

**Ready,  
Aim...  
HIRED!**



(But first, you need an interview.)

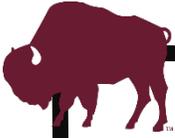
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## **Resume Development Workshop**



Student Success Center | Classroom Center 113

806.651.2345 | [wtamu.edu/career](http://wtamu.edu/career) | [wtcareer@wtamu.edu](mailto:wtcareer@wtamu.edu)



# Resume Tips & Advice

*From Actual employers\**

- Make sure you **have an example** (a story) **for every statement** you have on the resume.
- Be sure to **include participation in an organization or an interest that really makes you stand** out such as volunteering at Heal the City or backpacking on the continental divide.
- If there is one “must” for a resume, it’s **keep it simple**; mainly in relation to font and formatting. More and more companies are utilizing software that aggregates resume content electronically. Although this technology is pretty impressive, it’s not perfect, so being overly fancy with a resume could mean that the data may not be useable.
- Write in a way you would **normally speak and use the verbiage you would use regularly**. Many times people get caught up in using “fancy filler” words which detracts from the details we really need to learn about. So, my advice would be to **read your resume out loud before you send it to a potential employer**. If it sounds funny or unnatural when you say it out loud, it probably is perceived that way by the potential employer as well!
- Be sure to **highlight your successes, advancement in position, and leadership roles** in campus organizations. Show us that you are a go-getter through your resume and cover letter.
- Three things really, if a goal or objective section is included, it should be **related to the job sought**. One page is sufficient for new graduates. **Good grammar, spelling and consistency** is important.
- Your **cover letter can either help or hinder your application**. For example, a great, well-written cover letter that has meaningful content with proper punctuation and grammar is a big plus for an applicant. However, if a candidate’s resume is decent/good but the cover letter is poor, the applicant will likely not be considered.
- Single space your resume so it **fits on one page**. Remember to standardize your fonts and bullets and check formatting; it matters.
- Keep the **focus on accomplishments** in the bullets underneath jobs instead of just listing duties.

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*\*Thanks to the following companies for their valuable input, including United Supermarkets, Happy State Bank, Enterprise Holdings, Livestock Nutrition Center, Edward Jones, and Animal Health International*

## Potential sources of job information:

- Job posting / description from organization
- Company website – values / mission / etc.
- Other organizations who hire this same position – find similar job postings / descriptions
- Search online at Google / Glassdoor / etc.
- Job shadowing experience
- Go OFF-LINE and connect with others in similar roles through informational interviewing\*
  - People in your network who do the same (or similar) jobs at this company or another
  - Folks who you know who know someone who holds this type of position – ask for an introduction, then follow through and contact this person
- Use LinkedIn to find others who work at the organization or in similar roles at other organizations ... then reach out to them using either mutual connections or other things you have in common with the person, i.e., WT grad, from your hometown, etc. – conduct an informational interview\*
- Research through the U.S., DOL website, the O\*NET Online (onetonline.org) using the “Occupation Quick Search” box at the top right.

Remember that, while online resources are terrific, you want to be sure your statements are all in your own words. **To copy is to plagiarize!**

*\*Informational Interviewing information is on our website under Career Exploration → Informational Interviewing.*

## Are you career ready?



### CAREER & SELF DEVELOPMENT

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



### COMMUNICATION

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



### CRITICAL THINKING

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



### EQUITY & INCLUSION

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.



### LEADERSHIP

Recognize and capitalize on personal and team strengths to achieve organizational goals.



### PROFESSIONALISM

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



### TEAMWORK

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



### TECHNOLOGY

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.



Office of Career and Professional Development  
WEST TEXAS A&M UNIVERSITY



## WRITING QUALIFICATIONS OR SUMMARY STATEMENTS

**Getting Started:** Identify the **Knowledge, Skills and Abilities (KSA)** needed for a particular job to tell you what kind of a person with what skills this employer is seeking. Gather these from all available resources, including such places as the job description, company website, your network, informational interviewing, etc.

List each individual Knowledge, Skill, or Ability in column (A) – one per line. List in column (B) where you demonstrated that you have the KSA the employer is seeking. In column (C), give specific examples that prove you have the KSAs. Lastly, in column (D) rank the importance *to the employer/position* of each KSA by putting a number “1” to indicate the most important skill, a number “2” for the next, and so on down the list.

(A) Knowledge, Skills and Abilities Sought By The Employer	(B) Where Have You Demonstrated That You Have this KSAs?	(C) Proof – Examples of you demonstrating the KSA	(D) Rank

**WHAT’S NEXT?** Now you will need to develop statements that convey what it is you **can do** for this employer based on what you know is required. If you have filled in column B and C for a KSA listed in column A, this KSA may be highlighted in your qualifications section – if you do not have a “when & proof” for a KSA listed in column A, you will not include it on the resume. Select powerful action verbs to begin your qualification statements that convey to your prospective employer **how/why** you will add value to their company. Use appropriate adverbs, if necessary. These phrases should be informative and specific enough to convey that you can “deliver the goods”. Keep the focus on what it is you **can do** for this employer, not what it is you’ve done in the past. Begin each statement with a different word and be sure they are statements, not just keywords.

#1 KSA \_\_\_\_\_  
Appropriate Adverb and/or Verb

#2 KSA \_\_\_\_\_  
Appropriate Adverb and/or Verb

And so on ...

## Action Verbs for Cover Letters and Resumes

### Leadership & Management

administer	attain	conduct	contract	control
coordinate	direct	employ	enact	exceed
execute	expand	group	guide	head
hire	implement	incorporate	initiate	institute
maintain	manage	market	monitor	motivate
obtain	organize	perform	produce	reduce
reposition	retain	revise	strengthen	supervise
trim	turn around	undertake	am responsible for	

### Organization & Implementation

advise	analyze	arrange	budget	catalogue
collaborate	consult	compare	compile	complete
compute	decrease	distribute	enlarge	examine
expand	facilitate	generate	improvise	increase
index	leverage	redesign	reorganize	restructure
review	revise	schedule	sponsor	strengthen
synthesize	systematize	verify		

### Promotion & Sales

convince	generate	improve	increase	influence
launch	market	persuade	promote	recommend
represent	secure	sell	target	account for

### Research & Development

analyze	automate	classify	design	determine
develop	differentiate	equate	experiment	invent
investigate	relate	research	search	solve
structure	synthesize	theorize		

### Problem-Solving

accomplish	award	balance	close	correct
determine	divert	eliminate	evaluate	handle
identify	improve	investigate	mediate	negotiate
pioneer	propose	recruit	resolve	satisfy
sort	strengthen	surpass	assure	

### Interpersonal Communications

counsel	demonstrate	disseminate	edit	facilitate
instruct	interview	moderate	participate	prepare
present	preside	serve as	write	approve

### Initiative & Creativity

arrange	conceive	create	design	develop
devise	enable	enhance	formulate	initiate
invent	innovate	originate	package	prepare
produce	refine	reshape	resolve	solve

### Management Verbs

administer	analyze	assign	attain	chair
consolidate	contract	coordinate	delegate	develop
direct	evaluate	execute	improve	increase
organize	oversee	plan	prioritize	produce
recommend	review	schedule	strengthen	supervise

Source: Bradley University webpage <http://www.bradley.edu/scc/students/>

## Communication Verbs

address	arbitrate	arrange	author	collaborate
convince	correspond	develop	direct	draft
edit	enlist	formulate	influence	interpret
lecture	mediate	moderate	negotiate	persuade
promote	publicize	reconcile	recruit	speak
translate	write			

## Research Verbs

clarify	collect	diagnose	evaluate	examine
extract	identify	inspect	interpret	interview
investigate	organize	review	summarize	survey
systematize				

## Technical Verbs

assemble	build	calculate	compute	design
devise	engineer	fabricate	maintain	operate
overhaul	program	remodel	repair	solve
upgrade				

## Teaching Verbs

adapt	advise	clarify	coach	communicate
coordinate	demystify	develop	enable	encourage
evaluate	explain	facilitate	guide	inform
instruct	persuade	set goals	stimulate	train

## Management Verbs

administer	allocate	analyze	appraise	audit
balance	budget	calculate	compute	develop
forecast	manage	market	plan	project
research				

## Creative Verbs

act	conceptualize	create	customize	design
develop	direct	establish	fashion	find
illustrate	initiate	institute	integrate	introduce
invent	originate	perform	plan	revitalize
shape				

## Helping Verbs

advocate	assess	assist	clarify	coach
counsel	demonstrate	diagnose	educate	expedite
facilitate	familiarize	guide	motivate	refer
rehabilitate	represent			

## Clerical or Detail Verbs

approve	arrange	catalogue	classify	collect
compile	dispatch	execute	generate	implement
inspect	monitor	operate	organize	prepare
process	purchase	record	retrieve	screen
specify	systematize	tabulate	validate	

## Accomplishment Verbs

achieve	expand	improve	pioneer	reduce (losses)
resolve (problems)	restore	spearhead	transform	

Source: Resume Tutor from the University of Minnesota <http://www1.umn.edu/ohr/ecep/resume/summverb.htm>

## SOCIAL BUFF

(806) 555-5555 • social\_buff@gmail.com

### OBJECTIVE

To obtain a position as a caseworker with Texas Panhandle Centers where my interpersonal skills, case management experience and strong work ethic will add value to operations

### EDUCATION

West Texas A&M University Canyon, Texas  
Bachelor of Science in Social Work GPA 3.869/4.0 May 202x

### QUALIFICATIONS

- Proven ability to assist a wide range of individuals through direct interaction in a one-on-one or group setting
- Sensitive to the needs of others
- Skilled at identifying client needs and matching with available community resources
- Optimistic even in the midst of stressful situations
- Strong written and verbal communication skills, which includes experience motivating others to overcome obstacles
- Energetic and friendly individual with strong people skills
- Self-motivated and goal-oriented with well-developed organizational skills
- Fast learner, eager to master new skills and concepts

### RELEVANT WORK EXPERIENCE

Lubbock ISD Lubbock, Texas  
Social Work Field-Placement Student January 202x-present

- Observe the Parent-Liaison perform daily duties
- Provide needed resources to students, teachers, and parents
- Organize and deliver awareness programs in student classrooms
- Present workshops to students in the Alternative Education Program and In School Suspension about positive choices and life skills

Canyon After School Program Canyon, Texas  
Head Teacher January 201x-December 202x

- Ensured that Minimum Standards for Day Care Centers were met or exceeded

Playhouse Day Care Center Canyon, Texas  
Day Care Worker Summers 201x & 201x

Camp Exodus Waxahachie, Texas  
Camp Counselor May 201x-July 201x

Prairie House Living Center Plainview, Texas  
Activities July 200x-August 201x

- Tended to immediate non-medical needs of residents
- Compiled weekly activity progress reports

### ACTIVITIES AND HONORS

Phi Slamma Jamma, President Assisted Living Center volunteer  
Social Work Club member WTAMU Work-A-Thon volunteer  
Susan G. Komen Race for the Cure volunteer Adopt-a-Highway clean-up volunteer  
City Mission volunteer

Revised Summer 2020

## TENNIS BUFF

(806) 555-5555 • tbuff22@gmail.com

### FOCUS

To obtain a professional position where my teaching experience and technology skills will be utilized to help contribute to your company.

### EDUCATION

M.Ed., West Texas A&M University, Canyon, Texas, May 202X Expected  
M.S. in Mathematics, University of North Texas, Denton, Texas, May 201X  
B.S. in Mathematics, Texas A&M University Kingsville, Kingsville, Texas, May 201X

### SKILLS AND ABILITIES

- 16 years experience designing and implementing competitive tennis programs at a variety of institutions from country clubs to private schools
- Experienced supervisor, capable of interacting with individuals from diverse backgrounds
- Capable of planning and implementing training programs dealing with a wide range of topics from xyz to abc
- Unique ability to promote success and achievement in others, able to encourage and motivate
- Proficient at research, editing and proofreading
- Possess strong presentation skills, robust organizational, planning and oversight skills

### WORK HISTORY

**Logistics Officer** 202X - present  
**Career Counselor** 201X – 201X  
U.S. Naval Reserve USA, Korea & Iraq

**Secondary Math Teacher** 201X – 201X  
Wyndham School District, Clements Unit Amarillo, Texas

**Secondary Math Teacher and Tennis Coach** 200X- 201X  
Smalltown ISD Amarillo, Texas  
Amarillo Academy of Athletics 199X -200X

### COMMUNITY SERVICE

- Lions Club, Vice President, Sergeant at Arms
- American Cancer Society Board Member Greater Amarillo/ Canyon Chapter
- West Texas A&M University Homecoming Committee
- Adopt-a-Highway Clean-up Participant

Revised Summer 2020

## IMA CHEMIST, JR.

(806) 555-1234 • ima\_chemist@gmail.com

**OBJECTIVE** To acquire a position in the field of chemistry where my laboratory experience and strong attention to detail can be an asset to the company

**SUMMARY** Scientific Skills and Abilities

- Experience with Gas Chromatography/Electron Capture/Mass Spectrometry/Automated Thermal Desorption (ATD), Atomic Adsorption, Solid Phase Micro Extraction (SPME)
- Working knowledge of chemical properties, interactions, and probable outcomes
- Understanding of laboratory safety procedures and regulations

Leadership Traits

- Able to accept responsibilities and successfully face new challenges
- Consistently called upon to lead in social, community, and civic organizations
- Insightful and perceptive on the dynamics of group interactions
- Skilled in organization, time management, leadership, and communication

Personal Convictions

- Seek opportunities that allow for personal and professional growth
- Possess high level of honesty and integrity
- Committed to treating people fairly
- Flexible team player with the desire to accomplish goals and achieve success

**FORMAL TRAINING** **WEST TEXAS A&M UNIVERSITY** Canyon, Texas  
Master of Science in Chemistry May 202x, *anticipated*  
Bachelor of Science in Agriculture August 201x

**WORK EXPERIENCE** **WEST TEXAS A&M UNIVERSITY** Canyon, Texas  
*Graduate Assistant, Chemistry* Jan. 202x - Present  
Instruct Freshman Chemistry class and lab as well as an Analytical Chemistry lab. Keep chemicals in stock and categorize by MSDS. Create exams and prepare each lab.  
Maintain analytical equipment UV/VIS, IR, FAA, and GC/MS  
*Research & Analysis, Environmental Department* Aug. 201x - Sept. 201x  
Analyzed water samples using Gas Chromatography/Electron Capture Detection. Collected water samples around the Texas Panhandle to determine the concentration of Atrazine. Responsible for writing summary of conclusions for use by top-level executives.

**BWXT PANTEX** Amarillo, Texas  
*Internship* Summer 201x  
Developed method for enhanced chemical reactivity testing (CRT). Determined retention times for instrumentation. Packaged high explosives under supervision

**TEXAS A&M RESEARCH & EXTENSION CENTER** Hico, Texas  
*Research & Analysis* Aug. 201x - May 210x  
Collected air and water samples to determine the concentrations of particulate matter and volatile gases. Collected air samples via Solid Phase Micro Extraction (SPME) and sorbent tubes

**HONORS & ACTIVITIES** US Department of Energy Technical Scholarship recipient  
Outstanding Chemistry Student  
American Chemical Society  
Dean's List  
President's List  
Tri-Sigma Honor Society  
Salvation Army Angel Tree volunteer

Revised Summer 2020

## FORMER STUDENT

(806) 555-5555  
former\_student@gmail.com

### PROFESSIONAL PROFILE

Ambitious, energetic individual with over 4 years of experience in technical writing and editing. Possess strong communication skills and the proven ability to work effectively as a team member or team lead. Extraordinary attention to detail. Skilled at clarifying highly complex material so it is understandable by the target audience. Highly motivated and able to learn new processes quickly and completely. Extensive knowledge of MS Office Suite, including Word, Excel, and Power Point. Professional presentation abilities and experience in pitching grant ideas to appropriate audiences.

### EXPERIENCE

West Texas A&M University - Sponsored Research Services Canyon, Texas  
Grant Writer II September 201x - Present

- Co-write an average of 2 grants per month each year totaling \$1.5 million
- Funding average of 75% on grants written since May 201x
- Collaborate across campus disciplines to maximize grant dollars being awarded to WTAMU faculty and researchers

Options-R-Us Amarillo, Texas  
Optical Manager November 201x - September 201x

- Developed employee schedules, productivity reports, new product proposals
- Wrote new employee training manual after 3 months on the job, manual is still in use 5 years later

West Texas A&M University Career Services Canyon, Texas  
Intern September 200x - September 201x

- Selected from competitive pool to be the first undergraduate intern responsible for reviewing resumes of current students and alumni
- Reviewed on average 20 resumes per week both in person and via email

### EDUCATION

Bachelor of Arts in English *Summa Cum Laude* August 202x  
West Texas A&M University Canyon, Texas

### COMMUNITY INVOLVEMENT

Amarillo Angels, volunteer  
Amarillo SPCA, newsletter editor  
Canyon Lions Club, member

Revised Fall 2021

# GRADUATING STUDENT

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(806) 651-2345 ♦ yourname@gmail.com

## REFERENCES

John D. Buyer, Ph.D.  
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WTAMU Box 60000  
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jbuyer@mail.wtamu.edu  
*Professor*

Ima Eaton  
Taco Bell  
611 23<sup>rd</sup> Street  
Canyon, TX 79015  
806-655-7199  
ieaton@tacobell.com  
*Taco Bell Manager*

Dub Bagger  
United Supermarkets  
Bell Plaza  
5807 SW 45<sup>th</sup> Avenue  
Amarillo, TX 79109  
806-353-9700  
dbagger@unitedsupermarkets.com  
*United Supermarkets Supervisor*

Georgia Washington  
West Texas A&M University  
WTAMU Box 60001  
Canyon, TX 79016  
806-651-9999  
gWASHINGTON@mail.wtamu.edu  
*Student Government Sponsor*

### General Tips –

- Make sure to ASK your references if they can give you a good recommendation before listing them on your references page.
- Once you have asked a reference for a recommendation, let them know the **specific** type of job you are seeking. Ask them to let you know if they hear of something. You never know who may come across a job opening that might interest you.
- If the job posting instructs you to list a certain number of references, list that exact number, otherwise, you will typically provide 3 – 5.
- Don't use family members as references.
- List your most relevant references first.
- Use professional format and present a good appearance (no smudges, running off edges, etc.).
- Periodically stay in touch with your references and update them on your job search. Let them know when you have interviewed so they can be prepared for a reference call.

# Suggested format for Cover Letters

Date of letter

Name (Mr. Thomas Jones)  
Title  
Company Name  
Street Address  
City, State ZIP

Dear Mr. Jones:

**1<sup>st</sup> PARAGRAPH** – tell why you are writing, mention the name of the position, or field, or general vocational area in which you are applying; tell how you heard of the opening or organization.

**MIDDLE PARAGRAPHS** – mention one or two qualifications you think would be of greatest interest to the employer, tell why you are particularly interested in this company, location or type of work. Be sure to indicate any related experience, educational background or specialized training that might increase your employability. This is your opportunity to really highlight your skills for the employer. Draw one or two items of interest from your resume. Then refer the reader to your enclosed resume. Make a position statement about your skills and abilities. If applicable, indicate your willingness to relocate. (If necessary, split this into two paragraphs.)

**LAST PARAGRAPH** – close with info on how you plan to follow up. Give an approximate time period in which you will re-contact the company to further discuss employment opportunities. Don't say "I look forward to hearing from you." Keep the ball in your court!

Sincerely,

*Signature*

Your typed name

## Questions?

WTAMU Office of Career and  
Professional Development  
Student Success Center  
CC 113  
806.651.2345  
wtcareer@wtamu.edu

## General Tips –

- Write to someone in particular
- Make **zero** grammatical errors
- Personalize your content (mention the name of the company or its product as appropriate)
- Use professional format and present a good appearance (no smudges, running off edges, etc.)
- Target **YOUR** skills and experience as they apply to the job sought
- Define the next step

## Cover Letter Example for Mail or Online Application

### Ima Programmer

1000 Buffalo Drive | Canyon, TX 79016 | (806) 651-2345

November 15, 201X

Ms. Connie Wilson  
Director of Human Resources  
XYZ Corporation  
P.O. Box 1000  
Amarillo, Texas 79120-0020

Dear Ms. Wilson:

Please accept my resume and cover letter as application for the Computer Programmer Internship at XYZ Corporation that is advertised through West Texas A&M University's Cooperative Education and Internship office. My knowledge and my status as a senior Computer Science and Biochemistry major at WTAMU make me an ideal candidate for this opportunity.

I am highly interested in software programming as a career field and have already obtained many programming skills through my education at WTAMU. Before graduating in May 201X, I became a Sun Java Certified Programmer, writing programs in C++, JavaScript, and XHTML. Additionally, I have excelled in all the course work required to earn a degree in Computer Science.

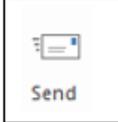
Finding creative solutions through the use of computer technology is one of my talents and one which your job description indicates XYZ Corporation is seeking. In my last position with ABC Company, I utilized these skills to increase company productivity which lead to a larger client base within only a few months. On my attached resume, you will find similar achievements

I am confident that my unique blend of scientific education and proven technology skills, along with my motivation to excel will be an asset to your organization. I will contact you the week of November 20<sup>th</sup> to verify that you received my application information and if possible, to set a time to formally discuss this internship opportunity. Thank you for your time and consideration.

Sincerely,

Ima Programmer

## Cover Letter Example in Email

	From	imasuccess@yahoo.com
	To ...	heather_weight@abccorporation.com
	Cc ...	
	Subject	Book Buyer Position
	Attached	 Resume Ima Success.pdf 141 KB

Make sure to attach your customized resume for the job as a PDF

Dear Ms. Wright,

After hearing you and Mr. Duncan speak last week at West Texas A&M University, I reviewed ABC Corporation's website and I was thrilled to see an opening on one of your product teams. The Book Buyer position immediately caught my attention because it closely parallels my experience and education. An excellent position in the retail arena is my goal following graduation this May.

I am experienced and fully proficient in the areas listed in your posting, including: working as part of an integrated team, representing an organization in vendor relations, operating within a budget, and learning to use new software. Additionally, highly successful teams and mutually beneficial business relationships are also an interest of mine. This is a strength I thoroughly enjoy cultivating, especially given the link between such relationships and positive outcomes for all involved.

I believe my skills in analysis, problem solving, organization, and communication, plus my experience (summarized in the attached résumé) offers a strong match for the ABC Product Team. My formal training includes specialized courses in consumer behavior, communications, leadership development, and organizational behavior. In addition to this formal education, I have also traveled extensively in the U.S. and Canada. I look forward to discussing how my qualifications could work for ABC Corporation.

Your warmth toward our classes combined with Mr. Duncan's presentation inspired me. A proactive company like ABC Corporation would be a perfect fit for me. I will call you next week to answer any questions that my résumé may prompt. Thank you for your consideration.

Sincerely,

Ima Success  
[imasuccess@yahoo.com](mailto:imasuccess@yahoo.com)  
(806) 651-2345

Provide additional contact information in your signature



## Handshake

Handshake is the FREE jobs/resume database for all WTAMU students and alumni. You already have an account and can access it using your university network credentials. Find on-campus jobs, internships, part-time jobs, and full-time post-graduation opportunities as well as information about job fairs and upcoming events here! Log in, complete your profile, and get started today. Access Handshake from our homepage: [wtamu.edu/career](http://wtamu.edu/career).

## Resume Reviews

**You've attended a resume workshop** now go write/edit your resume. Then, have your resume reviewed.

**By Appointment:** Log in to Handshake and schedule a 30-minute resume review with one of our staff members. (virtual on zoom or in person)

## Workshops On Demand

Visit the WTAMU Career and Professional Development YouTube Channel to access recorded webinars, employer information sessions, and helpful video content related to Handshake.

YouScience is an online resource useful for individuals who are undecided on a college major or a post-graduation career. It can also confirm the career and major choices of decided students.

YouScience evaluates your personality, interests, skills and values through the online assessments and then produces a "CareerMatch" of possible job titles. After taking the assessments, we highly recommend that you then work together with a career coach to review this list and determine your own unique list of career possibilities by scheduling a "YouScience follow-up" appointment in Handshake.

YouScience is free to both currently enrolled WTAMU students AND alumni. Call the office or stop by to learn more.

## YouScience

## Mock Interviews

Mock Interviews are held once per month and are open to all WTAMU students who are at least a junior in classification. To be eligible for a mock interview, you must have attended an in-person resume review during the current semester and have your updated resume uploaded into Handshake.

Visit [bit.ly/WTMockInterview](http://bit.ly/WTMockInterview) to learn more!

1. Log in to Handshake
2. Choose **Events**
3. Select **On-Campus Interviews**

*Note that you may only sign up for 1 mock interview per date so that all interested students can participate.*

Please check our website for more information and Handshake for exact dates/times.

## Internships

The How to Find an Internship workshop is held at various times during the semester. (Check out Handshake for dates/times!) Attend to learn how to best conduct your internship search. We cover the basics of internship search strategies as well as offer suggestions and resources for your individual search. This workshop is offered online and held in our office and as with our other workshops, latecomers will not be allowed to enter after the workshop begins, so arrive early to assure yourself a seat!

## Career Coaching

Our office is able to assist you with all aspects of your job search. From navigating Handshake to putting your Strengths to work...we can help! Make an appointment in Handshake with one of our staff members, and let's get started. We look forward to working with you!

**WT** Office of Career and Professional Development  
WEST TEXAS A&M UNIVERSITY

806.651.2345 | [wtamu.edu/career](http://wtamu.edu/career)  
Student Success Center, CC 113

## Thank You Note

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### General Tips:

- It is best to send a handwritten, professional note and/or an email to say thank you on the same day as your interview
- Be sure to thank **every person** that participated in your interview individually when possible, and personalize for each person
- Ask for business cards at the end of the interview so that you will have names and contact information
- The thank you does not have to be long or formal
- Use your own words, and mention something you found meaningful or interesting from your interview
- If you forgot to mention something important, or wish to elaborate or change an answer from your interview, you can include that information in the note

### Sample:

Dear **[Ms./Mr. and interviewer last name here]**:

Thank you for taking the time to interview me for the **[insert position name here]** position this morning. I enjoyed learning more about the work you do at **[company name]**, and I am especially excited about the opportunity to **[talk about something that excites you about the job opportunity]**.

After learning more about the position, I am confident that I could fulfill the job requirements effectively. I believe my **[mention your most valuable skill(s)]** could benefit your organization.

Please contact me if I can provide you with additional information. I hope to hear from you soon, and thank you again for your courtesy during the interview.

Sincerely,

Ima Thankful

## Resume Rubric – “Grade” yourself

	<b>Resume will likely land you an interview.</b>	<b>Resume needs improvement.</b>	<b>Resume will likely be discarded during screening.</b>
<b>RESEARCH</b>	Resume has been completely customized with keywords that demonstrate the qualifications, skills, and abilities highlighted in the job description. It is obvious the writer has researched the job/industry.	Resume mentions qualifications, skills, and abilities that are commonly desired in a given field. Resume is appropriate, but not specifically tailored for the industry or position.	Resume does not reflect an understanding of the qualifications, skills, and abilities necessary to be successful in the position. It is evident that the applicant did not read the job description nor do any research.
<b>CONTACT INFORMATION</b>	Professional and easy to read. Heading includes full name, physical address ( <i>optional</i> ), email address, and phone number.	Hard to find on the resume. Heading includes most, but not all, pertinent contact information. Email address is personal instead of professional. Name does not stand out at the top of the resume.	Heading is missing one or more of the required pieces of contact information. Email address is decidedly inappropriate. Formatting is distracting to the reader.
<b>OBJECTIVE (Optional)</b>	Succinctly summarizes the specific opportunity that the applicant is seeking and introduces the experiences described in the enclosed resume, appealing to the needs expressed by the employer.	Summarizes the opportunity that the applicant is seeking, but has not been customized to the specific opportunity. It may be too long or use filler phrases.	Does not indicate the opportunity the candidate is seeking. It is focused on the applicant instead of the employer. Objective statement indicates interest in an unrelated organization.
<b>EDUCATION</b>	Well laid out and complete. It includes the institution, location, degree, major, date of completion, and GPA if over 3.0/4.0. The full name of the major is written properly. Section may include study abroad experiences, academic honors/awards, and relevant courses.	Includes most, if not all, of the required information. Section is disorganized, making it difficult to read. An abbreviation for the name of the major is used instead of the full name of the major. Institution is listed without a location. Includes attendance dates rather than graduation info.	Incomplete and disorganized to the point of distraction. Name of institution is missing. Major is listed without a degree. Graduation date has been omitted.
<b>RELATED COURSEWORK</b>	Used for internships or academically-relevant part-time jobs. ONLY related courses are included. Used for general majors to reflect subject-matter knowledge or in specific industries/majors where requested.	Listed by course prefix and number rather than course name. All courses are listed rather than just those related to the targeted job.	Used because writer needs to fill space. All courses are listed rather than just those related to the targeted job.
<b>QUALIFICATIONS or PROFILE</b>	Well-organized and reflects the skills desired by the employer. Bullet points are used to break up text into concise phrases that begin with action verbs and clearly define skill development. 6+ skills specific to major/job area are identified with personal attributes.	Too many or too few statements have been included, leaving the employer confused about the applicant's skills and abilities. Statements are either vague, not targeted for job sought, or too specific.	Contains irrelevant information, is repetitive, or is missing entirely indicating the applicant has very little knowledge, skills, or abilities to offer a potential employer.
<b>EXPERIENCE</b>	Descriptions intentionally reflect the skills desired by the employer and include details such as the name of the organization, location, title, and dates of employment. Bullet points are used to focus on job accomplishments OR relevant (not obvious) job duties in the appropriate tense.	Needs improvement. Bullet points have not been used to break up text into concise phrases. Weak phrases simply define the tasks completed during each experience instead of describing the accomplishments or impact made.	Disorganized or incomplete. Pertinent information about experiences cannot be found quickly or is missing altogether. The structure of phrases is inconsistent and distracting to the employer.
<b>INVOLVEMENT or Activities/Honors (Optional)</b>	Describes all involvement with organizations, activities, and honors. Information intentionally reflects the skills desired by the employer. Includes the name of the organization, location (?), position(s) held (if applicable.) Bullet points are used, if needed, to arrange for readability, i.e., if information wraps to 2 lines on any single item.	Disorganized or incomplete. Pertinent information is missing. Descriptions state what the organization is instead of describing individual contributions, leaving the employer unsure about the applicant's skills and abilities.	Contains very little information or information that is more hobbies/personal interests.
<b>GRAMMAR</b>	Has no capitalization, spelling, word choice, or grammar errors. All information is verifiable and truthful.	Contains a few minor capitalization or grammar errors. Information has been abbreviated when it should have been spelled out. All information is verifiable and truthful.	Contains glaring capitalization, spelling, word choice or grammar errors. GPA or experience is misstated. Use of complete sentences or personal pronouns. A persistent pattern of errors is distracting, making the resume difficult to read.
<b>FORMATTING</b>	Resume fills one or two full pages, but is not crowded. White space has been utilized effectively. Font style and layout are consistent throughout. Important information stands out immediately. Resume can be easily scanned by an employer in under a minute.	Resume has been formatted inconsistently. Use of bold, italics, underlining, or bullet points is distracting instead of helpful. White space does not break up text, making resume difficult to read. Important information is difficult to find.	Format is unappealing and information cannot be found quickly. Multiple fonts are used. Font size is too small and/or margins are too narrow. Graphics, such as clip art or borders, distract the employer from the information.



# Job Search Hacks

Searching for a job can feel overwhelming, so it's helpful to break it down into manageable parts. **You don't have to do all of these, and there is no specific order.** For example, you can start working on your resume before you identify what you want to do. Just start checking off as many of these activities as you can, and you'll find yourself on the way to a great opportunity.

You can receive assistance for every aspect of the job search in Career Services...and you don't have to do it all during business hours. Start by checking our web site ([www.wtamu.edu/career](http://www.wtamu.edu/career)) for lots of links and helpful information.

## Know yourself.

<input type="checkbox"/>	I have identified my personal strengths. ( <a href="http://www.wtamu.edu/strengthsquest">www.wtamu.edu/strengthsquest</a> )
<input type="checkbox"/>	I have met with a Strengths coach to learn how I can use my strengths in the workplace. (Schedule an appointment at <a href="http://www.wtamu.edu/career">www.wtamu.edu/career</a> → Handshake)
<input type="checkbox"/>	I have taken the YouScience assessment to learn more about my personality, interests, and values. ( <a href="http://www.wtamu.edu/career">www.wtamu.edu/career</a> → Career Exploration → Career Assessments → YouScience)
<input type="checkbox"/>	I know careers/job titles related to my major. ( <a href="http://www.wtamu.edu/career">www.wtamu.edu/career</a> → Career Exploration → What Can I Do With This Major?)
<input type="checkbox"/>	I can name three careers/jobs that I plan to pursue (Plan A, B, and C).
<input type="checkbox"/>	I have researched marketable skills, and have identified ways to improve my skills for the workplace. ( <a href="http://www.wtamu.edu/career">www.wtamu.edu/career</a> → Professional Development → Marketable Skills)
<input type="checkbox"/>	I have met with a career coach to assist in my career search. (Schedule an appointment at <a href="http://www.wtamu.edu/career">www.wtamu.edu/career</a> → Handshake)

## Know where you want to work, and what you want to do.

<input type="checkbox"/>	I have researched organizations or companies that might hire someone with my major and skills. (To learn more about outcomes for recent WT grads, visit <a href="http://www.wtamu.edu/career">www.wtamu.edu/career</a> → Career Outcomes → Employment and Salary Data)
<input type="checkbox"/>	I have researched potential career fields: typical entry-level jobs, typical salaries, best geographic locations for jobs, etc.
<input type="checkbox"/>	I have identified at least 10 potential employers for the type of work I'm seeking.

## Get ready for the search.

<input type="checkbox"/>	I have activated and completed my profile in Handshake. ( <a href="http://www.wtamu.edu/career">www.wtamu.edu/career</a> → Handshake)
<input type="checkbox"/>	I have connected with Career Services on social media to see events & opportunities. (Twitter, Facebook, Instagram - WTCareer)
<input type="checkbox"/>	I have attended a resume workshop. (For a schedule of workshops, visit <a href="http://www.wtamu.edu/career">www.wtamu.edu/career</a> → Calendar)
<input type="checkbox"/>	I have utilized VMock for my first resume review, and I have had a second review with a staff member in Career Services. ( <a href="http://www.vmock.com/wtamu">www.vmock.com/wtamu</a> ; Make an appointment at <a href="http://www.wtamu.edu/career">www.wtamu.edu/career</a> → Handshake)
<input type="checkbox"/>	I have prepared a portfolio or gathered work samples to highlight my experience, skills, and talents.
<input type="checkbox"/>	I have developed my "30-second speech" (elevator pitch).
<input type="checkbox"/>	I have identified professionals in my field to contact for an informational interview. (Learn more at <a href="http://www.wtamu.edu/career">www.wtamu.edu/career</a> → Career Exploration → Informational Interviewing)
<input type="checkbox"/>	I have identified at least three individuals who will serve as references.
<input type="checkbox"/>	I have developed my interview skills by reviewing the online interviewing workshop, practicing my responses to typical interview questions, and preparing good questions to ask the employer during the interview. ( <a href="http://www.wtamu.edu/career">www.wtamu.edu/career</a> → Professional Development → Workshop Information → Interviewing Workshops)
<input type="checkbox"/>	I have completed a mock interview. ( <a href="http://www.wtamu.edu/career">www.wtamu.edu/career</a> → Professional Development → Mock Interview Program)
<input type="checkbox"/>	I have interview clothing that is appropriate for the field in which I plan to work. ( <a href="https://www.pinterest.com/wtcareer/boards/">https://www.pinterest.com/wtcareer/boards/</a> )
<input type="checkbox"/>	I set up my voicemail and have a professional message in case an employer calls.
<input type="checkbox"/>	I have a neutral/professional email address to share with employers.
<input type="checkbox"/>	I have prepared myself with work experience through related part-time jobs and/or internships. (Learn more at <a href="http://www.wtamu.edu/career">www.wtamu.edu/career</a> → Job Search → Internship Information)

## Start searching.

<input type="checkbox"/>	I attend every career fair related to my career goals. (For a schedule, visit <a href="http://www.wtamu.edu/career">www.wtamu.edu/career</a> → Calendar)
<input type="checkbox"/>	I have uploaded my resume(s) to Handshake, and fully completed my profile. ( <a href="http://www.wtamu.edu/career">www.wtamu.edu/career</a> → Handshake)
<input type="checkbox"/>	I regularly check Handshake for career opportunities, and read the appropriate job-search resources for my field(s) of interest. ( <a href="http://wtamu.edu/career">wtamu.edu/career</a> → Handshake)
<input type="checkbox"/>	I follow up on every interesting job lead.
<input type="checkbox"/>	I have created a LinkedIn profile, joined groups related to my career goals, and have developed a list of potential networking contacts and keep in touch with them. ( <a href="http://www.linkedin.com">www.linkedin.com</a>   <a href="http://www.wtamu.edu/career">www.wtamu.edu/career</a> → Professional Development → Workshop Information → LinkedIn Workshop)
<input type="checkbox"/>	I follow up after sending my resume and cover letter with a phone call or email to each employer requesting a job interview.
<input type="checkbox"/>	I send thank you letters or emails to every person who interviews me or provides me with a job lead.