INSIDE

ABOUT OUR CENTER 3
Contact Information ................................................................. 3
Overview of Services and Resources ........................................ 4
Other Career Services Offices .................................................. 6

GETTING STARTED 7
Core Competencies ..................................................................... 8
Four-Year Career Development .................................................... 9
Graduate Student Career Planning ............................................. 10

DEVELOPING YOUR SKILLS 13
Internships .................................................................................. 13
UPIC .......................................................................................... 13
Cooperative Education .............................................................. 14
Turning Your Internship or Co-op into a Full-Time Position ........ 16

LANDING YOUR DREAM JOB 17
Networking & Informational Interviewing .................................. 17
The Steps for Conducting a Successful Job Search ..................... 19
International Students and the Job Search ................................. 19
Linkedin .................................................................................... 20

PERFECTING YOUR RESUME 23
Identifying Skills ........................................................................ 23
Developing a Winning Resume .................................................... 24
Verbs to Use in Resume Writing .................................................. 26
Resume Headings ....................................................................... 28
Sample Resumes ....................................................................... 29
Cover Letters and Other Correspondence ................................... 36

PREPARING FOR YOUR INTERVIEW 38
Before the Interview ................................................................... 38
During the Interview .................................................................. 39
The Power of First Impressions ................................................... 39
Interviewing for Students with Disabilities ................................. 43
Guide to Appropriate Pre-Employment Questions ..................... 44
The Site Visit/Second Interview: One Step Closer ...................... 45
After the Interview ..................................................................... 47

SHOWING PROFESSIONALISM 48
Interview Review and Follow-Up ............................................... 48
The Art of Negotiating ............................................................... 49
Budgeting 101 ........................................................................... 50

ABOUT OUR CENTER

MAIN LINE .................................................. 864-656-6000
Career Development .................................................. 864-656-0440
Cooperative Education .................................................. 864-656-3150
Internships .......................................................... 864-656-2160
On-Campus Recruiting .................................................. 864-656-2152
UPIC ............................................................................. 864-656-0282
Email: Career-L@Clemson.edu

HOURS OF OPERATION

Regular Office Hours: Mon.—Fri., 8 a.m. to 4:30 p.m.
Summer Office Hours: Mon.—Fri., 8 a.m. to Noon; 1 to 4:30 p.m.
Appointment Hours: 10 a.m. to Noon; 1:30 to 4 p.m.
Drop-in Hours: Mon.—Fri., 1:30 to 3:45 p.m.
Summer Hours: Check website for up-to-date hours

DIVERSITY STATEMENT

The Center for Career and Professional Development as One Clemson strives to educate ourselves and others about the issues of a pluralistic society. We are committed to reaching beyond the views of individuals to value a community that appreciates and learns from each other’s similarities and differences. Our services and programs will seek to create a safe environment that affirms the dignity and worth of each individual regardless of their differences.

The Center for Career and Professional Development will set an example of commitment to embracing differences, including those differences that are not visually apparent. We will welcome and serve people regardless of gender, ethnicity, race, sexual orientation, age, citizenship, religion, socioeconomic status and physical and mental abilities. In addition, we encourage employers to maintain a similar standard of commitment to diversity.
The mission of Clemson University's Center for Career and Professional Development, through partnerships with employers, faculty and staff, is to empower students to make effective career choices based on realistic self appraisals and comprehension of the world-of-work, resulting in self-sufficient graduates who market their education, skills and experiences to achieve life-long career success. We are committed to providing services in a supportive and proactive manner. The Center for Career and Professional Development is an integral part of the Clemson community and supports the accomplishment of the overall mission of the university.

The Center's programs and services serve everyone from the first-year student exploring career interests to graduating students seeking their first career related opportunity. The services of the Center are available to all full-time and part-time undergraduate and graduate students at Clemson University. The Center also serves alumni up to one year after graduation.

**CAREER DEVELOPMENT SERVICES**

Career Development Services help students and alumni (up to one year after graduation) make satisfying career decisions. We assist individuals who are choosing a college major, making educational plans and developing or changing a career focus. Services include the following:

- **Career Counseling** — Our career counselors are available for both counseling appointments and drop-in hours. General drop-ins should last about 15 minutes and are intended for any quick questions. For more in-depth discussions, you are encouraged to call ahead to make an appointment.

- **Career Assessments** — It can be very helpful to take an online career assessment such as Strong Interest Inventory in order to help narrow your career interests. Coupled with a values and skills assessment, the Strong Interest Inventory can help students become more self-aware, identify specific interests and gain an understanding of how to explore these interests further. Although career assessments can not give a student all the answers, they can be a useful tool in the career decision-making process. Students may take the Strong Interest Inventory online as well as in the Center for Career and Professional Development office. A follow-up appointment will then be scheduled so a career counselor can interpret the results with the student.

**THE FLORA M. RILEY CAREER RESOURCE CENTER**

Our Career Resource Center offers self-assessment exercises, information about occupations and information on career choices for different academic majors, specific career field demands and salary surveys.

The Center for Career and Professional Development is staffed with professional career counselors and trained graduate assistants who are available to give you their full attention to assist with your career interests, job search and networking strategies. We can also help you develop a winning resume, critique the resume you have, develop effective interviewing strategies, conduct mock interviews and provide you with graduate/professional school information.
The Center for Career and Professional Development assists and guides students seeking job positions in every field at every level from summer jobs, to internships, to employment post-graduation. A breakdown of some of our services include:

**CLEMSONJOBLINK**

ClemsonJobLink is Clemson University’s online recruiting system for students and employers to connect. ClemsonJobLink has thousands of employers posting jobs and scheduling on-campus interviews specifically for Clemson students and first year alumni annually. Students can apply to part-time jobs, internships and full-time job postings, on-campus interviews, and view employers attending career fairs.

**PART-TIME JOB SERVICES**

The Part-Time Jobs Program helps Clemson students obtain off-campus and on-campus part-time, temporary, seasonal and summer employment while at Clemson. All employers post their positions in ClemsonJobLink. To view and apply to any of these employment opportunities, log into your ClemsonJobLink account.

**INTERNSHIPS**

Internship postings are made available to students through ClemsonJobLink. Consult the Center for Career and Professional Development’s website for dates and times of upcoming events. In addition, the Career Center offers internship classes which are discussed on page 20–21.

On-the-job learning complements classroom learning and takes place through internships. Through an internship, students can implement their classroom knowledge in the workplace and gain valuable experience. Students can intern on campus, off campus and internationally.

**CO-OP**

The Cooperative Education Program provides opportunities for students to alternate semesters of academic study with semesters of paid, career-related, engaged-learning experiences. A basic goal of this experiential-learning program is to help bridge the gap between academic study and its application in professional practice. Each student’s Co-op experience is monitored by the Co-op staff to ensure learning. Cooperative Education is discussed in detail on page 20–21.

**FULL-TIME CAREER SERVICES**

Prior to graduation (and up to one year after graduation) we offer students full-time job postings, on-campus interviews and career events for networking with hundreds of companies every semester. Log into your ClemsonJobLink account to search for opportunities with domestic and global companies.

**JOB POSTINGS (NON-OCI)**

ClemsonJobLink contains hundreds of current job postings from various employers who are not coming on campus to interview students. This is an excellent way to find national and international career opportunities from a variety of employers who are interested in Clemson undergraduate and graduate students.

**ON-CAMPUS INTERVIEWS (OCI)**

The On-Campus Interview service offers students the opportunity to interview on campus with diversified industries. In order to participate in on-campus interviews, students must complete their profile (personal and academic) and upload a resume in ClemsonJobLink. Students can upload more than one resume, along with any other document(s) based on the employer’s request. For more information and tips, please refer to our website under “On-Campus Interviews.”

**EMPLOYER INFORMATION SESSION**

The Center advertises Information Sessions held by visiting employers looking to recruit Clemson Students in ClemsonJobLink. These sessions take place both on and off-campus throughout the school year and are a great way to network and learn about employers.

**GRADUATE**

The Center for Career and Professional Development provides an array of services for Clemson’s graduate students. In addition to assisting with career planning and decision-making, the Center also provides guidance for internship and job searching, professional development seminars and a library of resource materials.

**WORKSHOPS**

Workshops are held throughout the year both at the Center and around campus. Some workshop topics include resume writing, interviewing skills, networking and a wide variety of job search topics. Dates and times for workshops will be posted on our website.

**CAREER FAIRS AND EVENTS**

The Center for Career and Professional Development offers a series of special events throughout the academic year. These events bring employers to campus to meet students, discuss employment opportunities, arrange for interviews or conduct preliminary screening of candidates, and provide a more personalized touch to the job search process. Career Fairs offer students at all stages of their career development a unique opportunity to get first-hand knowledge of employment trends and specific job openings.
COLLEGE OF AGRICULTURE, FORESTRY & LIFE SCIENCES
BOOKHART STUDENT SERVICES CENTER
153 P & A Building — 864-656-6340

The College of Agriculture, Forestry and Life Sciences (CAFLS) Bookhart Student Services Center works collaboratively with the Center for Career and Professional Development to provide comprehensive career services. The Bookhart Student Services Center provides assistance with resume writing, interviewing techniques, networking tips and other important resources needed in order to conduct a successful job search. Other services provided are one-on-one career service assistance, workshops, job search handouts, mock interviews, company information, a career fair each semester, a career library and much more to help ensure your career success.

Visit the Bookhart Student Services Center between 8 a.m.—4:30 p.m., Mon.–Fri. For more information call Paula Beecher at 864-656-6340 or email at pbeeche@clemson.edu. You can also visit online at clemson.edu/cafls/student_services.

COLLEGE OF BUSINESS
OFFICE OF STUDENT ENRICHMENT
132 Sirrine Hall — 864-656-2478

The Student Enrichment Office within the College of Business provides business students with a competitive edge. Students in the Business School develop professional competencies by participating in the array of professional development and networking activities offered by Student Enrichment such as the CU Business EDGE program, the Tiger Ties Mentorship Program, internships – both domestic and international, study abroad and various industry-focused events and treks.

Web: clemson.edu/business/ose

COLLEGE OF BUSINESS
MBA OFFICE OF CAREER SERVICES
One North Main Street, Greenville, SC
864-656-8183

The Master of Business Administration Career Development Office offers MBA students and alumni individualized professional coaching along with personalized intern and job search support. Numerous professional development activities (taped mock interviews, workshops by prominent professionals on leadership, ethics, etiquette, business writing, case interviewing, cross cultural communication, etc.) prepare students for multiple opportunities to meet prospective employers. The MBA Career Development Office brings recruiters to campus for information sessions and interviews and also hosts regular alumni networking events.

ALUMNI SERVICES
Alumni Center — 864-656-2345

Current students and recent graduates (those that graduated within the year) should continue working with the Michelin Career Center.

Alumni who have been out of school one or more years are eligible to begin working with Alumni Career Services.

Your life-long connection to Clemson, The Clemson Alumni Association provides an array of career resources:

- On-line Job Postings
- Job Search Tools
- Interviewing Tips and Resources
- HireCLEMSON Events
- Annual Alumni Career Fair

Please visit the Clemson Alumni Association website alumni.clemson.edu where you can register for Alumni Career Services, or email info@alumni.clemson.edu.

STUDENT-ATHLETE DEVELOPMENT
Nieri Enrichment Center – 864-656-0891

The Career Enhancement Program is a portion of the Student-Athlete Enrichment Programs and works in conjunction with the Center for Career and Professional Development to assist student-athletes in the development of skills necessary to fulfill their goals and compete in the professional workforce following graduation.

Career counseling, career assessments, resume/cover letter critiques, full-time job/internship search assistance and mock interview are some of the services available. The goal of the program is for all student-athletes to succeed in the classroom, on the playing field and following graduation. We work directly with our Compliance Office to ensure that all career programs abide and are conducted within NCAA legislation.
Choosing your career direction calls for a close look at yourself. You need to:

- Know yourself. Make an honest appraisal of your interests, values, abilities and weaknesses. Analyze what activities interest you the most (outdoors, helping people, mechanical, administrative). Recognize your aptitudes. Evaluate those traits that make you an outstanding candidate.

- Understand your capacities. Concentrate your efforts on obtaining opportunities where your capacities will not be a limitation in accomplishing your goals.

- Evaluate your personal interests and hobbies. Determine how they can be an asset to you in accomplishing your goals.

- Determine your career goals. It is important to establish short-term as well as long-term goals. Doing so provides a target and helps keep you on the proper path.
<table>
<thead>
<tr>
<th>Engagement</th>
<th>Communication</th>
<th>Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one's self to individuals within and outside of one's industry or area of expertise.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Collaboration</td>
<td>Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.</td>
</tr>
<tr>
<td></td>
<td>Leadership</td>
<td>Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.</td>
</tr>
<tr>
<td>Innovation</td>
<td>Adaptability</td>
<td>Taking the initiative to further enhance one's skill set and being creative with ways of thinking or approaches that allow for action, reflection, failure, and resilience in an ever-changing world.</td>
</tr>
<tr>
<td></td>
<td>Analytical Skills</td>
<td>Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.</td>
</tr>
<tr>
<td></td>
<td>Technology</td>
<td>Employing current and emerging software and tools to solve general and industry-specific challenges.</td>
</tr>
<tr>
<td>Professionalism</td>
<td>Self-Awareness</td>
<td>Understanding one's strengths, limitations, emotions, and biases in a variety of situations and articulating how one's interests, skills, and values align with educational and professional goals.</td>
</tr>
<tr>
<td></td>
<td>Integrity &amp; Ethics</td>
<td>Making choices and consistently acting in a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.</td>
</tr>
<tr>
<td></td>
<td>Brand</td>
<td>Demonstrating the continual development of a positive impression or image in every facet of life while seeking feedback from others to ensure congruence between one's intended and perceived reputation.</td>
</tr>
</tbody>
</table>

Mindset - You'll need to polish skills you already have, develop skills you don’t, and apply them in a variety of settings. This tool will help you identify how to UNLEASH YOUR INNER TIGER

Why – Employers and graduate / professional schools want you to demonstrate the knowledge, skills and attitude (a.k.a. competency) necessary for success in their respective environments.

Who – You play the pivotal role, but Clemson will provide opportunities to develop skills essential to your success.

What – Clemson has defined five proficiency levels: awareness, basic, intermediate, advanced, and expert.

Where – You will have opportunities to develop these competencies through classes, clubs, organizations, internships, co-ops, part-time jobs, assistantships, Creative Inquiry, research, study abroad, volunteering, special projects, etc.

When – Take steps throughout the year to increase your proficiency in multiple competencies.

How – You can go through the — Learn, Act, Flex, Succeed — cycle to gain proficiency in these or any other competencies.
FOUR-YEAR CAREER DEVELOPMENT

4 Year Career Development Plan and Competencies
As you progress through the 4-Year Plan with involvement in clubs, organizations, and experiential learning opportunities, you develop skills within the nine Core Competencies. The below experiences also contribute to the development of multiple competencies, which is shown in the overlap of action points in this plan.

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Sophomore/Junior</th>
<th>Senior</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication</strong></td>
<td>- Create ClemsonJobLink (CJL) Account</td>
<td>- Schedule appointment with career counselor</td>
</tr>
<tr>
<td></td>
<td>- Create LinkedIn profile</td>
<td>- Attend resume workshop and update resume</td>
</tr>
<tr>
<td></td>
<td>- Learn how to write a resume</td>
<td>- Learn to write and tailor cover letters</td>
</tr>
<tr>
<td></td>
<td>- Attend campus career fairs</td>
<td>- Conduct informational interviews</td>
</tr>
<tr>
<td></td>
<td>- Find work, volunteer, or internship summer opportunities</td>
<td>- Explore internships and job search tools</td>
</tr>
<tr>
<td><strong>Collaboration</strong></td>
<td>- Find work, volunteer, or internship summer opportunities</td>
<td>- Develop networking skills</td>
</tr>
<tr>
<td></td>
<td>- Join a club/organization</td>
<td>- Conduct informational interviews</td>
</tr>
<tr>
<td><strong>Leadership</strong></td>
<td>- Find work, volunteer, or internship summer opportunities</td>
<td>- Remain active in clubs/organizations and seek out leadership roles</td>
</tr>
<tr>
<td></td>
<td>- Join a club/organization</td>
<td>- Volunteer on campus or in the community</td>
</tr>
<tr>
<td><strong>Adaptability</strong></td>
<td>- Visit CCPD</td>
<td>- Attend resume workshop and update resume</td>
</tr>
<tr>
<td></td>
<td>- Attend campus career fairs</td>
<td>- Explore internship and job search tools</td>
</tr>
<tr>
<td></td>
<td>- Explore the Cooperative Education Program</td>
<td>- Participate in workshops</td>
</tr>
<tr>
<td></td>
<td>- Learn about the UPIC program</td>
<td>- Attend career fairs and employer info sessions</td>
</tr>
<tr>
<td><strong>Analytical Skills</strong></td>
<td>- Explore O*NET/Occupational Outlook Handbook</td>
<td>- Research and apply for internships (UPIC, off-campus, or international) study abroad, and/or part-time jobs opportunities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Research different graduate/professional schools</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Prepare for professional school entrance exams</td>
</tr>
<tr>
<td><strong>Technology</strong></td>
<td>- Explore CCPD</td>
<td>- Attend resume workshop and update resume</td>
</tr>
<tr>
<td></td>
<td>- Create CJL account</td>
<td>- Explore internship and job search tools</td>
</tr>
<tr>
<td></td>
<td>- Create LinkedIn profile</td>
<td>- Participate in workshops</td>
</tr>
<tr>
<td></td>
<td>- Learn how to appropriately format a resume</td>
<td>- Attend career fairs and employer info sessions</td>
</tr>
<tr>
<td></td>
<td>- Update CJL and LinkedIn profile</td>
<td>- Research and apply for internships (UPIC, off-campus, or international) study abroad, and/or part-time jobs opportunities</td>
</tr>
<tr>
<td><strong>Self-Awareness</strong></td>
<td>- Schedule appointment for career counseling</td>
<td>- Research different graduate/professional schools</td>
</tr>
<tr>
<td></td>
<td>- Find work, volunteer, or internship summer opportunities</td>
<td>- Gather information about job offers</td>
</tr>
<tr>
<td></td>
<td>- Attend campus career fairs</td>
<td>- Submit applications to graduate/professional schools</td>
</tr>
<tr>
<td></td>
<td>- Explore Clemson majors and take career assessment</td>
<td>- Do a mock interview for jobs or graduate/professional schools</td>
</tr>
<tr>
<td></td>
<td>- Explore O*NET/Occupational Outlook Handbook</td>
<td>- Attend career fairs and employer info sessions</td>
</tr>
<tr>
<td><strong>Integrity &amp; Ethics</strong></td>
<td>- Build a resume that accurately reflects experiences and skills</td>
<td>- Participate in employer information sessions</td>
</tr>
<tr>
<td></td>
<td>- Create CJL account</td>
<td>- Attend job search workshops</td>
</tr>
<tr>
<td></td>
<td>- Create LinkedIn profile</td>
<td>- Submit applications to graduate/professional schools</td>
</tr>
<tr>
<td></td>
<td>- Learn how to write a resume</td>
<td>- -</td>
</tr>
<tr>
<td></td>
<td>- Attend campus career fairs</td>
<td>- -</td>
</tr>
<tr>
<td></td>
<td>- Be critical of content on social media</td>
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</tr>
<tr>
<td><strong>Brand</strong></td>
<td>- Learn how to articulate the acquired competencies</td>
<td>- -</td>
</tr>
<tr>
<td></td>
<td>- Update CJL and LinkedIn profile</td>
<td>- -</td>
</tr>
<tr>
<td></td>
<td>- Join LinkedIn Clemson Alumni Association group</td>
<td>- -</td>
</tr>
<tr>
<td></td>
<td>- Remain active in clubs/organizations and seek out leadership roles</td>
<td>- -</td>
</tr>
<tr>
<td></td>
<td>- Attend career fairs and employer info sessions</td>
<td>- -</td>
</tr>
<tr>
<td></td>
<td>- Attend resume workshop and update resume</td>
<td>- -</td>
</tr>
<tr>
<td></td>
<td>- Learn to write and tailor cover letters</td>
<td>- -</td>
</tr>
<tr>
<td><strong>Outlook Handbook</strong></td>
<td>- Learn how to write and tailor cover letters</td>
<td>- -</td>
</tr>
<tr>
<td></td>
<td>- Join LinkedIn Clemson Alumni group</td>
<td>- -</td>
</tr>
<tr>
<td></td>
<td>- Build strong interviewing skills</td>
<td>- -</td>
</tr>
<tr>
<td></td>
<td>- Attend career fairs and employer info sessions</td>
<td>- -</td>
</tr>
<tr>
<td></td>
<td>- Develop networking skills</td>
<td>- -</td>
</tr>
<tr>
<td><strong>Outlook Handbook</strong></td>
<td>- Identify career direction through assessment</td>
<td>- -</td>
</tr>
<tr>
<td></td>
<td>- Research different graduate/professional schools</td>
<td>- -</td>
</tr>
<tr>
<td></td>
<td>- Network and use LinkedIn</td>
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</tr>
<tr>
<td></td>
<td>- Explore internship and job search tools</td>
<td>- -</td>
</tr>
<tr>
<td></td>
<td>- Attend career fairs and employer info sessions</td>
<td>- -</td>
</tr>
<tr>
<td></td>
<td>- Do a mock interview for jobs or graduate/professional schools</td>
<td>- -</td>
</tr>
<tr>
<td></td>
<td>- Attend campus career fairs</td>
<td>- -</td>
</tr>
<tr>
<td></td>
<td>- Participate in employer information sessions</td>
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</table>
| | - Networ...
# Graduate Student Career Plan & Competencies

As you progress through this graduate career plan with involvement in organizations, research, and experiential learning opportunities, you develop skills in the nine core competencies. These experiences often contribute to the development of more than one competency, which is shown in the overlap of action points in this plan.

<table>
<thead>
<tr>
<th>Competency</th>
<th>Phase I: Self-Assessment</th>
<th>Phase II: Exploration &amp; Implementation</th>
<th>Phase III &amp; Beyond: Decision Making</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>Update resume/CV with current graduate degree</td>
<td>Attend workshops and utilize resources to learn about career-related topics such as resumes and internship/job searching</td>
<td>Continually update your resume/CV and LinkedIn profile</td>
</tr>
<tr>
<td></td>
<td>Update ClemsonJobSeek profile</td>
<td>Create a LinkedIn profile</td>
<td>Maintain positive and genuine relationships with contacts</td>
</tr>
<tr>
<td></td>
<td>Attend career fairs</td>
<td>Develop networking skills by practicing at events, utilizing LinkedIn, and conducting informational interviews</td>
<td>Inquire about potential opportunities with your contacts</td>
</tr>
<tr>
<td></td>
<td>Speak with your academic advisor and professors about your current interests, abilities, work-related values, technical skills, and transferrable skills and how they relate to your academic field</td>
<td>Participate in mock interviews with a career counselor or online in ClemsonJobSeek</td>
<td>Develop research statements and teaching philosophies for academic careers</td>
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<td>Conduct informational interviews with faculty and professionals in your field to clarify career options</td>
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<td></td>
<td>Explore opportunities for and participate in research</td>
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<td>Submit research findings to journals, magazines, and websites</td>
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<td></td>
<td></td>
<td>Present your research findings at campus events and professional conferences</td>
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<tr>
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<td></td>
<td>Write informational pieces for publications within your field</td>
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</tr>
<tr>
<td>Engagement</td>
<td>Create a networking spreadsheet to track contacts and relationships</td>
<td>Explore and acquire work, volunteer, or internship opportunities that align with your professional goals</td>
<td>Maintain positive and genuine relationships with contacts</td>
</tr>
<tr>
<td></td>
<td>Develop relationships with your academic advisor and professors</td>
<td>Update networking spreadsheet with new contacts</td>
<td>Inquire about potential opportunities with your contacts</td>
</tr>
<tr>
<td></td>
<td>Develop relationships with graduate students within and outside of your field</td>
<td>Explore and join university committees and professional organizations that can contribute to your professional success</td>
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<tr>
<td></td>
<td></td>
<td>Collaborate with professors, professionals in your field, and other graduate students to conduct research</td>
<td></td>
</tr>
<tr>
<td>Collaboration</td>
<td>Assess current leadership abilities</td>
<td>Volunteer in organizations, committees, and research projects</td>
<td>Maintain positive and genuine relationships with contacts</td>
</tr>
<tr>
<td></td>
<td>Assess current understanding of inclusiveness and leveraging others' strengths</td>
<td>Volunteer for campus and community service</td>
<td>Inquire about potential opportunities with your contacts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attend diversity/inclusivity training opportunities</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Practice leveraging others' strengths to achieve a shared vision</td>
<td></td>
</tr>
<tr>
<td><strong>Adaptability</strong></td>
<td><strong>Analytical Skills</strong></td>
<td><strong>Innovation</strong></td>
<td><strong>Technology</strong></td>
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<tr>
<td>Explore the Learn, Act, Flex, Succeed Cycle by speaking with a career counselor</td>
<td>Visit the CCPD to learn about resources and services for graduate students</td>
<td>Participate in continued training for your field</td>
<td>Create ClemsonJobLink, CareerShift, and GoinGlobal (if applicable) accounts</td>
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<tr>
<td>Think about your level of resiliency</td>
<td>Assess both your problem solving and problem identifying skills</td>
<td>Begin salary research</td>
<td>Begin creating accounts on company or organization application websites</td>
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<td></td>
<td>Visit other campus offices to learn about resources and services for graduate students</td>
<td>Begin applying to positions through networking contacts and posted opportunities</td>
<td>Assess technological skill level</td>
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<td></td>
<td></td>
<td>Gather information on job offers</td>
<td>Update ClemsonJobLink profile</td>
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<td></td>
<td></td>
<td>Process offers fully before accepting</td>
<td>Explore CCPD website</td>
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<td>Follow ClemsonCCPD on social media platforms</td>
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<td></td>
<td>Monitor ClemsonJobLink and CareerShift frequently for new opportunities</td>
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<td>Begin using LinkedIn to research companies and connect with alumni</td>
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<td>Utilize Versatile PhD to explore careers outside of academia</td>
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<td>Add company research, job application tracking, and login information to your networking spreadsheet</td>
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<td>Explore and attend training opportunities on and off campus to further develop your skills – examine Clemson.edu/training for opportunities</td>
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<td>Reflect on the search process if you are not saving success</td>
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<td>Schedule an appointment to identify alternative strategies with career counselor</td>
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**Innovation**
- Participate in continued training for your field
- Examine Clemson.edu/training for opportunities
- Explore and attend workshops relevant to your field and career development
- Try different opportunities for learning new skills and applying current knowledge
- Reflect on learning opportunities and try other opportunities
- Explore O’NET/Occupational Outlook Handbook
- Research companies or universities where you may be interested in working
- Familiarize and utilize search engines like ClemsonJobLink, NACElink, and GoinGlobal, associate websites, webracers like CareerShift to identify career opportunities
- Participate in continued training for your field
- Begin salary research
- Begin applying to positions through networking contacts and posted opportunities
- Gather information on job offers
- Process offers fully before accepting
<table>
<thead>
<tr>
<th><strong>Self-Awareness</strong></th>
<th>Develop a plan to fill any gaps in experience or skills.</th>
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<tr>
<td></td>
<td>Find work, volunteer, or internship opportunities that align</td>
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<td></td>
<td>with your professional goals and fills in experience/skills gaps</td>
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<td></td>
<td>Conduct informational interviews with faculty, colleagues,</td>
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<td>alumni, mentors, and other professionals in your field</td>
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<td></td>
<td>Participate in mock interviews with a career counselor or</td>
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<td>online in ClemsonJobLink</td>
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<td>Incorporate the skills and information you are learning into</td>
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<td>your career development</td>
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<td></td>
<td>Explore career opportunities within your field</td>
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<td>Conduct a &quot;soft search&quot; one year prior to real search to</td>
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<td></td>
<td>identify the skills, knowledge, and experiences required to</td>
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<td></td>
<td>allow time to fill any gaps</td>
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</tbody>
</table>

| **Professionalism** | Begin applying to positions through networking contacts and |
|---------------------| posted opportunities |
|                     | Reflect on the search process if you are not having success |
|                     | Schedule an appointment with career counselor |

<table>
<thead>
<tr>
<th><strong>Integrity &amp; Ethics</strong></th>
<th>Learn policies and procedures related to graduate students</th>
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<tbody>
<tr>
<td></td>
<td>Learn field specific policies, procedures, and norms</td>
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<td></td>
<td>Learn policies and procedures related to research</td>
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<td></td>
<td>Review the status of current networking relationships</td>
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<tr>
<th><strong>Brand</strong></th>
<th>Connect with current networking contacts to maintain</th>
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<td></td>
<td>relationships and update networking spreadsheet with new</td>
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<tr>
<td></td>
<td>contacts</td>
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<td></td>
<td>Follow policies and procedures related to graduate students</td>
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<tr>
<td></td>
<td>Follow field specific policies, procedures, and norms</td>
</tr>
<tr>
<td></td>
<td>Follow policies and procedures related to research</td>
</tr>
</tbody>
</table>

|               | Gather information on job offers |
|               | Process offers fully before accepting |
|               | Do not renege on an offer |
|               | Maintain positive and genuine relationships with contacts |
|               | Adhere to academic field specific policies, procedures, and norms |

|                | Join LinkedIn Clemson Alumni Association group |
|                | Continuously update your resume/CV and LinkedIn profile |
|                | Maintain positive and genuine relationships with contacts |

|                | Assess social media presence |
|                | Assess current reputation in your field |
|                | Review career related documents for accuracy and professionalism |
|                | Attend campus career fairs |
|                | Join LinkedIn Clemson CCPD group |
|                | Create profile in ClemsonJobLink |

|                | Seek feedback from faculty, mentors, and colleagues on your |
|                | reputation and how you can develop congruence between |
|                | your intended and perceived image |
|                | Attend workshops and utilize resources to learn about career- |
|                | related topics such as resumes and internship/job searching |
|                | Update ClemsonJobLink profile |
|                | Practice your 30-second elevator pitch |
|                | Be critical of social media presence |
|                | Network using LinkedIn |
|                | Participate in employer information sessions |
|                | Remain active in organizations and seek out leadership roles |
|                | Develop marketable skills (technical and transferrable skills) |
INTERNSHIPS MAKE GOOD SENSE

An internship is a form of experiential learning that integrates classroom knowledge with career-related work experience. This can be a vital link between college majors and the exploration of professional opportunities. Employers say good grades, summer job experience and participation in student activities and organizations are not enough to help students land a good full-time job. In today’s competitive job market, the students with career related work experience are the students who get the best interviews and job offers. As an added bonus, many companies report that well over 70% of full-time hires come from their internship program.

Other benefits:
- Often receive higher full-time salary offers.
- Gain experience and exposure to a career.
- Bridge classroom applications to the professional world.
- Network with professionals.
- Build the resume.
- Be 20% more likely to have accepted a full-time job offer upon graduation.
- Increase your marketability.

OFF-CAMPUS AND INTERNATIONAL INTERNSHIPS

Students are able to participate in a domestic internship on- or off-campus, as well as internationally. Specific requirements will vary depending on the type of internship and the student’s major. Internships are typically offered for a specific period of time during the spring or fall semester (14–16) weeks or during the summer (10–14) weeks. Students are strongly advised to begin their search at least four to six months in advance.

The Center for Career and Professional Development (CCPD) offers a variety of services for students to find internships. In addition to providing counseling and resources that aid in the internship search process, part-time and full-time, zero-credit hour internship courses, which are denoted on students’ academic transcripts, are also available through CCPD. The full-time INT courses also allow students to maintain their university enrollment status while interning. Undergraduate students enrolled in the program must register for the appropriate course number for each rotation to receive a grade of Pass or No Pass. Graduate students can enroll in INT 8010 for the same benefits. Students pay a participation fee each academic term that coincides with an internship rotation.

The Internship Programs began offering a 3-credit hour international internship course in 2016. Student enrolled in the INT 3010 course are provided housing, placement services, work authorization, credit hours, cell phones, and on-site staff in locations like Barcelona, Dublin, Santiago and Sydney.

DEPARTMENTS/MAJOR REQUIREMENTS

Internships typically involve a structured project with a professional mentor that relates to a student’s major or career interests. Credit-bearing internship courses may be available through a student’s academic college or department. Some majors may also require students to complete an internship as part of the curriculum. Further inquiries about departmental internship requirements should be directed to the specific department.

UNIVERSITY PROFESSIONAL INTERNSHIP/CO-OP PROGRAM (UPIC)

University Professional Internship and Co-op (UPIC) Program offer students on-campus professional learning experiences. Students have the opportunity to work with Clemson faculty and staff as well as receive an internship notation on their transcript. Participating students will be given significant work that will help them prepare for their future careers. These are paid positions, and students can work part-time (160 hours) or full-time (320 hours). Enrollment in an internship course is required for this program. In order to be eligible for the program, a student must have completed at least one full semester at Clemson University and be an enrolled, matriculating, undergraduate student in good standing. Student applications for future internships are typically listed in ClemsonJobLink halfway through the semester prior to the experience.

INTERNSHIP SEARCHING TIPS

- Attend an Internship Workshop.
- Utilize ClemsonJobLink to have access to national and international internship listings.
- Utilize CareerShift and other online job portals.
- Target several organizations with which you would be interested in interning.
- See internship books on the website
- Set up an individual appointment with a career counselor for more assistance (864-656-0440).
- Attend the Fall (September) and Spring (January) Career Fairs.
- Network with Clemson University academic department personnel, family and friends.
COOPERATIVE EDUCATION PROGRAM

Cooperative Education (Co-op) is an academic engaged-learning program designed to provide the student with an opportunity to learn and work under a mentor in his or her field of study. Cooperative Education, as the term implies, represents an educational partnership between the university and participating companies.

- Students are employed full-time, with pay, by the participating company.
- Semesters of Co-op rotations typically alternate with semesters of classes and result in significant full-time experience for each student.
- The students’ experiences are monitored and evaluated by an academic staff of Co-op advisors to ensure a successful teaching and learning process.
- Companies serve as teaching partners of the university and the Co-op experience becomes an integral part of the student’s education.

Beyond the educational benefits of the program, students agree that the significant full-time experience the program offers gives them a competitive edge when seeking employment upon graduation.

Tell me and I forget
Show me and I remember
Involve me and I understand

This ancient proverb expresses so well what the Co-op Program is about. Co-op assignments add a contextual dimension to the curriculum as students are challenged to think critically and creatively within a work setting.

- When given the chance to apply theory that is learned in class, students gain a greater understanding of the material from a different perspective.
- Students report that when they are on a Co-op rotation, they learn new concepts in their field as well as material not yet covered in their classes.

HOW TO ENTER THE CO-OP PROGRAM

Students interested in seeking a Co-op assignment should contact the Co-op Program office early in the semester before they want to begin their first rotation. The fall semester is the time to interview for assignments that begin in Jan. and the spring semester is the time to interview for assignments that begin in May or Aug.

We share office space with our partner, the Michelin® Career Center, located in Suite 316 on the third floor of the Hendrix Center. The lobby receptionist will direct you to our office area.
ELIGIBILITY REQUIREMENTS
Most students enter the program as sophomores or juniors. All students must have declared their majors. Students must have a minimum Clemson University GPA of 2.5 and be enrolled in a full-time (minimum 12 credit hours) course load.

• Transfer students must have an established Clemson University GPA before entering the program.

• Mechanical engineering students must successfully complete ME 2010-Statics & Dynamics, before beginning the placement process.

• Chemical engineering students must be in the second semester of their sophomore year before entering.

Completion of the Co-op Program is a curricular requirement for some majors such as Packaging Science. Packaging Science students normally complete the program in two back-to-back rotations during one six-month period.

THE CO-OP COURSES
Students enrolled in the program register for the appropriate Co-op course (COOP 1010, 1020, 1030, etc.) for each rotation and receive a grade of Pass or No Pass. Students receive academic recognition on their transcript, although no credit hours are awarded.

• Students pay a program participation fee each semester or summer session that they are on a Co-op rotation.

• In responding to questions about student status related to health insurance, scholarships, loans, etc., the university classifies a student on a Co-op rotation as a full-time continuing student.

For more information, please visit: career.clemson.edu/cooperative_education

Additional Information about the Co-op Program
• Co-op students maintain full-time student status during each rotation.

• State scholarships may be deferred while on rotations so that students maintain their funding through graduation.

• The Co-op Program can be integrated into a college plan that includes other academic or social programs offered by the university, such as Study Abroad.

• A minimum Clemson University GPA of 2.5 is required to enter the program, however some companies require a higher GPA.
Participating in an internship or cooperative education assignment can be a good way for both you and the employer to see if there will be a good fit between you and the company. Internships and co-ops allow you to gain real-world experience, find out if you will enjoy certain types of work and build your resume.

Keep a positive attitude about your work and complete tasks given to you with enthusiasm. Having a good outlook and sense of humor can be an asset to you and the company. Learn to take criticism well and listen to suggestions for improvement.

Take your work seriously. Complete all assigned tasks, no matter how insignificant they may seem. Dependability and accuracy are very important in any work environment. If you have any questions about how to complete a project, ask your supervisor for clarification. Making mistakes is part of the learning experience but do not dwell on your mistakes; learn from them and go on. If you earn a reputation for being dependable, honest and trustworthy, you will be given more important tasks to complete and therefore learn more about your chosen career field.

Be punctual and complete assignments on time. Deadlines are a part of life, especially in a fast-paced work environment, so make sure you know what your deadlines are for all projects and complete them on time. This will help you to learn time management and prioritizing skills.

Set goals you know you can meet. Setting goals for yourself can be a good way to keep yourself on task and ensure that you will learn as much as you can during your co-op or internship. Remember to set attainable goals. If you set goals you are not able to reach, you will set yourself up for disappointment. This may send a negative message to the employer as well. Your experience should be a positive learning experience, so outline your goals from the beginning and talk with your supervisor about these goals to make sure they are reachable. Meet with your supervisor regularly to make sure you are on the right track.

Learn to communicate effectively. Written and oral communication skills are extremely important in all career fields. Be respectful of those around you by being courteous and professional at all times. Listen to everyone around you because they probably have more knowledge in that subject area, but do not be afraid to present your ideas when in an appropriate setting.

Flexibility is important. You should be willing to do a variety of tasks even if those tasks do not relate directly to your career path. Multi-tasking is an important skill to learn that will help you develop flexibility. Be ready, willing and able to “switch gears” on a moment’s notice.

Teamwork is a skill valued by many employers. You must be able to work well with people around you and be able to be productive in groups. Project work is an important part of many work environments, so you need to learn how to be the most productive team member you can be.

Find a mentor, someone who you can turn to for advice, information, encouragement and constructive criticism. A mentor can help you through difficult situations and also offer insight into the company. A mentor can also teach you a lot about the industry.

Enjoy yourself. Have fun with your internship or co-op. Try to think of everything as a learning experience.

**TURNING AN INTERNSHIP OR CO-OP INTO A FULL-TIME POSITION**

Things to Do:
1. Go above and beyond the call of duty to show your employer that you are valuable. Ask for advice from supervisors and coworkers. Work with your adviser to set immediate goals for the internship, then ask for a written evaluation at the end.
2. Be active and involved! Educate yourself proactively in the ways of your company. Also, get involved in non-work related activities like athletic events and company outings. Interact with as many coworkers as possible to help you stand out from the rest and increase networking contacts.
3. If your employer thinks you have done a good job achieving your goals, then ask about a full-time position.
4. Take the time to say goodbye and thank you on your last day.
5. After completing your co-op or internship, send your immediate supervisor and the president of the company well-written thank you letter. Thank them for the opportunity and point out what you have accomplished and learned. Indicate in your letter that you would like to work for the company and how you can be of value.
6. Be patient and persistent. Follow your thank you letter with a phone call to your supervisor to inquire about employment.
STEPS TO NETWORK YOURSELF INTO A JOB

Advantages of Networking:

- You will be exposed to the hidden 70-80% of jobs in your field.
- Approximately, 63 percent of all workers use informal job search methods (U.S. Department of Labor).
- 94 percent of successful job hunters claimed networking made all the difference (Wall Street Journal).
- You are less likely to encounter rejection since you are not asking directly for a job — instead, you are simply asking for information, referrals and to be remembered.
- You are exposed to higher-level positions.
- You go directly to the people who have influence on the hiring process.
- You will be considered when a contact hears of a job, and may be referred as a result.
- Remember, by genuinely asking advice about your career, you will make an impression on someone and be remembered. Once you have established a favorable contact, it is very likely that you will be considered for a job when it becomes available.

STEP ONE:
Prepare a list of all the professional people in your field of interest, as well as other people who may know someone in your field. The average person usually comes up with 50 or more names — set your goal even higher.

Your list might include the following people:
- Friends/Relatives/Neighbors
- Teachers
- Past Employers
- College Alumni via the Alumni Association/Regional Clubs/Academic Societies/Constituency Groups
- Dentists/Doctors/Hairdressers
- Bankers/Lawyers/Stock Brokers
- Clergymen/Politicians/Librarians
- Small Business Owners

STEP TWO:
Call the people on your list who are outside the field you are interested in and ask them if they know anyone in the career you are considering. At this time, stress to them that you are NOT looking for a job. Your contacts will be more willing to give you names if they understand that you will not be annoying their friends for a job, but rather requesting advice on what this field is really like and whether it is appropriate for you.

Your goal at this stage is to interview experts to learn whether certain fields are really what you want, while also building a loyal network of professionals who will refer you to their friends when a position does become available.

STEP THREE:
From your general contact list, develop a targeted list of contacts who work in the field that you are considering.

STEP FOUR:
Call everyone on your revised list of contacts and arrange a meeting time to get advice on breaking into your desired field(s). Tell them who referred you and ask for about 15 minutes of their time to gather information on your chosen career. Sample scripts can be found on the resources page at clemson.edu/career.

WHAT SHOULD YOU DO IF THEY DECLINE?
Simply ask if they can refer you to someone else and always thank the person for his/her time and consideration.

STEP FIVE:
Conduct your informational interview. When you meet your contact, HAVE YOUR QUESTIONS READY.

Be specific with your questions, and let your contact know that you are NOT applying for a job. You will go a lot further if you simply ask for advice about their field, since people are usually willing to give advice freely, but are not always ready to help you get a job. Toward the end of the conversation ask if your contact can refer you to others in your field so that you can get more information. Remember that information gathering is a two-way street. During your interview, share information with your contact that you have learned about the field through your research.
EXAMPLES OF QUESTIONS TO ASK

Getting started:
• What training is required for this type of work?
• What personal qualities or abilities are important to being successful?
• How do people find out about job openings in your occupation?
• How did you get this position? What are common career paths?
• What types of training do companies offer people entering this field?
• Are there internship or volunteer opportunities?
• What are typical hiring procedures?
• What areas of knowledge are most important for advancement in this field? What degrees? Certification?
• If you were starting out again, would you do anything differently?

DAILY WORK ROUTINE AND WORK ENVIRONMENT
• What do you do on a typical day in this position?
• What are your alternative career paths?
• How many people do you supervise and to whom do you report?
• What part of this job do you find the most challenging or satisfying?
• How many hours do you typically work each week? Do you often work in the evenings or weekends? Can you arrange your own hours?
• What is a typical starting salary? Average salary? Other benefits?
• What are some of the rewards of your occupation?
• What are the geographic restrictions in this field? How much are you required to travel?

ABOUT THE ORGANIZATION, INDUSTRY AND FUTURE
• Please tell me more about your organization.
• How was your organization founded?
• What is unique about your organization?
• Do employees in this organization generally feel their jobs are secure?
• Would you rather work for a smaller or a larger company? Why?
• Is there a demand for people in this occupation?
• What are the problems you see working in this field?
• What are the positive/negative aspects of your field?
• What are the “hot issues” in this field?
• How does your job fit into the organization or department?
• What is the “corporate culture” here, (i.e. is it formal, informal, do people work autonomously, does everyone come early, stay late)?
• What are the toughest challenges you face in the organization?
• How would you evaluate the future of this career field? How do you see jobs in this field changing in the future? What areas do you feel promise the most opportunity? The most growth?
• What opportunities for advancement are there in this field? How will this job change over the next five years? 10 years?
• Is your organization expanding, shrinking or maintaining? Who are the competitors in this field?

SPECIAL INTEREST QUESTIONS
• What advice would you give a person entering this field?
• What, if anything, do you wish you had known before you entered this occupation?
• What professional journals in this field should I read?
• What strategy would you suggest for a person to break into this field?

DO NOT FORGET TO ASK
• Can you suggest anyone else whom I could contact? When I call him/her, may I use your name?
• What is the long-term/short-term outlook for hiring in this field?

THE FOLLOW UP
Assess the interview:
• Did you get the information you needed?
• How do you feel about this occupation?
• Did you get an objective opinion?
• Immediately after the interview, record any information you might need in the future.
• Keep records of everyone you meet (take business cards, names and addresses).

KEEP IN TOUCH
• Write a thank you letter/email within 24 hours of the interview.
• Follow-up with future notes or phone calls to let the person know his/her help has been of service and how you are doing in your career exploration. This will further remind the person of you and encourage him/her to let you know of future opportunities.
The keys to a successful job search are to use a variety of strategies, to utilize your network and to make personal connections as often as possible. Here are a few steps to help you get started:

- Allow yourself at least six to nine months for your job search.
- Know your skills, interests, values and goals to guide your search and to prepare to answer employers’ questions.
- Register with ClemsonJobLink, the on-line recruiting system for Clemson students available on the Career Center website.
- Create a resume and have it reviewed by Career Center staff.
- Write a cover letter draft and have it critiqued by Career Center staff.
- Attend the Career Fair offered every year in the fall and spring.
- Attend Career Center workshops on Job Searching and Networking, Resume Writing and Interviewing.
- Search ClemsonJobLink for job postings and on-campus interviews.
- Utilize CareerShift and Going Global for job postings. Both resources can be accessed at clemson.edu/career under “Advice and Handouts.”
- Utilize LinkedIn for searching for positions and networking.
- Create an “A List” of targeted employers in your industry and preferred geographic area. Research these employers on their organization websites and bookmark human resources pages.
- Find helpful job search websites (such as Glassdoor), including national job boards and industry-related professional associations. Web searching can be a helpful way to learn about open positions but should not be relied on as your only job search tool.
- Develop a list of networking contacts and discuss your job search with them.
- Research salary statistics in your industry and geographic area.
- Practice your interview skills by conducting a mock interview at the Career Center.
- Follow up with employers by calling or sending an email to confirm that your application was received and ask additional questions about the selection process.
- After conducting interviews, always send a thank you note.
- Offers short web video clips (two-to-five minutes) addressing key job search issues such as interviewing tips, social networking and much more.
- If you experience difficulty with your search, make an appointment with a career counselor to brainstorm additional strategies.

Remember, the Career Center staff is available to help you navigate your job search. Visit our website, call 864-656-0440 to make an appointment or drop-in to talk with a career counselor for assistance with any of these steps.
Visit www.linkedin.com to create your LinkedIn account profile.

**General LinkedIn Tips**
- Choose an appropriate (professional and conservative) photo
- Endorse your connections on skills you believe they are advanced in
- Give a little to get a lot – Leave recommendations for 1st degree network connections you feel have earned a great one
- Provide a creative and professional profile headline, highlighting your area of study, career ambitions or goals
- Invest a good amount of time up front to create a great, detailed profile
- Spend a small, but productive amount of time, updating and maintaining your LinkedIn network on a consistent basis
- Research someone on LinkedIn before meeting him or her in a job interview or business meeting
- Get free market research by posting a question on ‘LinkedIn Answers’
- Scan through your Network Updates to be aware of what your network is doing
- Use the LinkedIn Status Update function to keep your network apprised of your business
- **Be cautious with your updates if you do not want people to be updated on your activity. To change this, go to Settings, Privacy Controls, and “Turn on/off your activity broadcasts”

**Strategies to Build your LinkedIn Network**
- Fill out your LinkedIn profile suggested information
- Check for former colleagues and classmates by using specific LinkedIn search tools
- Import your Outlook contacts or Webmail contacts
- Check for people who share groups or affiliations
- Go through your business cards for potential contacts or send them an invite to join
- Advertise yourself through LinkedIn Answers
- Use the ‘People You May Know’ feature
- Meet people via LinkedIn Answers, Groups, Jobs, and People Search and invite them to connect

**Why Join LinkedIn? The Benefits Include:**
- The ability to enhance your personal brand, while controlling your professional on-line identity
- The ability to be found by recruiters, hiring managers, and others to open the door to new opportunities
- The ability to reconnect with former colleagues and school contacts
- The opportunity to learn, share and make important connections to those with similar professional interests
- Helps in establishing yourself as an expert: Contribute your knowledge by answering questions
- Ask your question and get fast, accurate answers from your network and other experts worldwide
- Stay up-to-date on the latest in your industry and functional area
- Allows you to get connected to people that aren’t in your network
- The opportunity to show you are comfortable with current technology
- The opportunity to show off and expand on your academic and professional accomplishments beyond what you are able to fit on a resume
# How’s My LinkedIn Profile?

Use this rubric as a guide to evaluate and make any necessary adjustments to your LinkedIn profile. Circle the box in each section that best describes your profile.

<table>
<thead>
<tr>
<th>1 Let’s Get Started</th>
<th>2 Needs Improvement</th>
<th>3 Almost There</th>
<th>4 You Got This</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Photo and Headline Sections</strong></td>
<td>No photo, headline, or custom URL are offered. Image selection is inappropriate.</td>
<td>The photo is blurry, not of the correct resolution, or possesses other characteristics that create visual disturbance. Background or clothing creates possible distraction for profile reviewer. The sections appear somewhat customized but incomplete.</td>
<td>Clothing selection or background choice are not appropriate to the field(s) or industry(ies) targeted by the LinkedIn user. Clothing, accessories, hair, or other elements may benefit from pressing, tidying, starching, or cleaning. Headline is not targeted.</td>
</tr>
<tr>
<td><strong>Summary Section</strong></td>
<td>No summary information is provided.</td>
<td>The section appears somewhat customized but incomplete. It contains content but does not mention skill sets or competencies. This section does not discuss any background information. This section does not include keywords that relate to opportunities sought. Overall, this section does little to highlight personal strengths.</td>
<td>This section includes discussion of background information, skill sets, and competencies. Focusing on an organizational structure for this section (e.g., a bulleted list of key skill/highlights) would allow the reviewer to locate information efficiently. Also, considering relevant content could be advantageous.</td>
</tr>
<tr>
<td><strong>Section Content (Outside of Summary and Limited-Content Field Sections)</strong></td>
<td>Information provided is not detailed and offers no illustration of what was done.</td>
<td>Sections appear somewhat customized but incomplete. Information provided is not in the form of bullets or brief paragraphs. Complete sentences in paragraph form are used to describe previous activities instead of descriptions beginning with action verbs.</td>
<td>Descriptions are clear in the form of bulleted statements or brief paragraphs beginning with action verbs, but they lack variety in action verbs. Descriptions are not detailed enough and do not directly relate to opportunities sought in the field or industry in which the LinkedIn user is focusing.</td>
</tr>
</tbody>
</table>

Adapted from University of West Florida Career Services
### Site Feature Usage (Relevant Section & Image Use/Presence)

<table>
<thead>
<tr>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>The LinkedIn user does not make use of sections, status updates, or group memberships. Also does not incorporate any field-related pictures, documents, or images into sections.</td>
<td>Sections are developed to contain all necessary background and skill information but are not organized effectively in an overall presentation through use of LinkedIn organization tools. The LinkedIn user does not work to intentionally engage reviewers through use of features such as regular status updates and incorporation of field-related pictures, documents, and images into sections.</td>
</tr>
<tr>
<td>The LinkedIn user makes use of sections feature for 1-2 sections but might consider adding more sections to identify further background information. Could also benefit from promoting skills and competencies through status updates and group memberships and might consider incorporating field-related pictures, documents, and images into sections.</td>
<td>The LinkedIn user selects and includes meaningful and relevant sections into profile and organizes them in a logical format. Important skills, competencies, and experiences are apparent through the use of these sections. The LinkedIn user is also a group member and uses LinkedIn in a dynamic way through regular status updates and incorporation of field-related pictures, documents, and images into sections.</td>
</tr>
</tbody>
</table>

### Recommendation/ Skills & Endorsements Usage

<table>
<thead>
<tr>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>This profile does not provide any skills or share any recommendations with reviewers.</td>
<td>This profile identifies more than 3 skills, at least one of which is endorsed by another LinkedIn user, or it possesses a skill listing and at least one recommendation.</td>
</tr>
<tr>
<td>This profile identifies 3 or fewer skills or competencies, none of which are endorsed by others.</td>
<td>This profile is robust with endorsements/recommendations. Several skills are listed, many of these receiving endorsements by other LinkedIn users. This profile also makes use of the recommendation feature.</td>
</tr>
</tbody>
</table>

### Communication Skills

<table>
<thead>
<tr>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are multiple spelling and/or grammar errors. Profile does not display good communication skills.</td>
<td>Profile does not contain any grammar or spelling errors. Communication skills are excellent.</td>
</tr>
<tr>
<td>There is more than one spelling or grammar error. Communication skills are okay.</td>
<td>Profile does not contain any grammar or spelling errors. Communication skills are excellent.</td>
</tr>
<tr>
<td>There may be a single spelling or grammar error. Communication skills are good.</td>
<td>Profile does not contain any grammar or spelling errors. Communication skills are excellent.</td>
</tr>
</tbody>
</table>

### Next Steps

<table>
<thead>
<tr>
<th>What (if any) adjustments do I need to make to make LinkedIn profile based on this assessment?</th>
<th>If I need to make adjustments, when can I commit to making them?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IDENTIFY YOUR SKILLS

Are you wondering what you have to offer your next employer? If you are unsure of your skills, now is the best time to stop and make a list. The ability to identify and articulate your skills will be necessary in order to land your next job, obtain a promotion or positive performance appraisal and to evaluate the suitability of your chosen career field.

A skill is simply an ability to do something, whether it is recently acquired or an ability that you have had for years. Skills can be things you do only with a great deal of difficulty or they can be things you do effortlessly, without thinking. Skills include such things as your natural abilities, “knacks” for certain things, special talents, “know-how” and training you have acquired. Many people think that they do not have any employable skills because they forget those skills that are second nature, or because they limit the definition of skills to “technical expertise.”

This information is intended to acquaint you with the total definition of skills and is based on the work of Sidney Fine, the researcher of skills with the U.S. Government’s Dictionary of Occupational Titles. Sidney Fine identified and defined the following three types of skills:

SELF-MANAGEMENT OR ADAPTIVE SKILLS
Description: These are skills (sometimes described as “personality traits”) that allow you to perform the day-to-day tasks associated with work. They involve self-control in dealing with people, time and your environment.

Examples: Punctual, persistent, conscientious, imaginative, loyal, sincere, efficient, dependable, industrious and tolerant.

TRANSFERABLE OR FUNCTIONAL SKILLS
Description: These are those instrumental skills that can be used in a wide range of work situations. They are generally skills that are natural or those that have been cultivated through experience or education. They are related to working with people, data or things.

Examples:
- Communication
- Adaptability
- Self-Awareness
- Collaboration
- Analytical Skills
- Integrity & Ethics
- Leadership
- Technology
- Brand

CATEGORIES OF SKILLS
Skills can also be divided into categories that designate what you would be working with: people, data (information) and things. These categories are typically used to indicate the day-to-day tasks associated with a particular job. For example, a teacher deals primarily with “people” skills (training), some “information” skills (organizing) and a few “thing” skills (handling of office equipment).

A FINAL WORD ON SKILLS
Many of these skills can be attained at any time and in a variety of settings. They do not have to be learned on a job for you to claim that you have them. Therefore, you do have employable skills. You need to identify those that you have and like to use and develop a list of concrete examples that demonstrate those skills. Once you have accomplished that task, you will be better able to convey in a job interview what you can do and why you should be the person who is hired.
Developing a Winning Resume

Resume counseling is available through the Center for Career and Professional Development. Career counselors and staff are available to provide valuable information, training and techniques that will enhance your resume.

Deciding which work and academic experience to include in the first draft of your resume can be difficult. All sorts of questions come to mind: How far back should I go? Should I include anything I did in high school? How much of my college experience should I list? Is it worth putting down jobs I did “just to make money?” How about my outside activities? How do I fit it all onto one page? All of these questions are valid and need answers; but do yourself a big favor, do not answer them at this stage.

Begin by making a list of everything. Try to think of every significant event and activity in your life. Don’t limit yourself. List jobs, school activities, sports, awards, honors, travel, music talent, hobbies, forging language fluency, office skills and charitable activities—in short, any and every skill, interest or worthy achievement that might be of interest to an employer. Once you have listed everything, you are ready to start selecting which items will present the best picture to your potential employer and be most relevant to the position you are seeking. Every resume should be tailored to the job for which you are applying.

It is important to note that skills that have employment value are not only those that are work content related. There are numerous self-management and transferable skills that employers prize.

Objective

Not every resume will have an objective. Typically, the same information can be relayed in a cover letter. The objective is often removed when spacing on the resume becomes an issue. If you are creating a resume to distribute at a career fair or to mass distribute to a number of employers, it may be difficult to write an objective to fit each employment situation. If you are creating a resume for a specific job; however, you want to include an objective. The best approach to writing an objective is to write a focused objective.

Here is an example of a good objective:
Objective: To obtain the Summer 20XX internship position with New Foundations Home for Children to utilize my mediation and child development skills.

Education

In the education section, be sure to list your expected highest degree first. Do not forget to include relevant professional development courses, licensures and certifications since your interviewer will be interested in your pattern of self-improvement. High school information is generally not needed.

Experience – Getting Started

When listing your “Experience,” think carefully about which items are best suited for the industry or job for which you are applying. It may be possible to present your experience so that it relates directly to the skills and talents the employer needs. Use paid jobs, unpaid internships, volunteer activities and college activities.

If you are applying for a sales job, for example, and have held two or three jobs that involved sales, such as publicity director of your college theater, list them separately in a section called “Sales Experience.” You can then list the other jobs you have held in a section called “Other” or “Additional Experience.” This method gives you the flexibility to arrange your experience out of chronological order and sort your skills for the employer. The employer can review your resume and immediately see that you understand their needs because you have listed the most relevant background first.

Once you determine which of your experiences are most relevant, list your skills that do not fit in the “Education” or “Experience” categories. For example, if you are fluent in one or more foreign languages, list this information in a section called “Languages.” If you have mastered computer languages or programming skills, list them. For those that are submitting international and curricula vitae, other information can be added to showcase other talents, skills and abilities such as publications, presentations, awards and honors. This information may also be incorporated into the three most common resumes—the reverse chronological, the functional and the hybrid (better known as the combination).
EXPERIENCE – DEVELOPING CONTENT

Now that you know what kinds of experience to list in a resume, you need to know how each experience should be described. Again, the employer’s point of view is your guide. Most employers look for common strengths in their candidates. Therefore, the descriptions of any jobs or activities should reflect both the results you have achieved and your potential.

Where possible, quantify the work you have done. For example: How much money did you raise? How many books did you sell? Did you lead a 10-member or 100-member tour? Did you graduate number five in a class of 10 or in a class of 100? Put some objective scope on your work that can be judged positively by potential employers.

Keep in mind that you must always be truthful. You are trying to create a document that sells your virtues, but do not get carried away. If you worked on just part of a project, do not take full credit. If you waited tables, do not say you were the maitre d’. Truth in advertising is a must.

Resumes should be tailored to each position to which you apply. You need to show the employer that you are the best fit for the position based on your previous experience and knowledge. Print the position description and read it carefully for keywords and responsibilities. Highlight terms that are repeated and/or emphasized. Consider including these keywords on your resume and include specific examples of your experience related to those keywords and responsibilities. On average, employers spend less than 10 seconds reviewing a resume so make sure your experience aligns with the position description.

It goes without saying that your resume should be proofread meticulously. Although one spelling error or typo rarely eliminates you from consideration for a position, keep in mind that along with your cover letter, your resume is one of your writing samples. It is a clear indicator of how well you communicate. If you miss a typo, the employer will think, “Maybe this person will miss important details while on the job, too.” Therefore, in addition to reviewing the resume yourself, ask a friend, professor or career counselor to read your resume. A new eye often picks up the obvious typo that you have not seen for weeks.

WHAT ABOUT REFERENCES?

It is not necessary to include the phrase “References Available upon Request” on your resume. It is always a good idea, however, to have a list of your references with their names, addresses, email addresses and phone numbers on a separate sheet to hand to the interviewer. Remember to always obtain permission from your references before using them.

SOME FINAL THOUGHTS...

In addition to perfecting the content of your resume, you will want to take a critical look at the format. Your resume should be appealing to the eye and utilize consistent formatting. Stay away from resume templates; those programs seem easy at first but result in a resume that will look too similar to other applicants.

Typically, your resume should be printed on quality bond paper produced by a high-quality photocopier, laser printer or offset printing service. These processes ensure a consistent quality from resume to resume.

Be conservative when it comes to the color of your resume. Acceptable colors include white, beige and gray. You take a chance by using other colors. Also avoid using grainy textured papers. Keep the size of the paper to the standard 8½ x 11 page. A legal size resume may stick out in a pile and does not fit into standard filing systems. Use a font size between 10 and 12 point in a professional font style, such as Arial or Times New Roman. In order to encourage potential employers to learn about your qualifications, the resume format must be attractive and easy to read.
VERBS TO USE IN RESUME WRITING

The following words are those that best describe the duties and functions executed in summer, part-time and full-time jobs, internships, co-ops and while involved in co-curricular activities.

**Accounting**
- Record
- Assess
- Audit
- Prepare
- Maintain
- Forecast
- Calculate
- Estimate
- Figure
- Appraise
- Examine
- Measure
- Verify

**Counseling/Healing**
- Listen
- Sense
- Intuit
- Assess
- Analyze
- Assist
- Align
- Coordinate
- Understand
- Inform
- Facilitate
- Help

**Administration**
- Monitor
- Track
- Assess
- Coordinate
- Organize
- Requisition
- Access
- Receive
- Process
- Serve
- Furnish

**Consulting**
- Troubleshoot
- Problem solve
- Assess
- Assist
- Arrange
- Guide
- Counsel
- Survey
- Serve
- Contribute
- Motivate
- Train

**Craft/Artisan**
- Design
- Create
- Build
- Entertain
- Perform
- Draw
- Render
- Illustrate
- Compose
- Construct
- Conceive
- Choreograph

**Design/Organize**
- Explore
- Formulate
- Sketch
- Draw
- Draft
- Layout
- Create
- Plan
- Style
- Pattern
- Build
- Display

**Editing**
- Review
- Analyze
- Compare
- Comment
- Correct
- Revise
- Amend
- Improve
- Initiate
- Investigate
- Advise

**Finance**
- Analyze
- Invest
- Budget
- Inventory
- Evaluate
- Appraise
- Construct
- Develop
- Acquire
- Deploy
- Manage
- Project

**Fundraising**
- Research
- Analyze
- Strategize
- Program
- Develop
- Contact
- Inquire

**Human Resources**
- Assess
- Analyze
- Recruit
- Survey
- Screen
- Interview
- Select
- Train
- Mediate
- Appraise
- Coordinate
- Align

**Information**
- Appraise
- Analyze
- Inventory
- Structure
- Design
- Categorize
- Document
- Process
- Manage
- Program
- Link
- Coordinate
- Organize

**Innovating**
- Create
- Modify
- Change
- Upgrade
- Improve
- Design
- Activate
- Restructure
- Establish
- Stimulate
- Implement
- Transform
**Investigating**
Pursue
Interrogate
Question
Analyze
Intuit
Seek
Search
Probe
Examine
Explore

**Performing**
Create
Present
Play
Interpret
Act
Sing
Dance
Perform
Model
Read
Inspire

**Marketing**
Review
Assess
Survey
Analyze
Quantify
Identify
Announce
Promote
Advocate
Advance
Improve

**Persuading**
Present
Articulate
Clarify
Challenge
Negotiate
Inquire
Reason
Influence
Convince
Arbitrate
Mediate
Reconcile

**Mechanical**
Analyze
Design
Construct
Craft
Troubleshoot
Create
Engineer
Repair
Manipulate
Align
Coordinate
Balance

**Program Development**
Analyze
Design
Construct
Develop
Prepare
Strategize
Coordinate
Formulate
Recommend
Persuade
Implement
Monitor

**Public Relations**
Assess
Prepare
Coordinate
Present
Negotiate
Publicize

**Research/Development**
Identify
Evaluate
Review
Assess
Compare
Analyze
Critique
Explain
Prepare
Recommend
Conclude
Determine

**Leadership**
Create
Lead
Encourage
Manage
Organize
Compare
Inspire
Represent
Govern
Direct
Advise

**Teaching**
Educate
Tutor
Stimulate
Inform
Instruct
Facilitate
Awaken
Explore
Advise
Entertain
Amuse

**Technical**
Conceptualize
Design
Troubleshoot
Inspect
Locate
Edit
Analyze
Implement
Conclude
Operate

**Management/Supervision**
Coordinate
Facilitate
Plan
Schedule
Delegate
Mediate
Evaluate
Strategize

**Selling**
Inform
Educate
Persuade
Provide
Assist
Serve
Trade
Vend
Handle
Present
Sell
Convince

**Writing**
Conceive
Construct
Craft
Integrate
Interpret
Abstract
Capture
Express
Inform
Summarize
Conclude

**Organizing/Logistics**
Classify
Organize
Assist
Maintain
Liaison
Assist
Support
Arrange
Systematize
Schedule
Coordinate
Streamline
Simplify
### Your List

From the previous examples, compile your own list of verbs you can use in your resume.

### Resume Headings

Possible section headings for your resume.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Resume Headings</th>
<th>Honors/Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective</td>
<td>Teaching Experience</td>
<td>Memberships</td>
</tr>
<tr>
<td>Job Objective</td>
<td>Coaching Experience</td>
<td>Professional Memberships</td>
</tr>
<tr>
<td>Teaching Objective</td>
<td>Professional Experience</td>
<td>Professional Affiliations</td>
</tr>
<tr>
<td>Career Objective</td>
<td>Education Highlights</td>
<td>Professional Organizations</td>
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<tr>
<td>Professional Objective</td>
<td>Educational Background</td>
<td>Special Talents</td>
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<tr>
<td>Objective</td>
<td>Educational Preparation</td>
<td>Leisure Activities</td>
</tr>
<tr>
<td>Position Desired</td>
<td>Academic Background</td>
<td>Special Skills</td>
</tr>
<tr>
<td>Teaching Philosophy</td>
<td>Academic Training</td>
<td>Interests</td>
</tr>
<tr>
<td>Education</td>
<td>Special Training</td>
<td>Travel Abroad</td>
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<tr>
<td>Educational Background</td>
<td>Certification</td>
<td>Travel</td>
</tr>
<tr>
<td>Educational Preparation</td>
<td>Endorsements</td>
<td>Foreign Language Skills</td>
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<tr>
<td>Academic Background</td>
<td>Areas of Knowledge</td>
<td>Language</td>
</tr>
<tr>
<td>Academic Training</td>
<td>Areas of Experience</td>
<td>Competencies</td>
</tr>
<tr>
<td>Special Training</td>
<td>Areas of Expertise</td>
<td>Military Service</td>
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<tr>
<td>Certification</td>
<td>Educational Highlights</td>
<td>Special Talents</td>
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<td>Endorsements</td>
<td>Course Highlights</td>
<td>Computer</td>
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<td></td>
<td>Background Highlights</td>
<td>Hardware/Software</td>
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<td></td>
<td>Highlights</td>
<td>Computer Language Skills</td>
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<td></td>
<td>Student Teaching Experience</td>
<td>Exhibits</td>
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<tr>
<td></td>
<td>Practicum Experience</td>
<td>Publications</td>
</tr>
<tr>
<td></td>
<td>Practicum Experience</td>
<td>Current Research</td>
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<tr>
<td></td>
<td>Professional Skills</td>
<td>Interests</td>
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<td></td>
<td>Honors/Awards</td>
<td>Presentations</td>
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<tr>
<td></td>
<td>Distinctions</td>
<td>Public Speaking</td>
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<td>Special Honors</td>
<td>Conferences</td>
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<td>Credentials</td>
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<td>College</td>
<td>Placement File</td>
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<tr>
<td></td>
<td>Distinctions</td>
<td>References</td>
</tr>
</tbody>
</table>
Jane S. Freshman  
112 Clemson Lane, Clemson, SC 29634  
(864) 777.7777  
jsfresh@clemson.edu

OBJECTIVE
To obtain the Summer 2015 internship position with New Foundations Home for Children that will utilize my mediation and child development skills.

EDUCATION
Clemson University  
Bachelor of Science in Sociology  
Minor in Business  
Clemson, SC  
May 20xx  
GPA: 3.26/4.00

LEADERSHIP EXPERIENCE
Lakeview High School Student Body Government  
President  
Spartanburg, SC  
August 20xx - May 20xx

• Worked with student body and administrators to resolve campus issues
• Collaborated with school administrators to create a 2013 Class Memorial
• Gained managerial skills by supervising 3 other officers to ensure each position was handled with care

Lakeview High School Key Club  
President  
Spartanburg, SC  
August 20xx - May 20xx

• Developed organizational skills by coordinating and planning meetings, special events, and volunteer projects
• Recorded attendance and kept track of expenditures

WORK EXPERIENCE
Bi-Lo Grocery Store  
Cashier  
Spartanburg, SC  
July 20xx - August 20xx

• Handled monetary transactions and returns
• Provided excellent customer service through in-store interactions and telecommunications
• Trained 3 new employees on cash register and customer service procedures

EXTRACURRICULAR ACTIVITIES
Clemson University Sociology Club  
September 20xx - Present

Delta Alpha Sigma Sorority, Lambda Chapter  
August 20xx - Present

Lakeview High School National Honor Society  
November 20xx - May 20xx

Lakeview High School Beta Club  
September 20xx - May 20xx

Lakeview High School Varsity Cheerleading  
August 20xx - May 20xx

Captain 2013 - 2014

HONORS/AWARDS
South Carolina Palmetto Fellows Scholarship, Recipient
Lakeview High School, Class of 20xx Valedictorian
South Carolina Girl’s State
Lakeview High School, Most Likely to Succeed
OBJECTIVE
To obtain the Marketing and Communications Internship with the American Diabetes Association to utilize my education, experience coordinating events, and strong written communication skills.

EDUCATION
Bachelor of Arts in English
Clemson University
Emphasis: Writing and Publications Studies
Minor: Non-Profit Leadership
Language: Proficient in Spanish

RELEVANT EXPERIENCE
Assistant Student Director
Fall 20xx - Present
Annual Literature Festival, Clemson University
Clemson, SC
• Collaborate with 10 other students to organize the festival
• Write and distribute press releases and lead social media promotions for 16 events
• Communicate and coordinate readings with authors via email
• Organize donor dinner for nearly 100 people by reserving venue, creating invitations, and managing budget

Social Executive Chair
Fall 20xx - Present
Phi Sigma Pi, Clemson University
Clemson, SC
• Lead a committee of 8 members in the planning of social events
• Plan and execute a variety of social events including coordinating with vendors and event staff
• Assisted with information sessions and recruitment of new members

Ambassador
Spring 20xx - Present
College of Architectures, Arts and Humanities
Clemson, SC
• Help plan event promoting the arts to the campus and community
• Promote the college and university to prospective students and families at recruitment events

WORK EXPERIENCE
Hostess
Summer 20xx - Summer 20xx
Macaroni Grill
Elmhurst, IL
• Greeted customers to the restaurant and organized wait list
• Coordinated reservations over a multi-line phone and online reservation system
• Directed special party and event functions
• Trained new employees on restaurant operations

Youth Swim Coach
Summer 20xx - Summer 20xx
Silverleaf Swordfish Swim Team
Elmhurst, IL
• Taught children ages 2-5
• Instructed on necessary skills to swim safely and basic skills to progress on to competitive swim teams

HONORS AND ACTIVITIES
Public Relations Student Society of America
Fall 20xx - Present
Clemson University President’s List
Spring 20xx
Clemson University Dean’s List
Fall 20xx, Spring 20xx

TECHNICAL SKILLS
Adobe InDesign - Proficient
Adobe Photoshop - Proficient
HTML - Basic
Prezi – Proficient
Permanent Address:  
100 Clemson Parkway  
Clemson, SC 29634  
222-222-2222  

Abbay Abroad  

global@clemson.edu  
http://www.global.abbey.com  

Global Address:  
Avenue Pearson, 39-45  
08034 Barcelona  
11-111-1111  

OBTAIN AN ENGLISH TEACHING POSITION UTILIZING MY SPANISH SPEAKING ABILITIES AS WELL AS MY CULTURAL EDUCATION GAINED FROM LIVING IN OR VISITING VARIOUS COUNTRIES.

EDUCATION

Clemson University—Clemson, SC  
Bachelor of Arts in Education  
Minor: Spanish  

List dates for each section in reverse chronological order, beginning with the most recent position and working backward to earliest job.

May 20xx  
GPA: 3.48/4.00

Trinity College—Barcelona, Spain  
Education Study Abroad Program  

Spring 20xx

INTERNATIONAL EXPERIENCE

Semester Abroad in Spain  
Spring 20xx

• Embraced cultural differences by adapting to the environment
• Communicated with others to organize trips to nearby cities
• Maintained finances in several currencies

International Student House Resident Assistant  
Spring 20xx

• Built relationships with students from various nations
• Supervised and organized various programs that appealed to students from different cultures

Independent Research Project  
Spring 20xx

• Researched various public secondary afterschool education programs and the benefits associated with enrollment
• Collected data and produced a comprehensive report to the Education Department

RELATED WORK EXPERIENCE

St. Paul’s School—Barcelona, Spain  
Fall 20xx

Teaching Assistant/ International Intern

• Assisted the English teacher with grading, curriculum planning, instructing and enforcing policy
• Managed 30 Spanish speaking children
• Taught grammar and English literature to 12 and 13 year olds

VOLUNTEER EXPERIENCE

Clemson University Alternative Break—San Jose, Costa Rica  
December 20xx

Volunteer Lead

• Built add-on classrooms for underprivileged children
• Tutored over 50 children in various subjects utilizing the Spanish language

Clemson University Serve Away Medical Trip—Venezuela  
Summer 20xx

Volunteer

• Provided basic medicines like Tylenol, Advil, and Benadryl as well as immunizations to family in need
• Presented medical education programs utilizing the Spanish language

LANGUAGES

Fluent:  
Spanish • French • Latin • English

Intermediate:  
Japanese • Chinese

RELATED COURSEWORK

Literature in Spanish  
Cross Cultural Awareness

Literature in French  
Public Speaking

Spanish Oral Communication  
Intermediate Chinese
James L. Master  
112 Clemson Lane, Clemson, SC 29634  
(864) 777-7777  
jmast@clemson.edu

EDUCATION

Clemson University, Clemson, SC  
May 20xx  
Master of Science in Computer Science  
GPA: 3.85/4.00  
Thesis: Anytime Solving by Solution Refinement

Clemson University, Clemson, SC  
May 20xx  
Bachelor of Science in Computer Science  
GPA: 3.65/4.00  
Minor in Mathematical Sciences  
South Carolina Palmetto Fellows Scholarship

RELATED EXPERIENCE

Clemson University, School of Computing, Clemson, SC  
May 20xx – Present  
Junior Systems Programmer, Graduate Assistantship
  • Assist in the installation, configuration, and maintenance of Solaris, Linux, and Mac OS X systems  
  • Investigate emerging technologies and setup test environments  
  • Write and maintain administrative scripts and C/C++ programs  
  • Create, destroy, and debug user accounts, and assist users at the UNIX helpdesk  
  • Led the way in introducing Linux to the public lab system

Cisco Systems, Research Triangle Park, NC  
June 20xx – August 20xx  
Systems Programmer Intern
  • Assisted with the planning, installation, deployment, and maintenance workstations, file servers, disk arrays,  
    email servers, web servers, printers and print servers, databases, and various other systems  
  • Continually maintained adequate security and backups for all production services and data  
  • Planned, documented, and executed service migrations while minimizing downtime  
  • Evaluated and implemented current and emerging technologies following industry best practices  
  • Generated reports on system usage and suggested improvements to management  
  • Installed and maintained commercial and open source software packages  
  • Assisted research teams in capacity planning for upcoming or expanding research projects  
  • Wrote and maintained shell & Perl scripts and C/C++ programs to aid with job duties and to assist users

Cisco Systems, Inc., Customer Advocacy Lab Operation, Research Triangle Park, NC  
June 20xx - August 20xx  
Network Lab Operator Intern
  • Recreated customer environments on the entire range of Cisco’s devices and operating systems to enable  
    support engineers to debug customers’ problems  
  • Performed full hardware configuration, initial software setup, and establish basic network connectivity of  
    environments ranging from 1 to 30 devices  
  • Participated in the on-call night and weekend rotation for high priority cases  
  • Led and attended group training sessions on topics ranging from IP routing protocols to MPLS to VPN  
  • Developed new methods to aid in device configuration and lab management  
  • Passed the Cisco Certified Networking Associate (CCNA) exam
VOLUNTEER EXPERIENCE

The Bike Shop, Duluth, GA May 20xx - Present

IT Volunteer

• Create and update website utilizing DreamWeaver and PHP
• Work remotely to ensure usability of web interface
• Increase the number of unique site visits through web design and measure using Google Analytics

Daniel High School, Central, SC August 20xx - Present

Tutor

• Assist high school students with math coursework such as geometry, pre-calculus, and calculus
• Develop quizzes to help students understand mathematics material

Habitat for Humanity, Clemson, SC August 20xx

Volunteer

• Volunteered 20 hours of service for 1 week during the semester
• Helped to construct a house with other volunteers to give to the community

PROFESSIONAL AFFILIATIONS & ORGANIZATIONS

Association for Computing Machinery May 20xx - Present
Association for Information Systems May 20xx - Present
School of Computing Graduate Association August 20xx – Present

TECHNICAL SKILLS

Languages: Java, C++, OCamel, C, SQL, HTML, Perl, Visual Basic
Distributed Computing Technologies: Hadoop, ActiveMQ
S. Jane Doctor
Current Address: 1234 Clemson Drive, Apt 567 ❚ Clemson, SC 29631 ❚ 864-777-777 (C) ❚ sds4@email.com
Permanent Address: International or Home Address ❚ State/Province, Country ❚ Country Code and Phone #

SUMMARY OF QUALIFICATIONS
Communications consultant and writer earning a Ph.D. in Rhetorics, Communication and Information Design. Former journalist, who is responsive to urgent demands, meets tight deadlines, tells a story from numbers and communicates findings in clear and concise language. An excellent researcher with experience in primary and secondary research and statistical analysis. Expert in survey research and public opinion polling.

PROFESSIONAL EXPERIENCE
Consultant May 2014–Present
Freelance Communications Consultant Greenville, SC
• Conduct both quantitative and qualitative analysis for companies and non-profits attempting to target messaging to certain audiences
• Provide grant-writing assistance to non-profit clients that has resulted in a total increase of $145,000
• Assist the South Carolina Economy League to revamp the public-service website

Project Manager August 2012–May 2014
Social Science Research Solutions Easley, SC
• Designed and implemented social-science survey projects for public-policy and media organizations
• Collaborated with various organizations including the Kaiser Foundation, the Harvard School of Public Health, the Pew Center for the People & the Press, NPR and the Washington Post

RESEARCH EXPERIENCE
Focus Group Research August 2013–Present
Summer Institute for Methods and Statistics Greenville, SC
• Train in the development, preparation, implementation and analysis of focus groups
• Ensure proper protocol is followed by 10 team members to be compliant with ABC

Survey Design/Content Analysis January 2011–May 2013
National Annenberg Election Survey Clemson, SC
• Served as a data/content analyst to measure the influence of media coverage on public opinion over the course of the 2012 campaign
• Led a team of six content coders in the development of a codebook and coding of newspaper articles
• Monitored the implementation of the survey in field, which spanned over 6 months

AFFILIATIONS & AWARDS
International Communication Association (ICA), Member August 2014–Present
Omicron Delta Kappa, Member January 2012–Present
South Carolina Rhetoric Association Honors Thesis Award, Recipient May 2013

SKILLS
Computer: SPSS, Adobe In-Design (Advanced)
Languages: English (Native), French (Intermediate)

EDUCATION
Doctorate of Philosophy in Rhetorics, Communication and Information Design May 2018
Clemson University Clemson, SC

Master of Arts in Communication, Technology and Society May 2013
Clemson University Clemson, SC

Bachelor of Arts in Communication Studies May 2011
Clemson University Clemson, SC
Your

RESUME CHECKLIST

OVERALL DOCUMENT FORMAT
☐ Is the formatting consistent, not too much white space and appropriate margins used (.5 - 1.0)?
☐ Is the font size between 10-12 pt. and used consistently? Is the typeface professional and easy to read?
☐ Is the resume free of grammatical and spelling errors?
☐ Do you use present tense for current positions and past tense for past experiences?
☐ Is the document an appropriate length (suggested one page for undergraduates)?
☐ Are the content sections listed in order of what is most relevant, with Objective and Education at the top?
☐ Do you use short, concise statements and avoid using personal pronouns (I, me, my)?

CONTACT
☐ Does the resume contain the necessary contact information? Did you provide your name (14–16 pt), mailing address (permanent and/or local), one email address, one phone number, LinkedIn URL?

OBJECTIVE (OPTIONAL)
☐ Does the objective clearly describe the position or type of position you are seeking? Does it include what skills you seek to use/develop?

EDUCATION
☐ Does this section begin with Clemson University academic information? Degree, major/concentration, graduation or anticipated graduation date and location?
☐ Are honors, academic scholarships and awards listed (if applicable)?
☐ Are study abroad experiences and other languages (conversational, proficient, etc.) included?
☐ Is GPA treated appropriately? Included if 3.0/4.0 or above, omitted if below.

EXPERIENCE SECTION(S)
☐ Does each experience include position title, organization name, location and date/duration? Student, class and university included if the experience was a course project?
☐ Does the resume exclude all outdated experiences? Omitting high school information after your Clemson sophomore year?
☐ Do your bullet points start with a variety of strong action verbs?
☐ Do your bullet points effectively describe what you did, how you accomplished it, why the task was important, and/or what impact your performance had within the organization?
☐ Are your experiences described in ways that support your objective and use career field specific language?
☐ Have you included keywords that are found in the job description?

ADDITIONAL EXPERIENCE & SKILLS
☐ Are relevant non-working experiences, extra-curricular activities, volunteer work, leadership roles, etc. included in an additional section?
☐ Is your “Skills” section limited to technical skills relevant to the position that you are seeking?

REFERENCES
☐ Does your resume exclude names of references or the phrase: “References available upon request”?

BOTTOM LINE
Overall, are you proud of the way your resume looks and reads? Have you made the key information easy to find and understand? Can you provide a rationale for each piece of information included (in terms of relevance)? Lastly, the purpose of a resume is to obtain an interview. If you were an employer, would you want to interview the person represented by this resume?
SAMPLE COVER LETTER

922 Tiger Drive
Clemson, SC 29634

February 1, 20XX

Mr. Tom Smith
Director of Human Resources
First National Bank of Clemson
2001 Tiger Boulevard
Clemson, SC 29633

Dear Mr. Smith:

Tell Mr. Smith why you are writing. If you are applying for a position, tell him how you learned about the position and the company (through a personal contact, an advertisement, the company’s website, the Career Center, etc.).

In the second paragraph, describe your interest and knowledge of the company or organization, and show how you are qualified for the position. Elaborate on information in your resume (major, university, relevant experience, etc.), but do not repeat it. Be concise and give specific examples of your skills. For example, “As you can see from my resume, I have three years of experience in management.”

In the final paragraph, ask for an interview. Ask Mr. Smith to call you at his earliest convenience, or say that you will call in one week to schedule a time to meet with him. Thank him for his time and consideration.

Sincerely,

(your signature here)
Fred Functional

Enclosure
### THANK YOU FOR INITIAL INTERVIEW

<table>
<thead>
<tr>
<th>Your Mailing Address</th>
<th>Date</th>
<th>Contact’s Name</th>
<th>Contact’s Title</th>
<th>Company</th>
<th>Company’s Mailing Address</th>
</tr>
</thead>
</table>

**Dear Ms. Alvarez:**

Remind the interviewer of the reason you were interviewing and the date of the interview. Thank them for the interview and add specific aspects of the interview to personalize the thank you.

Confirm your interest in the company/organization along with the position. Use specifics to re-emphasize that you have researched the company and what the position involves. You may add anything else that you wanted to say in the interview, but remember to keep it brief.

This paragraph is where you want to close with a suggestion for further action. Enclose your contact information again and mention that you will follow up by contacting them within a given time frame. Let them know that you would be happy to provide any further information about your qualifications.

Sincerely,

(Your signature)

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### ACCEPTING AN OFFER

<table>
<thead>
<tr>
<th>Your Mailing Address</th>
<th>Date</th>
<th>Contact’s Name</th>
<th>Contact’s Title</th>
<th>Company</th>
<th>Company’s Mailing Address</th>
</tr>
</thead>
</table>

**Dear Mr. Washington:**

Tell your contact that you are very pleased to accept his/her offer of (position) with (company). State that you look forward to making every effort to contribute to their company.

In the second paragraph, tell your contact that you accept the annual salary of $___ per year. State that you look forward to starting work on (date).

In the final paragraph, tell your contact not to hesitate to contact you if he/she should require additional information. Again, thank your contact for his/her positive response to your candidacy.

Sincerely,

(Your signature here)

John Smith

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### DECLINING AN OFFER

<table>
<thead>
<tr>
<th>Your Mailing Address</th>
<th>Date</th>
<th>Contact’s Name</th>
<th>Contact’s Title</th>
<th>Company</th>
<th>Company’s Mailing Address</th>
</tr>
</thead>
</table>

**Dear Ms. Cook:**

Thank Ms. Cook for the letter or telephone call offering you (the position) with (company). State what you liked about the job and company or what was attractive about the offer.

In the second paragraph, tell Ms. Cook that you respectfully withdraw/decline from consideration for the position. Relate to Ms. Cook that it was a difficult decision but you have decided to accept another offer that better meets your qualifications or career interests.

In the final paragraph, again, thank Ms. Cook for the opportunity to interview with her or relate that you are grateful for the personal time she devoted to considering you for the position.

Sincerely,

(Your signature here)

Terry Ford
PREPARING FOR YOUR INTERVIEW

BEFORE THE INTERVIEW

RESEARCH EMPLOYERS
The number one complaint from employers are candidates who are not prepared for the interview. Researching the employer will help you decide if you are truly interested in working for the employer, discover the career paths available, and, most importantly, prepare for the interview. Here is what you should look for:

- **The basics**: Products and services, organizational structure, operating divisions, location of facilities, major competitors, typical career paths and available training and development programs.
- **Performance and personnel**: Size and number of employees, accomplishments, sales, financial performance, research and development activities, employee diversity, hiring and promotion policies.
- **Philosophy and culture**: Corporate goals and objectives, the traditional values, beliefs, views and operating styles that characterize the organization, and the potential impact of private ownership toward advancement.
- **Mission, Vision and Values**: The current and future direction of the company.
- **Plans for the future**: Expansion and restructuring plans, new projects, projected financial growth and new market ventures.

RESOURCES AVAILABLE TO HELP PREPARE YOU FOR THE INTERVIEW

- Employer’s home page
- Employer information sessions
- Career Resource Center and career counselors
- Newspapers and broadcast media
- Chamber of Commerce publications
- College professors
- Mock interview with a career counselor
- Connect with alumni for informational interviews

Key Principles for Success in Interviewing:
1. Plan for travel:
   a. If possible, drive to the building the day before
   b. Clarify who is responsible for travel costs
2. Make a positive first impression
3. Review your qualifications
4. Practice your communication skills
5. Answer questions effectively
6. Ask questions that show interest
7. Follow-up after the interview

TYPES OF INTERVIEWS
An interview is a situation where you “sell yourself.” This applies to all interviews, not just for jobs. For example, you may have been “interviewed” by the parents of someone that you are dating. Or perhaps you were quizzed by a committee of professors at a comprehensive review of your major. This section is about job interviews, but the principles in all interviews are the same. Knowing how to interview is a handy skill to have.

There are several types of job interviews. For example, a person from the personnel office may have a different goal in mind when conducting the interview than the line supervisor. Since people within the company may approach interviewing differently, it pays to know how to handle each situation. Typically, there are four types of interviews:

**On-Campus Interview/Personnel Interview**: Most campus recruiters are trained interviewers. Their role is to evaluate your overall potential and decide how well you would fit within the company. They focus on both how you present yourself as well as your technical expertise. They tend to ask questions about your goals and attitudes. Your preparation, how you dress, how easily you answer questions and your general motivation are areas they evaluate. Since you can predict most of their questions, prepare and practice your answers in advance.

**Supervisor Interview**: When talking to direct supervisors, the interview questions are more technical. These people are directly responsible for getting the work done and want to be sure you can handle the job. They want to know “Can you do the job?” and “Will this person fit into our team?” Therefore, expect to talk about the nuts and bolts of the job and to show that you are a team player.
Co-worker Interview: Sometimes, your future co-workers may interview you to see if they can work with you. Usually, these people are not trained in interviewing and are busy working when you are introduced to them. The idea is to be pleasant and positive, give a short statement about your background and show your willingness to be a member of the team. Remember to keep your questions and answers brief.

Group Interview: Occasionally, you will find yourself facing more than one interviewer at the same time. Use your introduction and questions to steer the interview in the direction you want. Be sure you interact with everyone present, not just one or two group members. Make eye contact with everyone there. Conclude with a statement of your interest in the job. Watch for the cue to leave from the person who brought you into the group.

**DURING THE INTERVIEW**

Typically on-campus interviews will last approximately 30 minutes and will include some small talk, the actual interview, time for you to ask questions about the position and a summary. Since first impressions are so important, you will need to polish up your “small talk” skills before you enter the interview. It will also be important to have an effective closing to the interview. For example, candidates should always have a few intelligent and relevant questions to ask about the position and organization when given the opportunity (salaries should not be brought up by candidates during the first interview). Furthermore, ending the interview in a very enthusiastic and appreciative manner can have a lasting impression on a potential employer.

**CRUCIAL STEPS FOR A SUCCESSFUL INTERVIEW**

1. Arrive 15 minutes early
2. Bring extra copies of your resume, a pen, some paper and a copy of your references.
3. Make sure you know how to properly pronounce the interviewer’s name
4. Dress professionally and conservatively
5. Make a positive first impression:
   a. Offer a firm handshake
   b. Greet the employer by name
   c. Be relaxed and enthusiastic
   d. Do not smoke or chew gum
   e. Maintain eye contact about 70% of the time
6. Be familiar with the typical structure of the interview

**THE POWER OF FIRST IMPRESSIONS**

While your skills and experience are essential to finding a job or internship, looking professional is an important part of landing a position. Having just the right suit will not get you a job, but looking disheveled and unprofessional can surely prevent you from receiving an offer.

Appropriate professional dress is dependent on the industry for which you are applying. For most positions, candidates should dress professionally for interviews. As a general rule of thumb, professional dress requires a well-fitting, dark-colored business suit paired with a light-colored shirt, simple accessories, polished shoes and well-groomed hair.

In a few industries, business casual is appropriate for an interview. You do not need to wear a suit to an interview on a farm and you would not want to wear khakis to an interview at a bank. It is up to you to learn the appropriate dress for your industry.

Tips for Women and Men:

- A two- or three-button well-fitting, dark-colored business suit. If a skirt is worn, it should be knee length or just above the knee. Avoid pants or skirt styles that are very tight, too short or too long.
- White long-sleeved dress shirt, solid colored button-down blouse, or solid colored shell under jacket. Avoid sleeveless or loud patterned tops.
- If wearing a tie, choose a conservative design.
- Shoes and socks should match your suit.
- Hair, facial hair, and/or makeup should be well groomed and conservative. Avoid cologne, perfumes, and smoking.
- Keep jewelry to a minimum.
- No suit? Dark dress slacks or knee-length skirt and a conservative shirt is the next best outfit.
MAKING A POSITIVE FIRST IMPRESSION
First impressions last. Employers often use the interview as a way to confirm their first impression of you. You can turn this to your advantage by making a positive first impression that, in turn, sets a favorable tone for what happens during your interview. Make a favorable first impression by offering a firm handshake, dressing appropriately, arriving fifteen minutes early and being friendly and courteous to everyone you meet.

ARRIVING EARLY
Employers often use “being on time” as a measure of how well a person will perform on the job. They assume that your actions during an interview represent you at your best. If you arrive late, they assume the worst about your work habits.

BEING FRIENDLY AND COURTEOUS
Receptionists and administrative assistants are often asked for their impressions of a job seeker. You may never know who has a deciding vote on extending the offer. Be friendly and courteous to everyone you meet at the interview. Do not be too talkative or try too hard to impress.

KNOW THE POSITION
By knowing about the position you will be better able to match your strengths to the job description. Review the job descriptions and employer profiles available in ClemsonJobLink and/or any company information available in the career library.

- What is the job description? What are the essential functions that the person in this job will need to perform?
- What are the expected working hours?
- What is the work environment like?
- Is the position compatible with one’s professional and personal values?

ANTICIPATE WHAT THEY WILL ASK
Put yourself in an employer’s shoes and think about what you would want to know if you were doing the hiring. You can predict most of the questions they will ask!

Many questions are standard. You may have answered them to get your last job. Some of them are new and will depend on the specific situation or industry. The more you practice and think about hiring from the employer’s point of view, the less likely you will be taken by surprise.

BE BELIEVABLE
The way you answer questions can be as important as what you say. Look directly into the person’s eyes. Give short, crisp, smooth answers that do not sound memorized. Be sure not to talk too much — 50% is a good rule of thumb. Modify your verbal style and actions to match those of the interviewer. Be honest, but not confessional.

Sit up straight and smile. Your body language has a big impact on the impression that you create.

HAVE A POSITIVE ATTITUDE
Say positive things about your former supervisors, previous companies and working conditions. Show that you focus on solving problems rather than broadcasting them. Find ways to let them know you are a team player who will work overtime to meet a deadline and are open to traveling if necessary. Employers want to hire people who have a “can do” attitude!

QUESTIONS ASKED BY EMPLOYERS

Personal:
1. Tell me about yourself.
2. What are your hobbies?
3. Why did you choose to interview with our organization?
4. What can you offer us?
5. What do you consider to be your strengths/weaknesses?
6. Have you ever had any failures? What did you learn from them?
7. Of which three accomplishments are you most proud?
8. Who are your role models? Why?
9. How does your college education or work experience relate to this job?
10. What motivates you most in a job?
11. Have you had difficulty getting along with a former supervisor/co-worker? How did you handle it?
12. Why should we hire you rather than another candidate?
13. What do you know about our organization (products, services and history)?
14. What was the most useful criticism you ever received, and who was it from?
15. What frustrates you?

Education:
1. Why did you choose your major/college/university?
2. In which campus activities did you participate?
3. Which classes did you like best? Least? Why?
4. Do your grades accurately reflect your ability? Why or why not?
5. Describe your leadership style.
Experience:
1. What job related skills have you developed?
2. What did you learn from these work experiences?
3. What did you enjoy most about your last employment? Least?
4. What are your team-player qualities? Give examples.
5. How do you think a former supervisor would describe your work?

Career Goals:
1. Do you prefer to work under supervision or on your own? What kind of boss do you prefer?
2. Would you be successful working with a team?
3. Do you prefer large or small organizations? Why?
4. How do you feel about working in a structured environment?
5. Are you able to work on several assignments at once?
6. How do you feel about travel, working overtime, the possibility of relocating, working flextime?
7. How are you conducting your job search and how will you make your decision?
8. Where do you want to be in five years? Ten years?

THE S.T.A.R. METHOD
The STAR Method is a systematic structure to follow when answering behavioral-based questions during an interview. For example, when an interviewer asks you to share a time when you set a goal and accomplished it, you can use the S.T.A.R. Method as an outline for discussing this experience. It is important that you “tell the story” of your experience by including the situation, task, action and result.

<table>
<thead>
<tr>
<th>Situation</th>
<th>Detail the background. Provide a context. Where? When?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task</td>
<td>Describe the challenge and expectation. What needed to be done? Why?</td>
</tr>
<tr>
<td>Action</td>
<td>Elaborate your specific action. What did you do? How? What tools did you use?</td>
</tr>
<tr>
<td>Results</td>
<td>Explain the results: Quantify accomplishments, recognition, savings, etc.</td>
</tr>
</tbody>
</table>

‘STAR’ Technique to Answer Behavioral Interview Questions
1. Describe a time when you kept other individuals informed about projects or things that impacted their job or role.
2. Tell me about a time when you communicated technical or field-related information to individuals outside of your area of expertise.
3. Describe how you have contributed to your organization’s, department’s or employer’s goals.
4. Tell me about a time when you worked on a team. What was your role and how did you ensure you met your commitments to the team?
5. Tell me about a time when you delegated work to others. How did you decide what to delegate to different individuals?
6. Tell me about a time when you worked with a group on establishing a plan to reach a goal.
7. What do you do when priorities change quickly? Give an example of when this happened.
8. Describe a time when you failed and had to demonstrate resilience.
9. Describe a time when you made a suggestion to improve the work in an organization/company/etc…
10. Describe a time when you had to analyze information and make a recommendation. What kind of thought process did you go through and what was your reasoning behind your recommendation?
11. Give an example of a time where you introduced someone else to a new technological approach to solving a problem.
12. Tell me about a time when you disagreed with a manager or boss. How did you handle the situation, and in looking back, would you do anything differently?
13. Tell me about a time when you were under extreme pressure. How did you handle the situation?
14. Give a specific example of a time when there was no rule or precedent to help you attack a problem.
15. Tell me about a time when you had to handle a tough problem which challenged fairness or ethical issues.
16. Give an example where you adjusted your approach to working with a team after receiving feedback from a peer or co-worker.
17. Describe what has impressed you about a previous supervisor or colleague and how you have tried to emulate that quality in your work.
ASK QUESTIONS THAT SHOW INTEREST
Once you have answered the interviewer’s questions, you will usually be given the opportunity to ask questions. Interviewers make hiring decisions based on the answers you give as well as the questions you ask. Be prepared with questions that show your concern for the employer’s welfare, not just your own. This is an opportunity to separate yourself from the pack. Good questions are related to the job for which you are applying. Ask about job duties, the department, company goals and growth opportunities.

Winning Questions to Ask
Here are some questions that may be appropriate to ask. Review these questions before each interview and decide which ones apply to your situation.

1. Why was this position created?
2. What would my initial duties be? How will they change over time?
3. What is your method of training and orienting new employees?
4. Tell me how this job fits in with other jobs.
5. Why did the previous person in this position leave?
6. What is the most difficult part of the job?
7. What are the expectations of the supervisor?
8. What freedom would I have in getting the job done?
9. Describe the type of person who does well in this company.
10. How would you describe the management style of the company as a whole?
11. What are some of the short and long range goals of the company?
12. What would add or subtract from the incumbent’s performance to increase their effectiveness?
13. How has the company/organization changed over the past 5 or 10 years?
14. Can you tell me how my performance will be evaluated?
15. What is going to be the biggest challenge of this position?
16. When will you be making a decision to fill this job?
17. What is the next step in the application process?
18. What do you like about working for this company?

Do not ask about the salary, things that you have already been told or things that are obvious.
Avoid these kinds of questions:
1. “What about benefits?”
2. “When could I expect a promotion?”
3. “What happens after my probationary period?”
4. “How much will I earn?”
TIPS FOR STUDENTS WITH DISABILITIES

Should you disclose your disability? If so, when? Timing your disclosure can be critical to whether or not you get a job offer.

DISABILITY ISSUES IN THE EMPLOYMENT PROCESS

- Employers are not allowed to ask if you have a disability on the job application. They may, however, ask if you can perform the essential functions of the job.
- Employers may not use tests that tend to screen out people with disabilities. The tests must be proven to be job-related and consistent with business necessity.
- Employers must make sure that test administration is not discriminatory.
- Drug tests/medical examinations must be job-related and are only allowed after a conditional job offer has been made.

SUGGESTIONS FOR PREPARING TO DISCLOSE

- Write out your disclosure statement and get feedback from friends in the working world and career counselors.
- Rehearse your statement until you feel comfortable.
- When writing out your script, avoid being too detailed and/or clinical sounding. The employer will want to know the basics: will you be there, can you do the job as well or better than other candidates, and will you be valuable to the company?
- Remember your script and stay positive. If you remain positive, the employer will also. Focus on your skills rather than your disability.

DISCLOSING DURING AN INTERVIEW

Advantages: Honesty/peace of mind; opportunity to respond briefly and positively, in person, to specific disability issues; discrimination is less likely face-to-face.

Disadvantages: Puts responsibility on you to handle disability issues in a clear, non-threatening way; too much emphasis on the issue indicates a possible problem; you are not being evaluated on your abilities.

Issues: How comfortable are you discussing your disability? Are you too preoccupied with your disability? These are very difficult questions, but ones that you can prepare to answer. Be prepared to re-direct or re-focus the interviewer if he/she gets off track with the interview.

TIPS FOR PREPARING FOR AN INTERVIEW

- Research the company and know the job description. This will help you inform the employer as to what, if any, accommodations you will need.
- Become familiar with types of accommodations that are available and the cost of each one.
- Practice! Schedule one or more mock interviews with a career counselor so you can become more comfortable with the interviewing process. Mock interviews can also help you prepare for types of questions that you might be asked.
- Ask questions of working friends with disabilities to find out how they prepared for interviews.

DURING AN INTERVIEW

- Focus on the positive! Remember to sell your strengths!
- If comfortable, put the employer at ease by addressing your noticeable disabilities.
- Remain engaged in a discussion with the interviewer, rather than just answer questions. Be prepared to re-focus the employer if they get off-topic or sidetracked.
- Inform the employer of any accommodations that you would need and how they can be accessed.

ILLEGAL QUESTIONS

The Americans with Disabilities Act makes it illegal for employers to ask the following questions:

- Have you ever been treated for any diseases?
- Has anyone in your family ever had any of the following listed illnesses?
- Have you ever been hospitalized? For what?
- Have you ever been treated for a mental disorder?
- Are you taking any medication?
- Have you ever been treated for drug addiction or alcoholism?
- Do you have any major physical disabilities? If so, how did your disability come about?
- Have you ever filed for worker’s compensation benefits?
- How many times were you absent from your previous job because of illness?
- Do you have any disabilities that would affect your performance in the position for which you are applying?

RESOURCES

- Job Accommodation Network: askjan.org/indiv/index.htm
- U.S. Department of Labor: dol.gov/odep/pubs/fact/ydw.htm
## Guide to Appropriate Pre-Employment Questions

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>ILLEGAL INQUIRIES</th>
<th>LEGAL INQUIRIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Origin</td>
<td><strong>Are you a U.S. citizen?</strong>&lt;br&gt;Where were your parents born?&lt;br&gt;What is your native tongue?&lt;br&gt;Where were you born?</td>
<td><strong>What languages do you read, speak or write fluently? (if related to the job)</strong>&lt;br&gt;Are you legally permitted to work in the U.S.?&lt;br&gt;Are you over the age of 18? (or whatever age is required to work in the position for which you are interviewing)<strong>&lt;br&gt;Travel is an important part of this job. Would you be able and willing to travel as needed by the job? Would you be willing to relocate if necessary?&lt;br&gt;Would you be able and willing to work overtime as necessary? (Appropriate if asked of all applicants)</strong>&lt;br&gt;Do you belong to any professional or trade groups or other organizations that you consider relevant to your ability to perform this job?&lt;br&gt;Based on the description of this position, can you demonstrate or describe how you would perform the following job related functions? Do you need accommodation to perform this job? (This question can be asked after a job offer has been made) Are you willing to undergo a pre-employment physical exam and/or drug test? Do you understand that any offer of employment is conditional based on the results of a pre-employment exam or drug test? Have you ever been convicted of a crime?&lt;br&gt;Are you able to lift a 50-pound weight and carry it 10 yards? (If that will be a part of the job for which you are interviewing) In what branch of the Armed Forces did you serve? What type of training or education did you receive in the military?</td>
</tr>
<tr>
<td>Age</td>
<td><strong>How old are you?</strong>&lt;br&gt;What is your date of birth?</td>
<td></td>
</tr>
<tr>
<td>Marital and Family Status</td>
<td><strong>What is your marital status?</strong>&lt;br&gt;How many children do you have? What child care arrangements have you made?&lt;br&gt;With whom do you live? Do you plan to have a family? When?</td>
<td></td>
</tr>
<tr>
<td>Memberships</td>
<td><strong>To what clubs or social organizations do you belong?</strong></td>
<td></td>
</tr>
<tr>
<td>Disabilities</td>
<td><strong>Do you have any disabilities?</strong>&lt;br&gt;Have you had any past illnesses or operations?&lt;br&gt;What was the date of your last physical examination? How is your family's health? General inquiries that would elicit information about disabilities or health conditions that do not relate to job performance.</td>
<td></td>
</tr>
<tr>
<td>Arrest Record</td>
<td><strong>Have you ever been arrested?</strong></td>
<td></td>
</tr>
<tr>
<td>Personal</td>
<td><strong>What is your sex?</strong>&lt;br&gt;What is your height and weight?</td>
<td></td>
</tr>
<tr>
<td>Military</td>
<td><strong>If you have been in the military, were you honorably discharged?</strong></td>
<td></td>
</tr>
</tbody>
</table>
The Site Visit/Second Interview: One Step Closer

On-Site Visit: Not the Same as the Campus Interview

Your on-campus interview went great! You were prepared, you looked good, and your resume was proof that you were highly qualified for the position. And the good thing is, the company recognized this and they have invited you for a site visit. This job is yours to have, right? Wrong. In reality, you were one of the 15% of candidates chosen because you fit their minimum list of requirements. Now, it is a whole new ballgame! The company’s expectations have taken a turn and they are now in search of the very best candidate for the position out of the short list of possibilities of which you are a part.

You have made it through the first round by presenting your ability to do, or learn, the position available. Now, it is a more thorough process and the company is looking to see if the first impression you gave was valid. You will want to be even more prepared for this next set of interviews, as the process begins to get deeper.

Practice, Practice, Practice

If your first interview came during a job fair, it probably only lasted about five minutes. Visiting with a company’s representatives on campus could last about twenty-five minutes. You may have gotten by these first two rounds with little or no preparation but your on-site visit is different. Your site visit/ interview could take two days and may consist of individual and/or group interviews. Preparation is the key.

Actual mock interviews get you the most prepared for the real thing. Get involved; attend job fairs and career days. Being outgoing and speaking with company representatives will not only sharpen your skills, but it will build your confidence as well.

Expect the typical questions about yourself: “Tell me about yourself.” “Tell me your strengths and weaknesses.” “Do you prefer to work alone, or in a team setting?” “Where do you see yourself in five years, ten years?” Practice answering these questions with confidence. After all, no one can talk about you better than you can.

Questions about specific situations will probably arise. Do not speculate on how you would perform, rather be ready to tell how you actually did perform under those circumstances. “By doing this, and this, and this, I solved this problem, and got these results.”

Prepare one or two questions for you to ask at the conclusion of the interview. These should be questions appropriate to the person you have been speaking with and should not be simple questions that can be answered on the company’s website. For example, ask about the organizational structure or human resources policy matters.

Analysis and Agendas

Your company contact person and travel arrangements should be in your invitation letter. Some companies make flight arrangements in advance, providing you a ticket to be picked up at the airport. In some situations, you may have to purchase your ticket and then file for a reimbursement.

Your hotel bill may be paid for prior to your arrival. Be considerate of this and do not do things such as charge personal calls to the room, order pay-per-view movies, indulge in the mini bar, etc. Keep records of any out-of-pocket expenses, keep receipts and document the mileage on your personal car.

It is acceptable to request from the potential employer an itinerary and a list of things to bring ranging from dress to college transcripts.

It is advised that you drive by the company or interview site the evening before. By doing this, you will feel more comfortable about the route and will know the exact time you need to allot for travel. You will want to allow extra time the morning of the interview in case of traffic, road construction or some other circumstance out of your control.
THE INTERVIEWER: ANOTHER DIFFERENCE
At your on-campus interview, you probably met with one representative from the company. The primary goal of this person was to evaluate your basic communication skills and make sure your qualifications coincided with the company’s expectations. This information was then passed along, which led you to the on-site visit where it is very possible you will go through a series of much longer interviews and meetings.

Human resources will more than likely be your first contact and from there you will meet with professionals that represent different aspects of the company. One of the people you meet with during this process could quite possibly be your boss. Your day will probably again conclude with a human resources representative.

Interviewers want to know a lot of the same information about you, so expect to be asked the same question numerous times. Keep your enthusiasm and attempt to answer each question as if it is the first time you have been asked.

ETIQUETTE
While on site, you get to see how the company interacts and in turn, they are seeing how you interact outside of your comfortable campus surroundings. Keep this in mind and stay professional at all times — from interviews to dinner engagements. These are not social events. Your manners and etiquette are under constant watch. You may want to stay away from finger foods, other messy foods and especially alcoholic beverages. It is likely that you will talk more than you eat so keep this in mind when ordering. It is also advised that you order neither the most expensive item on the menu nor the least expensive, be considerate yet professional.

TABLE TIPS
- Plan to arrive 10–15 minutes early and wait in the lobby for your host
- Turn cell phones off during the meal
- Pass the salt and pepper together
- Don’t push food onto your fork with your fingers, instead use the knife to push food onto your fork
- Never move your plate away to signal you have finished
- Engage in conversation but never do all of the talking
- Never ask for seconds unless offered first
- Don’t smack or slurp your lips
- Keep your napkin in your lap until you leave the restaurant
- Never talk with your mouth full
- Never reach across others for any item at the table

INVITATION
- Respond to invitations ASAP. If by chance you are unable to keep the reservation notify the host immediately
- Let the host/interviewer know in advance about any special eating requirements

DINNER CONVERSATION
- Follow the lead of the host/interviewer
- Do not bring up business until the host/interviewer does
- At the end of the meal, express your interest in the job and thank the host for the meal.
- Do not discuss money matters, health, politics, religion, death, off-color or discriminatory jokes, diets or ask for free professional advice
- Listen intently and this will make it easy to converse with your host
- If business is not being discussed, what should I talk about?
  A. Sports, travel, movies, books, a compliment or something nice you have noticed about that individual
  B. Change your subject if your host seems bored
AFTER THE INTERVIEW

Throughout the application process, you should evaluate the company just as much as they evaluate you. Closely consider their answers to questions dealing with opportunities for advancement, community life and training tools. Check out the diversity of the company and make sure you can picture yourself fitting in. Also, consider the office set-up. Who typically has the corner offices? Do you foresee good, productive competition within the office or do you sense backstabbing? How is the morale of the company? Remember, this could potentially be your “home away from home” so cover all the bases.

The company will likely ask for feedback from you about your experiences throughout the day. Be positive and constructive and if you are still interested in the position make sure you let it be known. If representatives do not provide adequate closure then you initiate it tactfully by asking about the next few steps in the process.

Collect business cards from those you meet throughout the day and, once you get home, study them. Go over the names and positions of those you came in contact with and send thank you letters to them.

When you receive a job offer, respond in writing. Express both your decision to accept or reject the offer and your appreciation for their time and consideration. Whatever the outcome, your first on-site interview is over and has prepared you for future interview processes. This gets you one step closer to your dream job.

EMPLOYMENT TESTING

It is not unusual to be asked to take a test on anything from your basic skills to your personality. Do not stress out. This is a good sign. If they are willing to spend time and money to test you, you must be in the final group of potential employees. Relax, take your time and do your best.
SHOWING PROFESSIONALISM

INTERVIEW REVIEW AND FOLLOW-UP

The following procedures should be followed after every interview:

Take good notes: During or immediately after the interview, write down what you discussed, why you are a good fit for the job and any possible objections you think the interviewer may have about your background.

Draft a brief follow-up letter: While developing your follow-up letter, you should remember to show positive “matches” between what they want and what you have to offer; refer to previous experiences or education; volunteer further information; ask for clarification regarding anything that came up in the interview; offer to provide references; justify a reason to get together.

Send a thank you note: After every interview, even when you are not interested or unqualified for the job, you should send a thank you letter within 24 hours.

THINGS TO CONSIDER

Ideally, the job you will accept will be with a company you believe in and has a culture that fits your values. The job duties might not be exactly what you were looking for but weigh the possibility of future growth and advancement. Candidates will often take a job with the hopes of moving into a new and more challenging position.

Specific items you may want to consider before accepting a position are:

Salary
As mentioned above, not everything is about the salary. The opportunity for growth, training, and securing the first job are all important factors to consider. Be mindful of the differences of Gross Income (often referred to as ‘salary’) and Net Income (‘take-home’ pay).

Location
The location of your job is an important factor to consider: know what your values are and how important working close to home is for you. Consider the cost of living in the area and the commute to work. Specific things to consider as you research this: a) traffic patterns, b) public transportation, c) parking availability & fees, and d) personal safety at different hours.

Insurance
Will you be able to qualify for insurance immediately upon being hired or do you need to wait 30 days or longer? If you need to wait, you will need to look into temporary health and life insurance policy. What is your cost per paycheck if the employer offers health insurance? How much will insurance cost on the open market? Especially for small businesses, private sellers are often the only option. Is the employer offering Life or Disability Insurance?

Vacation and Sick Leave
Some companies will negotiate with new hires for more vacation or sick days, and, in general, there can be more flexibility here than with other elements of the employer benefits package.

Flexibility
Some companies may offer options other than the traditional 9-to-5 workday. Be sure you know what the employer expects from you. Does the organization offer a teleworking opportunity?

Relocation Expenses
If you are relocating, does the employer offer financial relocation assistance?

Retirement
What kind of retirement package is offered? Is the employer offering to match the contribution? When do you have access or when are you vested? If no package is offered – how will you save for my own retirement?

Taxes
What are your tax deductions per paycheck? A good resource is ADP’s paycheck calculator.

Travel
Know how much travel is expected in your new job. It is important to consider if you will use your own car, a rental car, or if a company car will be provided.

Education/Certifications
Many companies have professional and educational development programs. Find out if your company offers these benefits and whether you qualify. Will you get time off for continuing your education or attending conferences/seminars? Additionally, some companies offer tuition reimbursement.

Mobile Phone
Will you be given a mobile phone for business only, or business and personal use? Is it in the form of reimbursement or allotted amount up front for a certain amount? And, if so, does having a company mobile phone mean you would expected to respond during non-work hours?
FOUND THE PERFECT JOB — NOW WHAT?
It is never too late to start researching a company and having an expected salary range. Research is going to be critical in successfully negotiating your job offer down the road. It is not enough to simply tell an employer that you deserve more money or an additional benefit — you need to have information/data to support how you meet the minimum and preferred qualifications. Research is, often, easier said than done but there are numerous resources available online.

RECEIVED AN INITIAL OFFER
Depending on the company/organization and the hiring manager, you may receive an initial verbal offer. Here are things to do when this happens:

1. Be enthusiastic about the opportunity, even if you are not initially thrilled with the offer itself
2. While you have the person on the phone (or via email), ask questions:
   a. About benefits packages (health, dental, etc.)
   b. Paid time off (sick, vacation)
   c. Relocation assistance
   d. Signing bonus
   e. Stock options
   f. Performance reviews
   g. Advancement opportunities
   h. Additional clauses (non-disclosure, non-compete)
3. Ask that you be sent the official offer letter
4. Clarify and note the timeline: when do they want an answer from you?

The first step after receiving the official offer letter is to review it. Does it have everything in it that you had previously discussed with the employer? How does the offer stand next to the research you’ve done?

Just because you’ve received an official offer does not mean the negotiation is finished. You now have, in writing, the specific details and probably more information than you had, even after your initial conversation.

Compare the offer to what your evaluation of the salary and benefits should be — make notes as this will help you in the next step: negotiation.

NEGOTIATION
Steps for successful negotiating:
1. Contact employer through preferred method (in person, phone, or email).
2. Thank them for the offer.
3. Reiterate your interest in the company and position.
4. Ask if the job offer is negotiable.
5. Be calm, collected, concise, and confident!
6. Explain why you feel you deserve a higher salary – back up with research (experience, education, preferred qualifications, and salary comparisons)
7. If the organization cannot offer a higher salary, negotiate other benefits: vacation time, signing bonus, moving expenses, etc.

CRUNCH TIME: DO YOU ACCEPT OR DECLINE?
Hopefully, you were successful in your negotiation; however, it is now time to either accept or decline the offer. As with any major decision in your life, you need to weigh all of your options.

Regardless of if you are going to accept or decline, do so verbally and in writing.

Accepting the Offer
1. Thank the employer
2. Confirm the following information:
   a. Start date
   b. Position
   c. Salary
   d. Location
   e. Other pertinent information

Declining the Offer
1. Thank the employer - express your appreciation for the time and effort they have invested in the process
2. State that you are declining the offer in a professional manner
3. Wish the employer luck in their recruitment process

After you’ve accepted the offer, be sure to notify any other employers that you have interviewed with, or applied to, informing them you have accepted another position. Be sure to thank them for the opportunity to interview and/or the job offer! Remember, you never know when you may be meeting/interacting with employers in the future.

Please notify the Center for Career and Professional Development to immediately withdraw from the On-Campus Interview (OCI) process.
CHANGING YOUR MIND AFTER ACCEPTING

After interviews with several top companies, you accept a job offer from Corporation A to begin work a week after graduation. Then, XYZ Startup, a company that just began recruiting new college graduates, interviews you and offers you a job to begin a week after graduation.

You want to work for XYZ Startup, but what will you do about the job you’ve already accepted at Corporation A? Companies hire and fire people all of the time, you think. You’ll just let Corporation A know that you’ve changed your mind.

Before you pick up the phone to renege on your job with Corporation A, consider this: Your choice today may ruin your choices tomorrow.

Truth: Some employers keep a running list of names of students who’ve reneged after they’ve accepted a job offer — a “do not call” list. Even without a list, recruiters will remember you.

If you are offered a job, it’s because you stand out in the crowd of applicants. The recruiting and hiring manager see and hear your name over and over during the interview and hiring process.

Universities value their corporate partnerships, and they do not want to risk having companies stop recruiting new graduates and alumni. That means, if you renege on a job acceptance, your name may end up on a “no services” list. If your school finds out that you’ve reneged — and they will — you may be denied access to university job boards and alumni career services when you need help finding your next job.

Credit: Kayla Villwock—Intern Program Manager for SAS Courtesy of the National Association of Colleges and Employers

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STEP ONE

BUDGETING 101

So you’ve accepted a great job offer and are ready to get to work. You have been living on a student budget for so long and it is tempting to believe your money problems are now over. You rush out and lease a fancy apartment and buy a new car, right? Wrong! The salary offer you received and the amount of money that actually shows up in your paycheck are drastically different.

Here is why:

<table>
<thead>
<tr>
<th>Annual Salary:</th>
<th>$30,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Taxes:</td>
<td>$4,500</td>
</tr>
<tr>
<td>State Taxes:</td>
<td>$2,100</td>
</tr>
<tr>
<td>Social Security Withholding:</td>
<td>$2,300</td>
</tr>
<tr>
<td>Insurance premiums:</td>
<td>$1,500</td>
</tr>
<tr>
<td>Retirement</td>
<td>$1,500</td>
</tr>
<tr>
<td>Other withholdings</td>
<td>???</td>
</tr>
<tr>
<td>Total withholding</td>
<td>$11,900</td>
</tr>
<tr>
<td>Take home pay</td>
<td>$18,100</td>
</tr>
<tr>
<td>Monthly pay check</td>
<td>$1,508</td>
</tr>
<tr>
<td>Biweekly pay check</td>
<td>$696</td>
</tr>
<tr>
<td>Weekly pay check</td>
<td>$348</td>
</tr>
</tbody>
</table>

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STEP TWO

FIGURE YOUR ESTIMATED TAKE HOME PAY

<table>
<thead>
<tr>
<th>Annual Salary:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Taxes:</td>
<td></td>
</tr>
<tr>
<td>15% tax – $7,550 to $30,650</td>
<td></td>
</tr>
<tr>
<td>25% tax – $30,650 to $61,850</td>
<td></td>
</tr>
<tr>
<td>28% tax – $61,850 to $94,225</td>
<td></td>
</tr>
<tr>
<td>State Taxes:</td>
<td></td>
</tr>
<tr>
<td>In SC, income over $12K per year is taxed at 7%</td>
<td></td>
</tr>
<tr>
<td>Social Security Withholding:</td>
<td></td>
</tr>
<tr>
<td>Current federal rate is 7.65%</td>
<td></td>
</tr>
<tr>
<td>Insurance premiums:</td>
<td></td>
</tr>
<tr>
<td>Nationwide average is 5.6%</td>
<td></td>
</tr>
<tr>
<td>Retirement:</td>
<td></td>
</tr>
<tr>
<td>Estimate 5%</td>
<td></td>
</tr>
<tr>
<td>Other withholding:</td>
<td></td>
</tr>
<tr>
<td>Employers could withhold fees or parking, uniforms, use of the corporate health center and others</td>
<td></td>
</tr>
<tr>
<td>Total withholding:</td>
<td></td>
</tr>
</tbody>
</table>

Subtract your total withholding from your annual salary. This is your annual “take home” pay.

| Monthly pay check |  |
| Divide your annual take home pay by 12 |  |
| Biweekly pay check |  |
| Divide your annual take home pay by 26 |  |
| Weekly pay check |  |
| Divide your annual take home pay by 52 |  |
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80+

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SALES
ENGINEERING
FINANCE
PRODUCT MANAGEMENT

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ENGINEERING
MARKETING
SALES
PRODUCT MANAGEMENT

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Welcome to more.*

Join us at the Career Fair on Thursday, September 20th from 12:00pm-4:00pm in the Littlejohn Coliseum. ALDI will be on campus conducting interviews on Wednesday, September 26th for the District Manager and District Manager Intern positions. To be considered for an interview, you must apply on Clemson Job Link prior to Sunday, September 23rd.

ALDI is an Equal Opportunity Employer.

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Trades Industrial Company, Inc. is a single-source contractor performing and managing complex mechanical and industrial general construction services. Additionally, we offer plant maintenance, plant equipment relocation, machinery installation, process piping, HVAC systems, and specialty fabrication. Our highly skilled supervisors and craft personnel self-perform the majority of all plant services. We concentrate on the establishment of professional partnerships with every customer. This partnership structure enables us to collectively identify and customize our support services to economically and effectively fulfill our customers outsourcing requirements.
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EEO
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CONGRATULATIONS TO THE 2019 CLEMSON GRADUATES!
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Phone: 828-697-2216, ex. 171
Email: cvitella@bonworth.com

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Hanna Engineering, LLC is a prominent engineering firm in the Pee Dee region and has offices in Florence and Myrtle Beach. Our mission is to provide quality engineering services for our clients by always striving to improve our level of service and to become part of the community.

Hanna Engineering Proudly Supports Clemson University and would like to Congratulate the Class of 2019. GO TIGERS!!
We know that in order to lead with an innovative culture, you must invest in the bright minds that create it. That’s why Spirit Communications is the proud sponsor of Clemson University, building tomorrow’s LEADERS IN INNOVATION.

For more information about internships and permanent positions with Spirit Communications, visit us at: www.spiritcom.com/careers

Or come by our booth at the Clemson Fall Career Fair September 20, 2016 - Noon to 4:00 pm at Littlejohn Coliseum

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Congratulations to the graduating class of 2019!

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ILLEGAL INQUIRIES

- Are you a U.S. citizen?
- Where were your parents born?
- What is your native tongue?
- Where were you born?
- How old are you?
- What is your date of birth?
- What is your marital status?
- How many children do you have? What child care arrangements have you made?
- With whom do you live?
- Do you plan to have a family? When?
- To what clubs or social organizations do you belong?
- Do you have any disabilities?
- Have you had any past illnesses or operations?
- What was the date of your last physical examination?
- How is your family's health?

GENERAL INQUESTIONS

- General inquiries that would elicit information about disabilities or health conditions that do not relate to job performance.
- Have you ever been arrested?
- What is your sex?
- What is your height and weight?
- If you have been in the military, were you honorably discharged?

LEGAL INQUIRIES

- What languages do you read, speak, or write fluently? (if related to the job)
- Are you legally permitted to work in the U.S.?
- Are you over the age of 18? (or whatever age is required to work in the position for which you are interviewing)
- Travel is an important part of this job. Would you be able and willing to travel as needed by the job?
- Would you be willing to relocate if necessary?
- Would you be able and willing to work overtime as necessary? (Appropriate if asked of all applicants)
- Do you belong to any professional or trade groups or other organizations that you consider relevant to your ability to perform this job?
- Based on the description of this position, can you demonstrate or describe how you would perform the following job related functions?
- Do you need accommodation to perform this job? (This question can be asked after a job offer has been made)
- Are you willing to undergo a pre-employment physical exam and/or drug test? Do you understand that any offer of employment is conditional based on the results of a pre-employment exam or drug test?
- Have you ever been convicted of a crime?
- Are you able to lift a 50-pound weight and carry it 10 yards? (If that will be a part of the job for which you are interviewing)
- In what branch of the Armed Forces did you serve?
- What type of training or education did you receive in the military?

GUIDE TO APPROPRIATE PRE-EMPLOYMENT QUESTIONS

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Origin</td>
<td></td>
</tr>
<tr>
<td>Age</td>
<td></td>
</tr>
<tr>
<td>Marital and Family Status</td>
<td></td>
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<tr>
<td>Memberships</td>
<td></td>
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<td>Disabilities</td>
<td></td>
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<td>Arrest Record</td>
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<td>Personal</td>
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<tr>
<td>Military</td>
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NOTES
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Innovation has always been the foundation of Schaeffler’s success. Which is why we hire engineers with plenty of imagination. And then we provide them with lots of exciting opportunities...along with an excellent compensation and benefits package!

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Beginning on or around May 14, 2019 the ten week paid program will offer four spots to rising fourth year students in the below majors:

Poultry Science  
Food Science and Technology  
Agriculture and Applied Economics  
Agriculture Leadership and Communication  
Biological and Agricultural Engineering  
Agricultural, Food and Resource Economics  
Industrial Management  
Biology  
Chemistry  
Business Administration/Management  
Finance  
Marketing

Each participant will be afforded the opportunity to work in all facets of our business. (Live Production, Processing, and Administration/Sales)

Interested students should submit a resume to Jon Williams no later than January 1, 2019.

Mailing Address:  
Fieldale Farms  
c/o Jon Williams  
Post Office Box 558  
Baldwin, GA 30511

E-Mail Address:  
jonwilliams@fieldale.com

Fax Number:  
(706) 776-0165

Questions can be directed to Jon Williams at (800) 241-5400.