maintained a customer-service attitude while serving customers and resolving problems

HONORS & ACTIVITIES
University Excellence Scholarship
Dean’s List – 4 years
Delta Epsilon Iota – Vice President
Participated in three service-learning trips Appalachia, Ireland, and India

PROFESSIONAL DEVELOPMENT
Leadership conference, College Student Personnel Association
Participated in manager trainee program
Gary, Indiana
Saint Louis, MO
October 2014
June, 2011

WORK EXPERIENCE
Resident Advisor, University Hall, Southern Illinois University
Carbondale, IL
2013-present

Assistant Manager, Chick-fil-A
Fairview Heights, IL
Summers 2011-2014

Team Member, Chick-fil-A
Fairview Heights, IL
2008-2011
Silva E. Lennon
silva.lennon@siu.edu Chicago, IL 60624 (312) 223-7777

LICENSURE
Illinois Initial Secondary License in English (Type 09)
Middle School endorsement in Language Arts; Social Science endorsement

EDUCATION
Southern Illinois University, Carbondale, IL — May 2014
Bachelor of Arts, Secondary Education English; G.P.A. 3.74.0
Cum Laude Dean’s List (every semester attended)

TEACHING EXPERIENCE
Student Teacher, Seventh Grade English
Grace Middle School, Chicago, IL
January 2014 — May 2014

• Prepared lessons independently for ten weeks based on the BMS English curriculum
• Collaborated with the seventh-grade team by developing various PowerPoint presentations and lessons
• Encouraged knowledge of current events by creating a one-week unit plan based upon the 2012
  presidential election using cooperative grouping
• Manipulated student cooperative groups according to average scores on the MAPS tests
• Used differentiated instruction, and both formative and summative assessments, to evaluate student work
• Designed various cross-curriculum warm-up activities to enhance connections between school subjects
• Played an active role during parent-teacher conferences, and updated parents regularly on their child’s
  progress in the classroom
• Graded student’s expository essays according to the ISAT rubric
• Assisted the cheerleading coaches during try-outs and acted as a mentor for the girls

Teaching Assistant, Sixth Grade
Anna Middle School, Anna, IL
August 2013 — December 2013

• Implemented lessons developed by a cooperating teacher in a sixth-grade language arts, reading, and
  social studies classroom, and managed a classroom of more than thirty students
• Assisted in instructing a special-needs student in developing reading and writing skills
• Taught a lesson independently on the process of making inferences while reading

Student Observer/Teaching Assistant, Grades 9–10
West Frankfort High School, West Frankfort, IL
January 2011 — May 2011

• Obtained field experience through a high school child development class containing a preschool lab
• Developed a curriculum that fostered students’ creativity and critical thinking in thematic units
• Encouraged student improvement by sending weekly progress reports home to parents

TEACHING PREPARATION
• Observed use of smartboards in mathematics and English courses
• Participated in Compass Learning training, and guided students to use this resource available to them
• Collaborated with teachers during a seminar on how to integrate affective grouping strategies in class

AWARDS & ACTIVITIES
National Society for Collegiate Scholars January 2010 — May 2014
Zeta Zeta Sorority Member August 2010 — May 2014
Executive Board Member December 2012 — May 2013

SPECIAL INTERESTS
Eager to participate/advise in extracurricular activities such as cheerleading, cross country, and track & field
Objective
To obtain a full-time entry-level banking career position where skills in financial analysis and market trends can help achieve company goals and objectives

Education
Bachelor of Science in Finance
Specialization: Investments
Southern Illinois University Carbondale
GPA: 3.4/4.0

Relevant Experience
Financial Management Association – SIU Chapter
President
- Manage approximately 35 members in various charitable and educational endeavors
- Schedule and organize 10-15 professional speakers per semester
- Increased FY11 budget by 23% by streamlining membership dues payment procedures
- Mentored 3 officers, developing them for leadership roles
- Work closely with 25-30 finance and economics faculty members, facilitating special analysis projects for the organization

Alliance Financial, Carbondale, IL
Intern
- Implemented new social media strategy, increasing business by 10% in first six months of internship
- Participated in 7 different investment marketing and media webinars
- Communicate with ~15 potential clients and ~10 current clients on a daily basis
- Track and evaluate marketing activities via Salesforce.com and Microsoft Access

Other Experience
Buca di Beppo Italian Restaurant, Lombard, IL
Waiting Staff (Seasonal)

Honors & Activities
- Dean’s List
- Dean’s Scholarship
- Pi Sigma Epsilon Business Fraternity – Treasurer
- Managed a personal investment portfolio since 2007 generating an 11% annual return
Jessica A. Franklin
Ullin, IL 62992  jafranklin@siu.edu  618-555-1234

SUMMARY:
Detail-oriented scientist adept at scientific project design and performance with the equine subject, as well as recording and organizing data and reviewing pertinent literature. Skilled in laboratory technique and safety training. Extensive experience with the cecally cannulated equine.

EDUCATION:
Southern Illinois University, Carbondale, IL
Bachelor of Science: Animal Science – Equine Specialization  May 2015
Minor: Agribusiness Economics  GPA: 3.85

HIGHLIGHTS:
Post-surgery wound care and records  Venipuncture
Operation of the equine cannula  DNA extractions
Experimental design  Electrophoresis
IV and IM injections  Cecal and fecal sampling

EXPERIENCE:
Stable Attendant  May 2012 – Present
Ridgewood Stables, LLC, Villa Ridge, IL
• Handle off the track Thoroughbreds: broodmares, stallions and foals
• Instructed on specific nutritional needs of breeding stock and young horses
• Administer medications orally, intramuscularly and intravenously
• Provide emergency care associated with colic, lacerations, punctures and abscesses
• Foaling assistant
• Updated social networking sites

Undergraduate Laboratory Technician  August 2014 – January 2015
Southern Illinois University, Carbondale, IL
• Received laboratory safety training
• Experienced in DNA extraction, spectrophotometry, and electrophoresis gels
• Demonstrated proficiency with Microsoft Word and Excel for data record keeping

Undergraduate Research Scientist  May 2014 – January 2015
Southern Illinois University, Carbondale, IL
• Assisted in experimental design
• Conducted research project on antibiotics reaction within the equine cecum
• Collected samples via venipuncture, equine cecal cannula, and rectal fecal grab
• Experience in scientific publication writing
Undergraduate Research Assistant  
Southern Illinois University, Carbondale, IL  
- Planned and organized experimental procedures  
- Collected samples and became proficient in laboratory techniques and processes  
- Instructed on special management and care of the cannulated equine  
- Participated in Institutional Animal Care and Use Committee training in equine  
- Engaged in Southern Illinois University equine safety training  

Student Worker:  
Southern Illinois University, Carbondale, IL  
- Observed equine cecal cannulation surgery  
- Aided in post-surgery examinations  
- Conducted post-surgery wound care  

Union County Equine Team Coach  
Union County Extension, Anna, IL  
- Instructed 4H members on horse judging and physiology  
- Created lesson plans and lectures  
- Chaperoned children at competitions and events  

PUBLICATIONS:  

AWARDS:  
- Southern Illinois University Dean’s List – 2011 to 2015  
- Illinois State 4-H Hippology Champion – Senior division, 2012  
- Illinois Horse Show and Racing Association – 2016 queen and representative  

COMMUNITY INVOLVEMENT:  
- Union County 4-H Equine Team – volunteer coach  
- Johnson County Rail and Trail Saddle Club – horse show director  
- Illinois Horse Fair – volunteer  
- Southern Illinois Regional Hippology and Horse Bowl Contest – volunteer
SAMPLE RÉSUMÉ

Amy Appleseed
Carbondale, IL 62901
(618) 453-6789
a.appleseed@siu.edu

Career Summary:
- Strong commitment, vision, and leadership
- Successful in mastering new skills through hands-on experience
- Highly effective in promoting a positive, productive environment

Education:
Southern Illinois University, Carbondale, IL
Bachelor of Science: Journalism  Concentration: Advertising  December 2012

Communications Experience:
Saluki Advertising Agency, Carbondale, IL
Advertising Intern
Client: River to River Communications – Carbondale, IL  Jan. 2012– present
- Coordinate and plan an advertising campaign in support of “Hope for Kids.”
- Contact various colleges and keep in constant contact to assist in planning the upcoming
  “Hope for Kids” events and network on behalf of River to River Communications
- Create press releases and ensure information accuracy
- Follow up with contacts and file necessary forms to guarantee reservation space is acquired

- Took out advertising space and time as required to promote/publicize the event efficiently
- Brainstormed about improvements that could have been made for the current and future events
- Distributed information to interested parties around Southern Illinois
- Worked with PR team members to guarantee all areas were being covered effectively

The Daily Egyptian, Southern Illinois University, Carbondale, IL  Mar. 2009-May 2011
Sports Editor
- Arranged interviews with people who can provide information about the story
- Researched and analyzed background information related to stories in order to be able to provide
  complete and accurate information
- Checked reference materials, such as books, news filers, or public records, to obtain relevant facts

Additional Skills:
- Podcasting: Final Cut Pro, Garage Band
- Video editing and production: Final Cut Pro, iMovie, some Flash
- Multimedia editing/slide show: SoundSlides, Adobe Photoshop
- Social networking/marketing: Twitter, Facebook, blogging, LinkedIn
- Website design: Dreamweaver, WordPress, HTML, Content Management Systems,
- Computer: Microsoft Word, PowerPoint, Excel, Pages, Keynote, Adobe InDesign

Memberships:
- American Advertising Federation, member, August 2010 – present
- Full Tilt Ultimate Frisbee, member, August 2009 – present
BILLIE JO TELEVISION
Elgin, IL 60120 815.514.0189 bjtelevision@gmail.com

EDUCATION
Southern Illinois University Carbondale (SIU Carbondale), Carbondale, IL May 2012
Bachelor of Arts in Radio-Television
Specialization in Television Production, Anthropology Minor
Major GPA: 3.6/4.0; Overall GPA: 3.4/4.0; Dean’s List Summer 2009

EXPERIENCE
Production Intern, Big Shoulders Digital Video, Chicago, IL Spring 2012
- Assisted camera crew with the setup of lights and camera in studio and on location
- Researched information and ran errands for staff members

Director/Camera, Jib Operator/Editor, Studio A In Concert, Carbondale, IL Fall 2010 – Spring 2012
- Student-produced, multi-camera music showcase airing on PBS
- Promoted to director after one year
- Directed a team of 15+ students for two in studio shoots
- Assisted in the setup and breakdown of the set, lights and cameras

Post Production Intern, Gamma Blast, Nashville, TN Summer 2011
- Worked with multi-clip editing in Final Cut Pro
- Assisted in the shoot of Ty Williams’ Barn on the Rooftop music video
- Received five professional editing credits: Alan Jackson’s Aquapalooza Concert, aired on CMT; Charlie Daniels and Friends Christmas DVD, Joy to the World; Ty Williams’ Barn on the Rooftop music video; United Methodist Publishing House two-minute videos for a Sunday School DVD; Glennana’s first album release web video

Headline Editor/Technical Director, WSIU River Region Evening Edition Spring 2010
- Student produced, live, half-hour newscast airing on WSIU-TV across 5 states with 300,000+ viewers
- Editor of headlines, teases and news stories
- Switched video sources, overlaid keys as ordered by the director for the live newscast
- Directed and switched three live news teases

Technical Director, WSIU, Scholastic-HiQ, Carbondale, IL Spring 2010
- Academic game show for PBS featuring high school teams from the Southern Illinois region
- Switched video sources as ordered by the director
- Worked on 31 productions

SOFTWARE/EQUIPMENT PROFICIENCIES
- Final Cut Pro
- Avid
- Soundtrack Pro
- DVD Studio Pro
- Sony DSR 250 and 570
- Sony D-35
- Panasonic HVX
- Panasonic WV-F250
- Grass Valley 200-2 Switcher

ACTIVITIES/INTERESTS
- Movie Camera Militia (MCM), SIU Carbondale, Member Fall 2011 – Spring 2012
- GUIDES (Guides for Undertaking Internships & Demonstrating Excellence beyond SIUC)
- College of Mass Communication and Media Arts, Member Fall 2009 – Spring 2010
- Volunteer, SIU Carbondale Dairy Farm, 100+ hours Spring 2009 – Spring 2010
Ph.D. Candidate
407 N. Maple Ave. Apt. # 7, Carbondale, IL 62901 | (618) 555-1212 | gradstudent@siu.edu

SUMMARY
Multidisciplinary mechanical engineer and researcher at the Ph.D. level with more than six years of experience conducting advanced scientific and engineering studies while developing unique and innovative solutions. Strong initiation and communication skills honed through leadership roles involving organizing and chairing technical sessions in ASNT conferences and supervising students. Effective project manager with proven results.

EDUCATION

SOUTHERN ILLINOIS UNIVERSITY  Carbondale, IL

- President: SIU NDE Club

Master of Science: Mechanical Engineering  May 2011
- ASNT Research Fellowship Award 2010, Rochov-Schneeberger Memorial ASNT Scholarship 2010, ASNT Travel Reimbursement Award 2010, 2011

UNIVERSITY OF EVANSVILLE  Evansville, IN

Bachelor of Science: Mechanical Engineering  May 2008
- Certification: Engineer in Training (May 2008, Indiana)
- President: UE Cricket Club
- Academic Achievement Award 2005- 2008, Overseas International Student Award 2004

EXPERIENCE

SOUTHERN ILLINOIS UNIVERSITY  Carbondale, IL

Laboratory Supervisor – Intelligent Measurement and Evaluation Laboratory  Jan 2011 – Present
- Managed and mentored 5 graduate and 8 undergraduate students in conducting research, preparation, submission, and publication of research findings.
- Collaborated on and led numerous projects that were a direct outcome of several industries/government-funded research.
- Developed short NDE modules for the development of NDE courses at SIUC.
- Worked with Airstar Inc. and received $40,000 worth air-coupled ultrasonic instruments and software.
- Prepared various external and internal grant proposals, technical project reports, and delivered presentations.

Instructor  Dec 2010 – Present
- Developed course syllabi; designed and graded weekly homework; assigned group work, midterm, and final exams; designed and graded a design project with weekly progress reports, as well as helped students understand and apply the principles of mechanical design.
- Pushed and challenged students to go above and beyond the materials presented in the class and helped them to engage in the educational experience.
- Helped students enhance their critical thinking abilities by explaining some of the difficult problems from a different perspective.
- Introduced and fostered ethical values and understanding of sociocultural values in engineering to students.

Research Assistant – Center for Advanced Friction Studies  Aug 2009 – Jul 2013
- Worked on several projects aimed at developing effective non-destructive evaluation (NDE) techniques for commercial carbon-carbon (C/C) composite aircraft brake disks by using air-coupled ultrasonic and infrared thermography methods.
- Developed an automated circular air-coupled ultrasonic NDE technique for carbon-carbon composite aircraft brake disk applications.
- Collaborated with industries and individuals working in braking materials for automotive and aircraft applications.
- Prepared and delivered reports and presentations for several industrial advisory board meetings.
Ph.D. Candidate

Research Assistant – Department of Educational Psychology and Special Education  Mar 2010 – Jun 2010
- Developed subroutine and functions in FORTRAN 95 for estimating item parameters of the mixed model by using Marginal Maximum Likelihood Estimation (MMLE)/Expectation Maximization (EM) algorithm.

Teaching Assistant  Aug 2009 – Dec 2011
- Collaborated with professors in preparing course material and grading policies, improving communication skills.
- Organized several help sessions beyond office hours to help students understand, solve homework problems, and succeed in the classes.
- Evaluated students’ homework, tests, and exams; kept record of the scores using Excel.

NAJANAJA LTD. Streamwood, IL

Associate Implementation Consultant  May 2008 – Jul 2009
Provided support to clients in the development of software test plans and execution of testing cycles during the client’s conversion process to ensure for accuracy and customer satisfaction.

WHIRLPOOL CORPORATION  Evansville, IN

Intern – Modular Architecture  Nov 2006 – Apr 2007
Created a five-year cost migration map for master control boards and refrigerator shelving unit for cost and design analysis.

PROFESSIONAL ACTIVITIES

AMERICAN SOCIETY OF NONDESTRUCTIVE TESTING (ASNT)

Chairman: Technology Transfer Committee, ASNT Research Council  Present
- Organized, chaired, helped coordinate several sessions and panel discussions during several ASNT Fall and Spring conferences
- Organized a highly successful student mixer event for participating students during 2014 ASNT Research Symposium in Minneapolis, MN

Secretary and Education Chairman, ASNT St. Louis Section  Present
- Planned, put together, and coordinated with ASNT St. Louis board members for organizing monthly meetings and tours
- Ensured the highest standards of administrative practices by performing secretarial functions, duties and responsibilities during monthly meetings within set timeframes
- Developed Roehrs-Schneberger Memorial scholarship eligibility, submittal information, and evaluation criteria
- Organized NDE expo booth for 300+ high school students during 2012-2014 Engineering Day in SIU

ADDITIONAL

- Language proficiency: English, Nepali, Hindi
- Visa status: F-1
EDUCATION

Southern Illinois University Carbondale, Carbondale, IL 05/2011 – 05/2015
Ph.D. in Engineering Science, Concentration: Mechanical Engineering
Dissertation: Bond Strength Evaluation in Composite Adhesive Joints Using NDE and DIC Methods
Dissertation advisor: Dr. Tsuchin Philip Chu

Southern Illinois University Carbondale, Carbondale, IL 08-2009 – 05/2011
M.S., Mechanical Engineering
Thesis: Intelligent Systems Approach in Detecting Defects in Aircraft Composites by Using Air-Coupled Ultrasonic Testing (Outstanding Master’s Thesis Award)
Thesis advisor: Dr. Tsuchin Philip Chu

University of Evansville, Evansville, IN 08/2004 – 05/2008
B.S., Mechanical Engineering

RESEARCH INTERESTS
• Experimental Mechanics: Image correlation and Digital Image Correlation
• Finite element modeling and simulation
• Strength characterization of adhesively bonded composite structures
• Non-destructive Evaluation (NDE): Ultrasonics and Infrared Thermography
• Aerospace composites: Carbon-Carbon (C/C) Composites, Carbon Fiber Reinforced Panels (CFRP), Thermo-plastic composites, and Honeycomb materials
• Composite Repairs
• Machine learning and Artificial Intelligence Approach for an automated defect detection, classification, and characterization in aerospace composites;
• Ultrasonic and Infrared Thermal Signal Processing: Noise Reduction, Segmentation, Feature Extraction, and Classification
• Fracture mechanics
• Monitoring and characterizing fatigue damage in aerospace composites
• Microstructural and morphological characterization of materials
• Automotive braking materials

RESEARCH EXPERIENCE

Laboratory Supervisor & Graduate Research Assistant 01/2011 – Present
Intelligent Measurement and Evaluation Laboratory
Department of Mechanical Engineering and Energy Processes
Southern Illinois University, Carbondale, IL
• Managed and mentored several graduate and undergraduate students in conducting research, preparation, submission, and publication of research findings.
• Collaborated and led numerous projects that were a direct outcome of several industries/governmental agencies need.
1. Prediction of bond strength in composite joints by using hybrid NDE and Digital Image Correlation (DIC) methods (ongoing effort with the Boeing Company).
2. Non-destructive characterization of kissing bonds in adhesive joints (NAVY STTR project - Collaborated with Dr. Jaswinder Singh Sandhu, President, Santec Systems, Inc.).
3. NDE of composite repairs (Collaboration with Keven Mitchell, Prof. Aviation Technologies, SIUC and Sandia National Laboratories).
4. Intelligent NDE expert system for carbon based composites used for aircraft and aerospace applications (Funded by Boeing Company).
5. Automated circular air-coupled ultrasonic approach for Carbon/Carbon aircraft brake applications (Funded by Center for Advanced Friction Studies, SIUC).
• Worked with Airstar Inc. and received $40,000 worth air-coupled ultrasonic instruments and software.
• Developed short NDE modules for the development of NDE courses in SIUC.
• Prepared various external and internal grant proposals, technical project reports, and delivered presentations.
Graduate Research Assistant  
Center for Advanced Friction Studies  
Southern Illinois University, Carbondale, IL  
08/2009 – 07/2013  
• Worked on several projects aimed at developing effective non-destructive evaluation (NDE) techniques for commercial Carbon/Carbon composites aircraft brake disks by using air-coupled ultrasonic and infrared thermography methods.  
• Developed an automated circular air-coupled ultrasonic NDE technique for Carbon/Carbon composites aircraft brake disks applications.  
• Collaborated with industries and individuals working in braking materials for automotive and aircraft applications.

Graduate Research Assistant  
Department of Educational Psychology and Special Education  
Southern Illinois University, Carbondale, IL  
03/2010 – 06/2010  
• Developed subroutine and functions in FORTRAN 95 for estimating item parameters of the mixed model by using Marginal Maximum Likelihood Estimation (MMLE) / Expectation Maximization EM algorithm.

TEACHING EXPERIENCE

Instructor  
ME 475: Machine Design; ME 492 – Independent Study  
Department of Mechanical Engineering and Energy Processes  
Southern Illinois University, Carbondale, IL  
12/2010 – 05/2011; 07/2013 – Present  
• Developed course syllabi; designed and graded weekly homework; assigned group work, midterm, and final exams; designed and graded a design project with weekly progress reports; as well as helped students understand and apply the principles of mechanical design.  
• Pushed and challenged students to go above and beyond the materials presented in the class and tried them to engage in the educational experience.  
• Helped student enhance their critical thinking abilities by explaining them some of the difficult problems from a different perspective.  
• Introduced and fostered ethical values and understanding of sociocultural values in engineering to students.

Teaching Assistant  
Department of Mechanical Engineering and Energy Processes  
Southern Illinois University, Carbondale, IL  
• Collaborated with Professors in preparing course material and grading policies, improving communication skills.  
• Organized several help sessions beyond office hours to assist students understand, solve homework problems, and succeed in the classes.  
• Evaluated students’ homework, tests, exams and kept record of the scores using Excel

Undergraduate Teaching Assistant  
Department of Mechanical Engineering  
University of Evansville, Evansville, IN  
08/2005 – 05/2008  
• Delivered individual and group tutoring support to reinforce key concepts in Statics and Machine Design courses.  
• Assisted professor in preparing course materials and helped in grading assignments and exams.

Math Tutor  
Academic Advising  
University of Evansville, Evansville, IN  
• Provided one-on-one or small group tutoring support to freshmen and sophomore undergraduate students.  
• Helped to foster independent learning and problem solving skills among students.

PROFESSIONAL EXPERIENCE

Associate Software Implementation Consultant  
NajaNaja Ltd., Streamwood, IL  
08/2008 – 07/2009  
• Provided support to clients in the development of software test plans and execution of testing cycles during the client’s conversion process to ensure for accuracy and customer satisfaction.

Engineering Intern  
Whirlpool Corporation  
Mechanical Structure and Refrigeration Department, Evansville, IN  
• Developed a five year cost migration map for master control boards of different refrigerator units for cost and design analysis.
HONORS AND AWARDS
• ASNT Young NDT Professional Award, 2014
• SIU Doctoral Research Assistantship, 2014
• Best Poster Presentation Award, 2013
• Top 3 Finalist- Saluki Idea Competition, 2013
• SIU Doctoral Graduate Fellowship, 2012
• SIU Alumni Association Outstanding Master’s Thesis Award, 2011
• ASNT Research Fellowship Award, 2010
• Roehrs-Schneeberger Memorial ASNT Scholarship, 2010
• Outstanding Academic Achievement Student Award, University of Evansville, 2005
• Overseas International Student Award, University of Evansville, 2004

PENDING GRANTS

CONTRACTUAL AND SPONSORED RESEARCH
Collaborated with PIs and given lead responsibility to prepare proposals and conduct research.
• “Application of NDE and DIC Techniques on Underground Coal Mine Pillars,” Illinois Clean Coal Institute, PI - Tsuchin Philip Chu, $74,572 (under review)

PATENTS

PUBLICATIONS
Journal Publications:

Conference Publications:

Abstract Presentations:
LECTURES, PANELS, SYMPOSIA, VISITS

- Session Chair: NDE of Composites I & II, ASNT Fall Conference, Charleston, SC, October 27-30, 2014.
- Session Chair: Aerospace and NDE Characterization, ASNT Spring Conference, Minneapolis, MN, March 24-27, 2014.
- Session Chair: Aerospace, ASNT Spring Conference, Minneapolis, MN, March 24-27, 2014.
- Session Chair: Composites I and II, ASNT Fall Conference, Las Vegas, NV, November 4-8, 2013.
- Session Chair: Aerospace I and II, ASNT Fall Conference, Orlando, FL, October 29-November 1, 2012.
- Session Chair: Nondestructive Evaluation of Aerospace Materials and Structures III, Afternoon Session II, St. Louis, MO, June 4-5, 2012.
- Guest Speaker: Air-Coupled Ultrasonic Testing (ACUT) for the Non-Destructive Evaluation of C/C Composite Aircraft Brake Disks. ASNT St. Louis section September 2010 meeting, Maryland Heights, MO.
- Guest Speaker: Hybrid Intelligent System for Carbon/Carbon Composite Aircraft Brake disks by Using Air-Coupled UT. ASNT St. Louis section October 2011 meeting. Maryland Heights, MO.

EXPERTISE

- Experimental Mechanics: Image correlation and Digital Image Correlation
- Non-destructive evaluation: Ultrasonics (conventional, immersion, air-coupled, and Acoustography), Infrared Thermography, Magnetic Particle, Liquid Penetrant.
- Finite Element Methods : ANSYS, COSMOS, UniGraphics
- 3D Modeling : Pro/Engineering, Autodesk Inventor
- Composite Repairs
- Testing of Mechanical Properties
- Light Microscopy and Image/Quantitative Analysis (LM)
- Programming Language: MATLAB, Visual Basics, FORTRAN, CNC Programming
- Ultrasonic and Infrared Thermal Signal Processing: Noise Reduction, Segmentation, Feature Extraction, and Classification
- Artificial Intelligence algorithm for automated defect classification and characterization: Fuzzy Logics, Artificial Neural Networks, Bayes Classifier, Principle Component Analysis, Nearest Mean Classifier, K-Nearest Mean Classifier, Support Vector Machine

OTHER CURRENT PROFESSIONAL POSITIONS

- Chairman, Technology Transfer Committee, ASNT Research Council
- Secretary, American Society of Non-destructive Testing St. Louis
- President, SIU Non-Destructive Evaluation Society
- Reviewer, Society of Experimental Mechanics and Materials Evaluation

UNIVERSITY SERVICES

- Designed and developed new web page for the department of mechanical engineering and energy processes (MEEP).
- Formed registered student organization, SIU Non-Destructive Evaluation Society, to introduce and educate students on non-destructive evaluation (NDE) area.
- Organized non-destructive evaluation (NDE) expo booths for 300+ high school students (attending from 30+ high schools) every year during SIUC Engineering Day from 2012 to 2014.
- Assisted MEEP and College of Engineering by giving tours to prospective students and their families.
REFERENCE PAGE TIPS

A reference page is part of the package necessary for potential employers along with your cover letter and résumé. Always ask permission of potential references first. Do not ask family members (unless they are your employer), boyfriends/girlfriends or people who do not know you well.

The best references are professors, employers, (usually past employers to ensure job protection if currently employed), managers, coaches and others of good standing in the community who have known you for at least a year.

Your references need to be able to articulate to employers who you are in regard to your skills, work ethic, character and aptitude for your chosen career field. You will need to give them a copy of your résumé and keep them updated on your job search efforts.

The most preferred method of documenting references is to list three to six names, including title, place of employment, street address, city/state, ZIP code, daytime phone numbers (alternate phone if away from work for summer or extended period of time) and email address on a separate sheet of paper. Make sure you include your complete contact information below your name in case your reference page is separated from your résumé.

You may use the same header as your résumé. Format for this page is a personal preference; e.g., you may have all listed in one column down the center of the page, or on the left, or create two columns (see sample reference page).

Employers may contact your references in writing, via email or by telephone. Make sure each reference has agreed in advance to write a letter and/or receive phone calls concerning your experiences and skills.

It is a good idea to contact your references prior to an interview to let them know they may be contacted. Emailing each reference a job description of the position for which you are applying and a copy of your résumé can help your references in giving a more positive reference.

Remember to send a thank-you note to each reference.
# REFERENCES

<table>
<thead>
<tr>
<th>First Name Last Name, Ed. D.</th>
<th>First Name Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor, College of Education and Human Services</td>
<td>History Department</td>
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<tr>
<td>Southern Illinois University</td>
<td>Sample High School Name</td>
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<tr>
<td>Complete Street Address</td>
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</tr>
<tr>
<td>Carbondale, IL 62901</td>
<td>City, State, Zip Code</td>
</tr>
<tr>
<td>618-555-1234 (Work)</td>
<td>217-555-6543 (Work)</td>
</tr>
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<td><a href="mailto:frstinitiallastname@siu.edu">frstinitiallastname@siu.edu</a></td>
<td><a href="mailto:frstinitiallastname@samplehs.k12.il.us">frstinitiallastname@samplehs.k12.il.us</a></td>
</tr>
<tr>
<td>Relationship: Former professor (optional)</td>
<td>Relationship: Former teacher and family friend (optional)</td>
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<tr>
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<th>First Name Last Name, Ph. D.</th>
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<tr>
<td>Professor, College of Business</td>
<td>Soccer Coach</td>
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<td>Southern Illinois University</td>
<td>Sample High School Name</td>
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<td>618-555-4567 (Work)</td>
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<tr>
<td>Relationship: Former professor and mentor (optional)</td>
<td>Relationship: Former soccer coach and mentor (optional)</td>
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<td>Job Title</td>
</tr>
<tr>
<td>Hometown Restaurant</td>
<td>Employer</td>
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<tr>
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<td>City, State, Zip Code</td>
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<td>Years Known: 8 (optional)</td>
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Congratulations! You have been extended an invitation to a job interview. An employer has decided after reviewing your cover letter and résumé that your experience and skill sets match what they are looking for in a qualified candidate. The interview provides you with the opportunity to:

· Meet with a hiring authority and listen as well as engage in conversation about the position.

· Gain a thorough understanding of the employer’s expectations while conversing over the written job description.

· Articulate your job related and transferable skills as well as how you are prepared to contribute to the organization.

· Demonstrate your research about the organization and ask the questions you prepared ahead of time.

· Learn how you would “fit” in the organization.

· Discover if the organization is the right fit for you.

*Do you want to be fully prepared for effective interviewing?* Contact Career Services to schedule a mock interview or meet with a career advisor to review the steps to take regarding the interview process.
UNDERSTAND AN EMPLOYER’S PREPARATION

Prior to the interview, the interviewer will review the job description and evaluate the skills necessary for the job. Once these skills are determined the interviewer will develop position oriented open-ended questions that will help him/her determine your potential for performing the job as well as how you would “fit” in the organization. Interviewers will usually ask behavioral-based questions, since past and present behavior typically indicates how you will act and respond in future situations. Areas to be discussed probably will include:

· Job description requirements, and employer expectations.
· Character and commitment to excellence.
· Your development as a young professional.
· Internship and other work experience.
· Communication and presentation skills.
· Customer service skills.
· Computer proficiency.
· Leadership experience and abilities.
· Teamwork experience.
· Analytical skills.
· Genuine interest in the organization and position based on your research and well-developed questions.

Remember that the interview is a two-way street. It is an opportunity for you and the employer to converse and assess if the position is a good match for you and vice versa. When answering questions be truthful and positive. Give complete yet concise answers to questions. Stay focused and on track in the line of questioning. Most interviews last between 30 and 60 minutes and are generally pleasant and friendly, so relax! Even if the interviewer is not as friendly as you had hoped, do not let their behavior dictate yours. Maintain a pleasant, positive attitude with appropriate enthusiasm. Be sure to smile and demonstrate a pleasant countenance, and try to enjoy the whole experience.
YOUR PREPARATION

Preparation for the interview is critical. Prior to your interview there are several steps to take in order to convey a positive, enthusiastic and polished image.

You need to thoroughly assess both yourself and the potential employer. Research the employer by reviewing their website.

Practice interviewing is essential to ensure you present yourself in a positive and professional manner. Mock interviews are the best way to practice, and InterviewStream is the online tool that Career Services offers as a way to begin this process. Register with InterviewStream and begin preparing for your upcoming interviews.

Prepare for different styles of interviews, e.g., behavioral interviews, panel interviews and structured interviews. Be prepared to give examples to back up your skills and accomplishments.

In further preparation for the interview

- Plan your route for getting to the interview and if possible, do a test drive to ensure you know the route and allow for plenty of time to arrive 10 to 15 minutes early.
- Prepare your clothing in advance, making sure all is clean, pressed and polished.
- Bring extra copies of your résumé with your portfolio and carry them in a leather or leather looking portfolio with a zipper or snap.
- Leave your cell phone in your car or turn it off before entering the interview.
**KNOW YOURSELF**

- To answer the question “tell me about yourself”, briefly describe your education and what you did during college (work experience, internships, registered student organizations, etc.). You may also include a brief description of your career-related goals. If possible, you can incorporate some of your key strengths and qualifications for the position.

- Avoid disclosing any personal information about marital status, children, health issues etc. as well as stating personal opinions.

- Keep the interview conversation work- and education-oriented.

- Assess strengths and a weakness.

- Know and be able to confidently articulate your skills, (job related, transferable, and self-management skills).

- Identify your interests and values that are related to the position as well as the organization.

- The focus of the interview is on you, be prepared to concisely elaborate with examples on any item in your résumé.

- Provide tangible, simple examples to demonstrate how you have developed your skills.

- Be prepared with examples from your education, work experience, volunteer experience, etc. to answer behavioral-based questions.

- Be able to briefly state your long-term goals, tailoring them as much as possible to the employer’s expectations of a successful employee.

- Articulate why you are interested in this field and position.

- Identify your accomplishments and the things you might have done differently.

- Be prepared to answer the question, “Why should we hire you?”
KNOW THE ORGANIZATION AND THE FIELD

· Research the organization, position and field (become familiar with the products and/or services they offer).

· Know the company’s owners and learn about their management philosophy.

· Discover what the last five years have been like for the organization.

· Read current periodicals, journals, and newspapers to learn about company/community changes and trends.

· Familiarize yourself with the organization’s mission statement, annual reports, and structure.

· Consider the organization’s competitors, clients, customers and services.

PRACTICE INTERVIEWING

· Meet with Career Services for interviewing advice or attend interviewing workshops.

· Complete a virtual mock interview using InterviewStream.

· After completing the practice interview using InterviewStream, schedule a mock interview with Career Services, which will be video recorded for constructive feedback.

· Review interview questions with a peer or professor and ask for critique and suggestions.

· Prepare a list of three to five questions that you can ask the employer.

· Go to the Career Services web page for helpful advice.
REVIEW QUESTIONS ASKED BY EMPLOYERS

College Experience

- Tell me about yourself
- Why did you choose your major?
- Which course or courses did you like the best? Which did you like the least?
- What is your GPA? Does it reflect your abilities? Why or why not?
- Tell me about one of your proudest accomplishments since you have been in college.
- How have you changed personally while attending college?
- What has been your greatest challenge in college?
- Why did you choose Southern Illinois University and how did you arrive at this decision?

Character and Commitment to Excellence

- What do you consider to be your major strengths and weaknesses?
- Describe how you make decisions. Give me two examples of decisions you have made and how you made them.
- Give me a situation in which you failed, and how you worked to overcome the failure.
- What accomplishment has given you the most satisfaction? Why?
- Give me a situation in which you disagreed with a superior and how you worked it out.
- How did you get along with your former boss and co-workers?
- Tell me about someone you admire and why?
- How would your family describe you? Your professors?
- Describe something you wish you could do over and why?
- What motivates you and why?
Work Experience

· How did you like your last job and why did you leave?
· What job have you enjoyed the most? Why?
· What was your least favorite job? Why?
· Describe the supervisor and/or manager you appreciated most.
· What is your ideal work environment?
· How has your educational and work experience prepared you for this position?
· If hired, how long do you think it would take for you to start making contributions to this organization?
· How long do you see yourself working here?

Position or Employer

· Why are you interested in our organization?
· Tell me what you know about our organization.
· Are you willing to relocate?
· Which three to five traits do you think are important for an effective supervisor?
· Why are you interested in this position? What expectations do you have regarding this position?
· Give me two examples of situations demonstrating how you have worked under pressure.
· How do you evaluate success?
· Describe your team-player qualities. Give examples.

Miscellaneous

· Give me five factors you think set highly effective people apart.
· Why are you the best person for this position?
SAMPLE QUESTIONS FOR APPLICANTS TO ASK DURING AN INTERVIEW

When appropriate, ask prudent, well-formulated and intelligent questions throughout the interview process. It demonstrates your knowledge, maturity and interest in the organization.

Do not ask questions that can be answered by the company's literature. Also, never ask questions about salary, vacations, holiday with pay or sick days. Don’t ask about what they can do for you; ask about what you can do for them. You are an applicant until the employer has extended a solid job offer to you.
Prepare a list ahead of time of three to five questions to ask the employer when you are given the opportunity. The following is a sample list.

- What are your expectations for someone in this position?
- Describe the day-to-day responsibilities of the person in this position. Are there any special projects needed at this time?
- Who does this person report to and what type of working relationship will he or she have?
- Please identify the success factors you deem important for the person in this position
- Why did you join this organization? How long have you been here? What is it about the organization that keeps you here?
- Please describe the evaluation process. When and how often are evaluations done? Are the evaluations formal or informal?
- What types of opportunities are available for increased or advanced responsibilities?
- What skills and attributes have you identified as characteristic of your most successful employees in this organization?
· Please describe any orientation and/or training involved.
· What percentage of the time will be engaged in traveling per month?
· How involved will I be in decision making for the department? The organization?
· In what ways does the organization encourage new ideas?
· How would you describe the organization’s management style?
· What are the organization’s goals for the upcoming year (mention a related item from your research)?
· Where has the organization been the most successful in terms of products and services (mention related information from your research)?
· Is the organization anticipating any major changes in the next six months, one year or five years?
· Please describe the next steps in the interview process. Do you anticipate conducting second or third interviews? Will you be involved in the future interviews? Will there be a group or panel interview? Will I have an opportunity to meet others in the organization and tour the facility? Will there be any testing involved? What is the anticipated starting date for this position? When do you expect to make your hiring decision?
PROFESSIONAL ATTIRE

Men and Women

· Well-groomed hairstyle.
· Clean, trimmed fingernails.
· Best to refrain from using cologne or perfume.
· Empty pockets — no bulges or tinkling coins.
· No visible body piercing (nose, eyebrow, lip, etc.)
· Do your best to cover tattoos.
· No gum, candy or cigarettes.
· Avoid smoking in your car before the interview.
Men

- Two-piece suit; single/double breasted in dark blue, black or gray; avoid brown or sport coats.
- Long-sleeve shirt, solid colors and tighter-woven fabric.
- Simple-pattern tie, with a Windsor knot.
- Polished shoes, dark socks high enough so no skin is visible when sitting or crossing legs, belt to match your shoes.
- Neatly groomed hair and beard/mustache.
- Avoid strong colognes, earrings and body piercings.
Women

- Conservative, tailored suit or suit dress (skirt length: top of knee down).
- Simple tailored blouse.
- If you wear hosiery, choose fleshtone colors (no patterns).
- Accessories should be simple.
- Basic medium/low heeled pumps.
- Conservative jewelry coordinated with outfit (no dangles).
- Handbag should be small and appropriate with outfit.
- Avoid strong colognes and body piercings.
COMMUNICATION DURING THE INTERVIEW

We communicate by the words we speak and how we say the words we choose. There is more to interviewing than just saying the “right” things. You should reinforce your verbal message with positive non-verbal communication.
Non-verbal Communication

- Greet the interviewer with a firm handshake.
- Wait to sit down until the interviewer has offered you a chair and has been seated first.
- Maintain steady eye contact — it shows sincerity and helps establish rapport. If more than one person is conducting the interview, make sure you make eye contact with each person.
- Communicate positive facial expressions and speech qualities.
- Demonstrate enthusiasm and interest by good posture and easy smiles.
- Active listening involves not just hearing but a controlled, enthusiastic response. Demonstrate that you are listening to the interviewer by occasionally nodding your head.
- Dress in conservative business attire (see Professional Attire).
- Try not to fidget, use excessive hand gestures or display other nervous habits.
- Avoid folding arms across your chest.

Verbal Communication

- Allow the interviewer to direct the interview; never interrupt.
- Use clear, concise answers – don’t ramble.
- Don’t use fillers when answering questions, e.g., “you know,” “uh,” or “like.”
- Don’t exaggerate and don’t be negative.
- Listen to what is being asked, and answer appropriately.
- Use proper grammar.
- Maintain an appropriate sense of humor.
- Don’t make excuses for yourself or put yourself down.
Interview Etiquette

· Call two days before the interview to confirm the date, time, location and the name of the interviewer. Ask if there will be any testing or application to fill out when you arrive. *Tip: Pick up a blank application and fill it out ahead of time to use as a template.*

· Arrive 10 to 15 minutes early to the building.

· Introduce yourself to the staff when you arrive.

· Make sure you begin and end with a firm handshake and maintain good eye contact.

· Don’t refer to the interviewer by their first name (unless given permission).

· Be polite and honest while being careful to not talk more than warranted.

· Don’t be negative, even about the smallest issue.

· Make sure you obtain the correct spelling, email address, street address and phone number of all who interviewed you or ask for business cards.

· Thank the interviewer for the meeting and continue to convey a positive attitude.

· If you sense this is an organization where you would like to work, let them know you would welcome the opportunity to work for them.

· Take the burden on yourself to contact them. Example: “If I don’t hear from you by [when they said they expect to make their decision], I will contact you to see if there is anything I can do to help you in this process.”
AFTER THE INTERVIEW

- Write up a short concise summary of how you believe the interview went.
- Send a thank-you note to everyone who interviewed you (mentioning those who helped you at the front desk) within 24 to 48 hours (see sample).

The letter should include:

- Thank the interviewer for the opportunity and time.
- Remind the interviewer when and why you met.
- Confirm that you want the job.
- If you are no longer interested in the position, politely ask to be removed from the candidate pool without burning your bridges.
- Clarify anything from the interview you think appropriate to ensure effective communication.
- If appropriate, indicate your interest in a follow-up interview.
- Include any information that you may have forgotten to talk about in your interview.

The thank-you letter can be sent either electronically and in hard copy. This letter could be typed or written by hand on a quality, professional looking thank you card. If hand written, be sure to use your best penmanship, and check your writing carefully for any errors. Do not cross out mistakes. If typed, print it on the same quality paper as your résumé, and be sure to sign your name before sealing the envelope.

Allow five to seven days for the employer to receive your hard copy or electronic note. If you haven’t been contacted within that time, follow up with a phone call or email to check on your status. Express your interest in the position, and ask if there is anything you could do to help in the process e.g., do they need you to provide another reference? Hopefully, you will be told the status of the interviewing situation and when you will be notified.
REJECTION LETTERS

Nearly all job seekers will receive rejection letters. If you really want to make an impression, consider sending a thank you note to the employer. This is very rarely done; it will give you one last opportunity to thank the employer for their professionalism, and indicate your continued interest in the organization. Also state your interest in being considered for future opportunities.
1234 Saluki Avenue  
Carbondale, IL 62901  

March 7, 2016  

Roger Stevens  
Child Advocate Division Manager  
Illinois Department of Child and Family Services  
9876 Capitol Drive  
Springfield, IL 62703  

Dear Mr. Stevens:  

Thank you for interviewing me yesterday regarding the caseworker position with the Illinois Department of Child and Family Services. I was truly inspired by the energy and dedication you brought to our interview. The agency’s commitment to excellence was evident in the well-developed job description, as well as your clear explanation of the expectations you have for caseworkers in your department.  

I appreciate the way in which I was greeted by Ms. Smith at the front desk, and I experienced a genuine rapport with you and the whole staff in the Child Advocate Division during the morning interviews and informal “Meet and Greet” opportunity. I am more convinced than ever that I could fit in well as a team member. I am prepared to contribute my knowledge and skills gained from my social work education as well as some of the valuable transferable skills you noted in our conversation about my résumé. I can easily see how my administrative support skills and talents, refined in three years of youth leadership work, would benefit IDCFS and, most of all, the children in the district.  

Thank you again for the opportunity to speak with you about this position. I am excited about the possibility of joining your staff of caseworkers and hope to hear from you soon about your decision. Please call me if you need any further information or to schedule a follow-up meeting.  

Sincerely,  

[Signature]  

First Name Last Name
CONTEMPLATING JOB OFFERS

If you have been extended your first job offer, congratulations! Your job search efforts have paid off for you.

Avoid the pitfall of thinking the job search is over now that you have an offer. Assuming the employer’s decision to extend the offer was based on a logical, sequential, and carefully considered process, you would be wise to implement a similar process when contemplating your decision.

While this experience is still fresh in your mind, it is vital for you to write down the facts and impressions that you have gathered about the organization and the position. It is always best to ask the employer for 24 hours before you give a reply regarding the offer.

You may find it helpful to develop a matrix with a pros and cons column so you can visualize all the factors and make a well-informed decision. Before making a decision consider the following factors.

· Is the offer in writing? (It should be.)
· Does the position match my skills, interests and career goals?
· How do I see myself fitting into this organization’s culture?
· Do I believe I am compatible with the supervisor and colleagues?
· Is the worksite in a safe area? If not, am I prepared to work in this type of environment?
· Are the mission and goals of this organization compatible with my values?
· Would this position challenge me intellectually?
· Can my short-term and/or long-term career objectives be accomplished within this organization?
· How will this position affect my relationship with my family?
· Who are my potential mentors, and how will I work effectively with them?
· Is the geographic location satisfactory?
· What percentage of the time will I travel? How far?
· Do the salary and benefits meet my needs?
· Is there a real possibility for me to pursue advanced opportunities with this organization?
· Does it appear that I will receive adequate training and support as I begin this position?

ACCEPTING THE OFFER

· Call the employer to accept the offer.
· Review the contract or agreement/acceptance carefully and sign.
· Make sure you are clear about the starting date. Ask for a confirmation letter stating all the particulars involved in the acceptance offer.

Please remember, once you accept an offer or sign a contract you are morally and sometimes legally obligated to fulfill your assignment for a given period of time.

If a so-called “better offer” comes along a few weeks later, don’t be too quick to leave. Hiring new employees is a costly and time-consuming process, and employers do not think kindly of employees who go from one place to another. Therefore, consider all your options carefully before you agree to an offer.

When contemplating multiple offers, regardless of the outcome, be sure to thank all employers for the offer and ask them for the necessary time to make your decision. This will help to maintain open communication lines that may prove to be beneficial in the future.

Once an offer has been accepted, be sure to notify all employers who are considering your candidacy so they can update their files. Also, contact the Career Services office, so our records can be updated regarding your status.
**TURNING DOWN OFFERS**

If you receive an offer that does not meet your needs, or if you have already accepted employment with someone else, send an email to graciously decline the position and indicate your reasons for withdrawing.

A written response is always the best practice, so follow up with an email even if you gave the employer a verbal decline. This will document your decision, and it may help to maintain communication lines for future contacts, if that becomes necessary.
NEGOTIATING SALARY AND BENEFITS

After being offered the position it is important to enter the salary negotiation with thoughtful preparation and prudence. Take a good look at your own salary requirements. Research the current market for a similar position. Your preparation and attitude will enhance your chances of salary negotiation success.

Some salaried positions are negotiable and some are not. The degree to which a salary is negotiable depends on the position, the manager, the organization and your perceived value.

Most entry-level positions have set salaries that are subject to very little if any negotiation. Mid-level positions typically have salary ranges of between 10 and 20 percent. In general, the higher-level management and executive positions offer the greatest opportunities for negotiation.

Check out the How to Find the Market Rate Salary Range section of this guide.

NEGOTIATING TIPS

· Relax — it is natural to feel embarrassed or uncomfortable discussing salary.

· Work out your minimum salary needs for any job. Keep this information to yourself.

· Look at your monthly cash requirements and prepare a budget to determine your financial needs.

· Keep in mind that your paycheck after taxes is approximately 28 percent less than your gross monthly salary. Factor fringe benefits into your calculations.

· Research the worth of your skills in the current market for a mid-range salary point.
· Decide on a reasonable dream salary to develop a “salary range” similar to what employers have established. It is easier to negotiate down from the top half of your range. Find a starting point that gives you an advantage.

· Be realistic – entry-level salaries are less negotiable than mid-level or executive positions. If there is no room to negotiate at the time of an offer, consider asking for a performance review after the first year with the opportunity to discuss a salary increase.

· The first inquiry about salary may come on the application. When completing the application forms, use the term “open” as your response for the question about salary expectations. You must disclose the salary history from current and past jobs. Be enthusiastic and professional during the negotiating process.

· Write down your skills and accomplishments, and be prepared to talk about them. Enter the salary negotiation portion of your interview with a firm understanding of your skills and what they are worth to different segments of the economy.

· Practice negotiating with a Career Services professional, a family member or a friend.

· Don’t be the first to mention salary during the interview. Wait for the interviewer to bring up the subject of salary.

· Never say, “I need at least _____ dollars.” Wait to hear their offer before you reply with a salary range. Avoid giving a dollar amount.

· Discuss benefits separate from salary.

· Avoid accepting an offer on the spot. Consider telling the employer you don’t want them to offer the position to anyone else and you are almost ready to become a member of their organization, but you would like to have overnight to think about the offer. Ask if you could schedule a brief appointment the next day to go over any questions and formally accept the position. Only accept a job offer and salary offer stated in writing.
HOW TO FIND THE MARKET RATE SALARY RANGE

- National Association of Colleges and Employers salary resources.
- Educate to Career salary calculator.
- Glassdoor.com Salaries.
- Salary.com.
- Trade and professional association surveys.
- Professionals in the field.
- State Labor Offices.
- If you register with an employer-paid employment agency or executive search firm the recruiter will inform you.
When considering a position, you should not only evaluate the salary, but the benefits as well. In today’s job market, many employee benefits are considered standard and are not subject to negotiation. However, employers often offer benefit packages with flexible benefits. Most entry-level employees can expect a basic benefits package consisting of:

- Health.
- Dental.
- Life and disability insurance.
- Paid vacation, sick leave, and holidays.

A more comprehensive package might include:

- Bonuses.
- Relocation expenses.
- Daycare services.
- Automobile.
- Cost of living adjustments.
- Education and/or training programs.
- Expense accounts.
- Flexible work schedule.
- Maternity leave.
- Parking.
- Professional membership dues.
- Profit sharing.
- Retirement plans.
- Savings plans.
- Special equipment (laptop computer, smartphone, etc.).
- Stock options.
- Supplementary pay plans and severance pay.
- Outplacement assistance upon termination.
- Company perks.

Analyze all benefit packages with a family member or accounting/investment professional.

Consider the cost of living if moving to a new area and if it is higher, suggest that a differential be paid.

Be wise, tactful and always working to agree on a positive outcome with your potential future employer.
Graduate schools, in contrast to a more general education of an undergraduate degree, offer very specific skills and knowledge in one chosen area of study. Here are a few questions to include in your criteria as you make your decision whether or not to attend graduate school:

- Is an advanced degree necessary for the field I have chosen?
- Do I enjoy the field of study enough to obtain an advanced degree?
- Would career related work experience be more beneficial at this time?
- Do I have the financial resources required?
- Is it possible that I think graduate school is the only option with my degree?
- Have I met with a Career Services specialist and professors to learn what I can do with an undergraduate degree in my field compared to the career potential with an advanced degree?
- Will I go full-time or part-time?
CHOOSING

After analyzing your reasons for wanting to go to graduate school, you must then choose the university and program that meets your needs. A good place to begin researching graduate school programs is Peterson's. In addition, you can find graduate school rankings at U.S. News & World Report.

Conduct informational interviews with people who are in your chosen career field. Ask about programs they would recommend. Ask professors and other people at Southern Illinois University for their opinion. Use the Internet to research each graduate school and specific programs of interest to you.

It is also recommended that you write to various graduate school departments and request information be sent to you. Also, make plans to visit universities, walk their campus, and talk with students in the program you are considering. Conduct an interview with department faculty and/or an admissions counselor. Visit their Career Services office and ask where their graduates typically find employment.

THE APPLICATION PROCESS

After choosing a field of study (or at least narrowing the choices down to a few), applying to several graduate schools is the next step. Every university has unique requirements so it is important to research each institution. The general admission requirements may include:

- Application and fee (may ask for fee waivers when making application).
- Essay.
- Admission test scores.
- Official transcripts.
- Grade point average.
- Letters of recommendation.
- Personal statement.
- Interview.
- Portfolio/résumé.
The following outline should assist you with planning your strategy for gaining entrance into your desired program. This is only a suggested timeline. Your schedule may vary depending on your degree field.

**Junior Year/Summer of Senior Year**
- Research programs via college/university websites.
- Determine application deadlines.
- Determine test requirements and dates.
- Register for graduate admissions test and take practice tests.
- Discuss programs with a career advisor and faculty members.

**July/August**
- Take standardized tests.
- Draft a statement of purpose and have it critiqued by several people.
- Research financial aid sources, fellowships, and assistantships.
- Request recommendations from faculty members.

**September/October**
- Order official transcripts from the Registrar’s Office.
- Request for transcripts to be sent to universities.
- Final draft of purpose for application.
- Submit application.
- Apply for fellowships, grants and assistantships.

**November/December**
- Schedule visits and interviews.
- Obtain a copy of income tax returns if applying for financial aid.
- Complete a new FAFSA in January.

**February/March**
- Discuss plans, acceptances and rejections with qualified advisors.

**Resources**
- Princeton Review: Gourman Report of Graduate Programs
- U.S. News and World Report: College and University Rankings
- Peterson’s Graduate School Guide
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SHARE YOUR EXPERIENCE.

MAKE A DIFFERENCE.

Volunteer SIU is looking for volunteers to help at events and activities on and off campus year-round.

Register to become a volunteer online today!