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

RESUME & CV

DEVELOPMENT

Everything You Need
to Build a Resume

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Job Search Checklist

Job searching can feel overwhelming. 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. Start checking off as many of these activities as you can, and you'll find yourself on the way to a great opportunity.

Support for every phase of job searching is available in the Office of Career and Professional Development (OCPD)…and you don't have to do it all during business hours. Start by checking our website (www.wtamu.edu/career).

Know yourself.

	Identify personal strengths. (www.wtamu.edu/buffstrong)
	Meet with a Strengths coach to learn how to share personal strengths during the job search. (wtcareer.12twenty.com/login)
	Complete the YouScience assessment to learn more about personality, interests, and values. (signin.youscience.com)
	Meet with a career coach to explore YouScience results and possible careers
	Identify three careers/jobs that I plan to pursue (Plan A, B, and C). (www.wtamu.edu/career → Career Exploration → Career Tools and Resources → Tools to Research Career Fields
	Understand and identify personal marketable skills. (https://bit.ly/wtcareerready)
	Meet with a career coach to assist in my career search. (wtcareer.12twenty.com/login)

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

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

Get ready for the search.

	Activate account and complete profile in Career Connections. (wtcareer.12twenty.com/login)
	Connect with OCPD on social media to see events & opportunities. (Facebook, Instagram - WTCareer)
	Schedule a resume mini workshop with OCPD. (wtcareer.12twenty.com/login)
	Prepare a portfolio or gathered work samples to highlight experience, skills, and talents.
	Develop a professional introduction, AKA 30-second elevator pitch.
	Identify professionals in my field to contact for an informational interview. (Learn more at www.wtamu.edu/career → Career Exploration → Informational Interviewing)
	Identify at least three individuals who will serve as references.
	Develop interview skills by practicing responses to typical interview questions and preparing good questions to ask the employer during the interview.
	Complete a mock interview. (www.wtamu.edu/career → Scroll down → Mock Interview Program)
	Shop for interview clothing that is appropriate for industry. (Schedule a visit to the Professional Clothing Closet for 1 free outfit per semester at wtcareer.12twenty.com/login)
	Set up voicemail and have a professional message in case an employer calls.
	Set up a neutral/professional email address to share with employers.
	Prepare myself with work experience through related part-time jobs and/or internships. (Learn more at www.wtamu.edu/career → Job Search → Internship Information)

Start searching.

	Attend every career fair related to my career goals. (www.wtamu.edu/career → Job Search → Job Fair & EXPO Information)
	Upload resume(s) to Career Connections, and fully complete my profile. (wtcareer.12twenty.com/login)
	Create a LinkedIn profile, joined groups related to my career goals, developed a list of potential networking contacts, and keep in touch with them. (www.linkedin.com)
	Set up saved job searches in Career Connections, LinkedIn, and other job boards relevant to my industry.
	Set up a weekly schedule with time set aside to search for jobs, reach out to possible contacts, schedule informational interviews, work on job applications, and follow-up on interviews and leads.
	Follow up on every interesting job lead.
	Follow up after sending my resume and cover letter with a phone call or email to each employer requesting a job interview.
	Send thank you letters or emails to every person who interviews me or provides me with a job lead.

Resume Content for Seeking Internships

email@server.com   (###) ###-####
LinkedIn.com/CustomPersonalID   City, ST

OBJECTIVE – *Explain why you made this resume*
A **_brief_** statement of your goals for the resume. Sentence 1: for a tailored resume, be very specific and state the internship position title and company; for an industry resume to use online and at job fairs, state you are seeking an internship and why. Sentence 2: outline the career goals and skills or experiences you hope to learn. Sentence 3: core abilities and attributes you will bring to the company.

EDUCATION - *List higher education with most advanced degree first; do not include high school*
School name *[spell out everything in this section – no abbreviations]*   City, ST
Official degree name, Major [check college website or diploma]   projected Month 202#
- Minor
- GPA: #.#/4.0 *[include only if ≥ 3.0]*
- Academic honors

RELATED COURSEWORK EXPERIENCE or PROJECT EXPERIENCE[OPTIONAL]
Course or Project Name (not number), completed date
- Only list courses or projects **_directly related to the industry_** and/or qualifications for the internship post
- List relevant project responsibilities, certifications, skills etc. gained in that course or project when possible

PROFESSIONAL SKILLS
- 5-7 brief statements of experience, training, and/or personal attributes that are naturally your strongest and those **_most relevant_** to your industry and/or the job you are applying for
- Highlight what you have to offer a company or organization right up front
- Start each bullet in skills and relevant/work experience sections with a strong action verb
- Look to your CliftonStrengths, YouScience results, and the internship description for ideas on what to include
- Be creative!

TECHNICAL EXPERIENCE [OPTIONAL]
- List technology and equipment relevant to the internship or industry

RELEVANT EXPERIENCE [OPTIONAL] *– list in reverse order, i.e. put your most recent job first; verbs always past tense*
Company #1   City, ST
Job Title #1   Month Year – Month Year (dates of employment)
- Can include jobs, internships, and volunteer experiences (paid and unpaid)
- Include a few bullets with direct or transferrable knowledge, skills, or abilities **_directly relevant to your industry_**

WORK EXPERIENCE *– list in reverse order, i.e. put your most recent job first; verbs always past tense*
Company #1   City, ST
Job Title #1   Month Year – Month Year (dates of employment)
- Only include bullet points if you have transferrable knowledge, skills, or abilities that are relevant in your industry or listed in the internship description; *performed X to do Y to accomplish Z* and quantify when possible

Company #2   City, ST
Job Title #2   Month Year – Month Year (dates of employment)

ACTIVITIES AND HONORS [OPTIONAL]
- List the most recent first; include position title and dates if relevant
- College activities only

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Beatrice Ann Intern

bi999999@buffs.wtamu.edu   (806) 110-0010

LinkedIn.com/CodingBea   Austin, TX

OBJECTIVE

Looking to explore future career options as an Intern at High Tech Texans, LLC. Seeking experiences in a fast-paced, innovative, and well-respected company to observe the day-to-day life of professional user experience designers and practice coding skills. Will bring high curiosity, dedication to applying technological solutions to everyday problems, and passion for efficiency and multitasking to this internship.

EDUCATION

West Texas A&M University   Canyon, TX

Bachelor of Science, Major: Computer Science with a Data Science Track   projected Dec 2026

- GPA: 3.9/4.0

RELATED COURSEWORK EXPERIENCE

Programming Principles I, completed Dec 2024

Computer Organization and Assembly Language, expected completion May 2025

PROFESSIONAL SKILLS

- Guided by curiosity in work and school
- Makes connections between cross-disciplinary interests for unique technical solutions
- Assesses the big picture and is careful of details at the same time
- Focuses on projects intensely for long periods
- Passionate about building a future using technology and AI ethically and creatively to help all people

TECHNICAL EXPERIENCE

- Programming languages: HTML, Python, Javascript, R
- Workplace tools: Google Workplace, iWork, Slack, Microsoft Office

RELEVANT EXPERIENCE

Apple Genius Bar   Austin, TX

Genius   Nov 2021 – Jul 2023, May 2024 – Aug 2024

- Assisted customers in troubleshooting technical issues, including recovering essential documents and multimedia, to improve customer experience
- Increased understanding of Apple hardware and software for repairs and updates

MonkeyRun   Austin, TX

App Creator   May 2022 – Feb 2023

- Created app game useable by people with low vision or blindness to increase accessible entertainment
- Learned coding languages using online resources and trial and error
- Earned $10,390 over two years of app sales

WORK EXPERIENCE

Aramark   Canyon, TX

University Food Prep Assistant   Aug 2023 – May 2024, Aug 2024 – May 2025

ACTIVITIES AND HONORS

Association for Computing Machinery, Secretary   Aug 2023 - present

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Cover Letter Style Guide [MATCH HEADING TO YOUR RESUME]

email@server.com   (###) ###-####

LinkedIn.com/CustomPersonalID   City, ST

Date of letter

Name of recruiter or hiring manager [Mr./Ms. FIRST LAST]
Title of recruiter or hiring manager
Company Name
Company Street Address
Company City, State ZIP

Dear Mr./Ms. LAST NAME:

1st PARAGRAPH – why you are writing, name of the position or role you are seeking, and company or organization; share how you heard about the opening or organization.

MIDDLE PARAGRAPHS – Explain why you are particularly interested in this company – read their mission, vision, and strategic plan to help. Let your passion and purpose for your industry shine through. I.e. share a story about how you found your interest in the industry or a specialty you are particularly interested in. Share one or two qualifications you think would be of greatest interest to the employer and examples from your professional history that give weight to your skills in that area. Indicate any related experience, educational background, or specialized training that might increase your employability and set you apart from other candidates. Explain anything unusual on your resume, i.e. career gaps or industry changes. Then refer the reader to your enclosed resume. If applicable, indicate your willingness to relocate.

LAST PARAGRAPH – close with information on how you plan to follow up. Give an approximate 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 [Optional]

Your typed name

Questions?

WTAMU Office of Career and Professional Development

Classroom Center
CC 113

(806) 651-2345

wtcareer@wtamu.edu

General Tips –

- Write to someone in particular
- Make **zero** grammatical errors – visit the Writing Center (CC 107) for help
- Personalize your content (mention the name of the company or its product as appropriate)
- Use professional format and present a good appearance
- Target YOUR skills and experience as they apply to the job sought
- Define the next step

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Cover Letter Sample: Beatrice Ann Intern

bi999999@buffs.wtamu.edu   (806) 110-0010
LinkedIn.com/CodingBea   Austin, TX

October 12, 2024

Ms. Dorothy Frizzle
Owner
High Tech Texans, LLC.
1245 Flooded Ln.
Houston, TX 72058

Dear Ms. Frizzle:

I am writing to express my strong interest in the internship position at High Tech Texans, LLC. As a sophomore Computer Science major at West Texas A&M University with a focus on Data Science, I am eager to apply my skills and passion for technology in a professional setting.

I am particularly drawn to High Tech Texans, LLC because of your reputation for innovation and your focus on user experience design. I am excited about the opportunity to observe and learn from professional UX designers in a woman-owned business while also applying and expanding my coding skills.

My academic background has provided me with a solid foundation in programming principles and computer organization. I am proficient in several programming languages, including HTML, Python, JavaScript, and R, and I have hands-on experience with various workplace tools such as Google Workplace, iWork, Slack, and Microsoft Office. My time as an Apple Genius further honed my technical troubleshooting skills and deepened my understanding of hardware and software interactions. This experience has instilled in me a strong customer service ethic and the ability to explain complex technical concepts to a diverse audience.

What sets me apart is my practical experience in app development. I successfully created and launched MonkeyRun, an accessible game app for people with low vision or blindness. This project not only showcased my coding skills but also demonstrated my ability to learn independently and create innovative solutions to real-world problems to help support the people in our community.

As a dedicated and curious individual with a passion for using technology to improve people's lives, I believe I would be a valuable addition to your team. I am eager to contribute my skills, learn from your experienced professionals, and help drive innovation at High Tech Texans, LLC. Thank you for considering my application. I will reach out on October 19th to confirm receipt of my application and provide any other needed information.

Sincerely,

Bea Ann Intern

Reference Sheet [Match Header to Your Resume]

email@server.com | YourWebsite.com | linkedin.com/CustomPersonalID | (###) ###-#### | City, ST

REFERENCES

Name of reference #1
Official title (current role)
Name of current Company or Organization
Relationship to you [supervisor, colleague, etc.]
(###) ###-####
email@company.com

Name of reference #2
Official title (current role)
Name of current Company or Organization
Relationship to you [supervisor, colleague, etc.]
(###) ###-####
email@company.com

Name of reference #1
Official title (current role)
Name of current Company or Organization
Relationship to you [supervisor, colleague, etc.]
(###) ###-####
email@company.com

How to Submit:
Each company wants references at a different point in the process. Prep your list with other job materials so they are ready to go.

Submission requests may be:

1) Part of an online application fillable form – copy and paste information to prevent errors

2) Part of an online application upload requirements – upload as a PDF

3) At the interview – always print and take copies with you

4) After a job offer – email as a pdf when requested

General Tips –

- If the job post instructs you to list a certain number of references, **provide that exact number**, otherwise, you will typically provide 3 – 5.

- Don't use family members as references. Consider previous supervisors, professors, etc.

- ASK your references if they can give you a **positive reference** before listing them on your references page.

- List your most relevant references first.

- Use professional format and present a good appearance

- 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.

- 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. And let them know when you accept a job.

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Graduate School Application Checklist

Job searching can feel overwhelming. 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. Start checking off as many of these activities as you can, and you'll find yourself on the way to a great opportunity.

Support for every phase of job searching is available in the Office of Career and Professional Development (OCPD)…and you don't have to do it all during business hours. Start by checking our website (www.wtamu.edu/career).

Know yourself.

	Identify personal strengths. (www.wtamu.edu/buffstrong)
	Meet with a Strengths coach to learn how to share personal strengths during the job search. (wtcareer.12twenty.com/login)
	Complete the YouScience assessment to learn more about personality, interests, and values. (signin.youscience.com)
	Meet with a career coach to explore YouScience results and possible careers
	Identify three graduate degrees based on personal strengths and attributes.
	Meet with a trusted mentor or advisor to discuss next steps in your academic and career journey.

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

	Research potential graduate degree plans and the types of careers they often lead to – narrow down to a single graduate degree you will pursue. Revisit your YouScience results to help. (signin.youscience.com)
	Research universities that offer the degree program and assess for fit based on location, time frame, cost, faculty engagement, etc.
	Identify at least 5 programs you are interested in applying to.

Get ready for the search.

	Activate account and complete profile in Career Connections. (wtcareer.12twenty.com/login)
	Connect with OCPD on social media to see events & opportunities. (Facebook, Instagram - WTCareer)
	Complete standardized tests required.
	Draft CV and personal statements. Use WT Writing Center to proof personal statements.
	Schedule a CV Review appointment with OCPD. (wtcareer.12twenty.com/login)
	Request copies of transcripts from colleges and universities.
	Prepare a portfolio or gathered work samples to highlight experience, skills, and talents.
	Develop a professional introduction, AKA 30-second elevator pitch.
	Identify professionals who attended the schools you are applying to for an informational interview. (Learn more at www.wtamu.edu/career → Career Exploration → Informational Interviewing)
	Identify at least three individuals who will serve as references and ask for recommendation letters.
	Develop interview skills by practicing responses to typical interview questions and preparing good questions to ask the employer during the interview.
	Complete a mock interview. (www.wtamu.edu/career → Scroll down → Mock Interview Program)
	Shop for interview clothing that is appropriate for industry. (Schedule a visit to the Professional Clothing Closet for 1 free outfit per semester at wtcareer.12twenty.com/login)
	Set up voicemail and have a professional message in case an employer calls.
	Set up a neutral/professional email address to share with universities.
	Prepare with experience through related part-time jobs, internships, and projects. (Learn more at www.wtamu.edu/career → Job Search → Internship Information)

Start searching.

	Attend Graduate & Professional Schools Fair. (www.wtamu.edu/career → Job Search → Job Fair & EXPO Information)
	Create a LinkedIn profile, follow faculty and universities of interest, develop a list of potential networking contacts, and keep in touch with them. (www.linkedin.com)
	Set up a schedule to make regular progress on submitting applications with time to tailor CVs and personal statements, informational interviews, networking, and application submission.
	Follow up with graduate programs after submitting applications.
	Send thank you letters or emails to every person who interviews me.

DON'T LET ATS DITCH YOUR RESUME

WHY YOU NEED TO KNOW ABOUT APPLICANT TRACKING SYSTEMS (ATS):

- **70-80% of resumes screened by ATS do not meet minimum requirements** and are placed as the lowest priority among competing resumes, so a person may never review them.
- Using the samples in this packet as a guide and following the tips below **will double your chances of getting an interview** for each application.

WHAT IS ATS?

Applicant Tracking Systems streamline the hiring process and are used by many companies and organizations. These systems help to distribute job posts, screen resumes, and serve as a common access point to applications for all staff involved in the hiring process.

You will know an employer uses ATS if the application is highly detailed and asks you to fill out a lengthy application OR if you upload a resume and it auto-populates a form.

FAIL ATS:

- Use templates from Microsoft Word, Google Docs, Canva, online websites, etc.
    - ATS rejects 99% of graphic/highly designed resumes
- Copy and paste extensively from GenAI platforms with no editing or refining
- Use columns without bullet points; use any tables
- Include pictures, icons, or other images

PASS ATS:

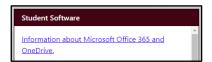- Focus on highlighting knowledge, skills, and abilities (KSAs) through targeted use of **keywords**
    - Include both **technical skills** and **interpersonal competencies**
    - Start each bullet point with an **action verb that connects to the KSA** you are highlighting
    - Recommended content for each bullet point: **performed X to do Y to accomplish Z**
- Include **51% or higher** of the KSAs listed in the job description
    - Job descriptions list **67 KSAs** on average
    - Use GenAI to help you identify and prioritize KSAs for a specific job post
- Use standard section headings to help ATS identify where to sort information – always use the word *experience* for sections like work history and technical skills
- For work history, instead of using *current* or *present* in the date range, list the month and year when you finalize the resume
- Are created in **Microsoft Word** and converted to **PDF** before uploading
    - **HINT:** You can download Microsoft Office for free as a WTAMU student
- Fill out the complete application thoroughly in addition to submitting a resume
- Only use a single font style and do not use more than 3 font sizes

DON'T Forget:

After ATS ranks your resume, it must then appeal to a person. Write with both ATS standards and a knowledgeable supervisor in mind.

Formatting Your Resume Tips

- **Microsoft Word is your friend.** In Buff Connect, you have free access to Microsoft 365, including Word
    a. Save final versions as a PDF before sending to an employer
    b. **Do NOT use Google Docs or Canva**
    c. Steer clear of using templates in any format (you can use the examples at wtamu.edu/resumes – we've made them ATS friendly for YOU!)

- **Change your paragraph settings**: Spacing before/after (0/0), Line spacing (single),

- **Select an appropriate font** (Garamond, Arial, Calibri, Helvetica, Georgia, Cambria, TNR, Avenir)
    a. Fonts: 1-2 fonts total
    b. Font sizes: No more than 3 sizes throughout your document

- **Create your Headline**:
    a. Add your Name (in the biggest font – typically 18-22-point font); Phone, Email (remove hyperlink) in a smaller font. City/ST and portfolio web address are optional.
    b. If you have a robust LinkedIn profile and/or a professional portfolio, consider linking those in your header as well. (Be sure to create and use a custom short link in your LinkedIn profile.)
    c. Your header can be all center aligned, or a combination of left and right aligned. Whatever you decide. Here are some examples:

Bucky Buffalo
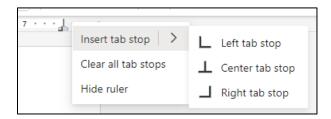Canyon, TX | bbuffalo@wtamu.edu | 806.651.2345

Bucky Buffalo
bbuffalo@wtamu.edu | 806.651.2345

- **Add lines** – shortcuts may not work on all Microsoft versions (these can be used in your header, as shown above, and/or in your section headers):
    a. For single line, type three hyphen keys --- and hit Enter
    b. For a single bold line, type shift + three hyphen keys (or three underscore strokes) ___ and hit Enter
    c. For a double line, type three equal signs === and hit Enter
    d. For a single line, thick line, single line, type three hashtag signs ### and hit Enter

- **Section Headings**: 14-point font – Bold, maybe underlined

- **Text**: 10 -12-point font

- **General Formatting**:
    o **No pronouns** (I, me, my, you) **or punctuation**, other than a comma or semicolon, anywhere (except for your objective statement if you chose to have one)
    o 1 full page. Margins: as small as .5" all the way, but the page must look full.
        ▪ 2nd page allowed if you have worked professionally for 5 or more years.
    o Use all the space on a line. Consider things left and right aligned.
    o Use all caps section headings, bullet points, bold and italics, and spacing to help eyes skim quickly.

- o Everything is in reverse chronological order (current first followed by events that happened in the past)

- **Use Tab Stops** (this allows you to fit more information into one line without using the space bar or multiple tabs to move information to the right):
  - o On Microsoft Word Desktop App:
    - Click View, click the box to show the ruler.
    - Click the "L" on the top left corner.
      - When you click it, it moves shapes: the L is the left tab, the upside-down T is the center tab and the backwards L is right aligned.
      - Select the tab you want to edit and then click on the ruler where you want it to align.

  - o On Microsoft Word 365:
    - Click View, click the box to show the ruler.
    - Place your cursor on the line you wish to work on.
    - On the ruler, on the right side, click once to see this menu.
    - Click > after "Insert tab stop" then select the tab stop you wish to use.
  - o Example:

West Texas A&M University	Canyon, TX
Bachelor of Science, Chemistry, GPA 3.98/4.00	May 202#

- **Create SEPARATE files**, with the exact same headline, for your:
  - o Resume
  - o Cover Letter
  - o References

- **Always save as a Word document AND as a PDF**!
  - a. **You'll ALWAYS turn in the PDF.** The word document is just for you to use to edit.
  - o Consider saving your documents the following: (First initial Last name)(file type)(company)
    - For example: BBuffalo.resume.DreamersCompany *OR* BBuffalo_References_DreamersCompany
    - Pick a style that works for you and be consistent.

- **Bonus Pro-Tips:**
  - a. Create a "master resume" with everything you do at each position and the value/impact you've brought to the position.
    - i. You'll thank us later. We promise, in a few years, you won't remember everything you were doing this year.
    - ii. More importantly, this allows you a "bank" of bullet points to chose from and customize when applying for a variety of positions.
    - iii. You'll NEVER turn this resume in. It's just for you, so don't worry about the length.
    - iv. Don't forget to add certifications, honors, professional development as well!
  - b. Save a copy of every job description you apply for along with the resume you created for that position. Companies will remove them off websites when they close the position. When they call for an interview, it will give you great hints about what to expect in an interview!

GATHER INFORMATION
PART I

WHICH TYPE OF RESUME WILL YOU CREATE TODAY?
☐ Tailored
☐ Industry

NAME YOU WILL USE PROFESSIONALLY: _____

PROFESSIONAL EMAIL: _____

PHONE NUMBER: _____

HOME CITY, STATE: _____

WEBSITE ADDRESS: _____

LINKEDIN ADDRESS: _____

EDUCATION DETAILS:

1. _____   _____
   University or college name   **Location City, State**

   _____ _____ _____
   Degree (Bachelor of...), Major, Minor **GPA (>3.0)** **Date Graduated or Graduating**

2. _____   _____
   University or college name   **Location City, State**

   _____ _____ _____
   Degree (Bachelor of...), Major, Minor **GPA (>3.0)** **Date Graduated or Graduating**

3. _____   _____
   University or college name   **Location City, State**

   _____ _____ _____
   Degree (Bachelor of...), Major, Minor **GPA (>3.0)** **Date Graduated or Graduating**

WRITE AN IMPACTFUL OBJECTIVE

FILL IN THE BLANKS

_____ pursuing the position of

Descriptive noun phrase

with   and aiming to

_____   _____
Job title or type   Company name or industry

leverage _____ and _____

Knowledge/skill/ability   Knowledge/skill/ability

to contribute to the _____.

type of work or culture

EXAMPLES:

- Motivated biology graduate pursuing research assistant position in molecular biology laboratory.

- Recent finance graduate aiming to leverage quantitative analysis abilities in an investment banking role.

- Aspiring software developer eager to contribute to innovative projects in a dynamic tech environment.

- Recent animal science graduate seeking quality assurance role in food production to apply knowledge of food safety and product development.

THE GREEN SHEET:
COMMUNICATE YOUR STRENGTHS

1. CLIFTONSTRENGTHS

List words and phrases that resonate with you from your **CliftonStrengths** report and **Strengths Language for Resumes** chart.

2.YOUSCIENCE

List words and phrases that responate with you from your **YouScience** report.

3. NACE CAREER COMPETENCIES

Review **Competencies for a Career-Ready Workforce** and consider how confident you feel for each.

Then, list the **8 competencies** from highest to lowest confidence. **Circle the top 3** to use when drafting a professional profile.

5. COMMUNICATE YOUR STRENGTHS

Select a strength, aptitude, value or competency to help you succeed in your industry. You may combine related traits.

Start with an action verb and draft a bullet point

4. PROFESSIONAL VALUES

Complete the **Dare To Lead values** exercise in this packet.

Then, list the **5 values** you selected, starting with the most important one.

Strengths Language for Resumes

Column 1

	Descriptors	Who am I?
Achiever	driven	laborer
	diligent	worker
	self-motivated	producer
	productive	doer
	ambitious	completer
	independent	finisher
Activator	influential	catalyst
	action-oriented	initiator
	initiating	starter
	fast	originator
	dynamic	influencer
Adaptability	flexible	early adopter
	responsive	follower
	easygoing	
	present	
	in the moment	
	spontaneous	
	agreeable	
Analytical	objective	measurer
	number-oriented	counter
	data-driven	fact-finder/user
	questioning	observer
	scientific	
Arranger	flexible	orchestrator
	interactive	coordinator
	collaborative	multi-thinker
	multi-thinking	enlister
	configuring	
	resourceful	
Belief	certain	contributor
	stable	believer
	principled	altruist
	passionate	
	committed	
Com	decisive	leader
	clarifying	driver
	driven	clarifier

Column 2

	Descriptors	Who am I?
	persuasive	persuader
	assertive	
	candid	
Communication	presenting	presenter
	transparent	conversationalist
	interactive	storyteller
	conversational	writer
	expressive	
	captivating	
	entertaining	
Competitio	winning	winner
	measuring	
	aspiring	
	driven	
	goal-oriented	
Connectedness	integrating	integrator
	seeking	bridge-builder
	comforting	unifier
	perceptive	social advocate
	counseling	seeker
	listening	
Consistency	fair	
	compliant	
	consistent	
	practical	
	efficient	
Context	orienting	framer
	perceptive	recorder
	highlighting	
	collecting	
	studious	
Deliberative	careful	risk-assessor
	conservative	planner
	thoughtful	
	serious	
	confidential	
	observant	
	vigilant	
Devel	patient	coach
	perceptive	mentor
	effective	encourager

Column 3

	Descriptors	Who am I?
	encouraging	
	investing	
	observant	
	growth-oriented	
	helpful	
Discipline	detail-oriented	organizer
	organized	planner
	efficient	self-controller
	meticulous	structurer
	structured	
	neat	
	timely	
	planned	
Empathy	listening	confidant
	expressive	expresser
	aware	sage
	intuitive	listener
	confidential	resonator
	helpful	
Focus	goal-oriented	concentrator
	persevering	director
	driven	guide
	efficient	goal setter
	progress-aware	
	selective	
	distraction-averse	
Futuristic	creative	forecaster
	inspiring	visionary
	vivid	predictor
	anticipating	imaginer
	imaginative	anticipator
	expressive	
	communicating	
	perceptive	
	future-oriented	
Harmony	practical	mediator
	concrete	negotiator
	collaborative	arbitrator
	agreeable	ambassador
	task-oriented	diplomat
		pragmatist

Ideation

Descriptors	Who am I?
	peacemaker
spontaneous	inventor
creative	creator
innovative	designer
collaborative	artist
artistic	innovator
insightful	brainstormer
resourceful	novelist

Descriptors	Who am I?

Includer

Descriptors	Who am I?
accepting	acceptor
tolerant	inviter
interactive	assimilator
perceptive	barrier-buster
others-oriented	
welcoming	
integrating	

Individualization

Descriptors	Who am I?
aware	customizer
perceptive	observer
people-oriented	acceptor
strengths-oriented	
fair	
accurate	
insightful	
diverse	

Input

Descriptors	Who am I?
resourceful	collector
collecting	absorber
inquisitive	curator
utility-aware	circulator
generous	
well-read	
knowledgeable	
investigative	

Intellection

Descriptors	Who am I?
introspective	thinker
intellectual	philosopher
philosophical	discussant
in-depth	writer
reflective	blogger
thinking	
driven	

Learn

Descriptors	Who am I?
curious	student
interested	explorer
inquisitive	discoverer

Maximizer

Descriptors	Who am I?
open-minded	self-helper
studious	continuous-improver
passionate	expert
competent	
selective	leader
strengths-oriented	driver
quality-oriented	clarifier
results-oriented	persuader
discriminating	challenger
sorting	quality controller

Positivity

Descriptors	Who am I?
fun	energizer
optimistic	optimist
hopeful	encourager
generous	influencer
enthusiastic	performer
energetic	celebrator
joyful	recognizer
influential	enthusiast
lighthearted	promoter

Relator

Descriptors	Who am I?
friendly	friend
caring	loyalist
authentic	caretaker
genuine	
transparent	
truthful	

Responsibility

Descriptors	Who am I?
diligent	owner
conscientious	committer
loyal	servant
driven	responder
dependable	volunteer
serious	
committed	
responsive	
independent	

Restorati

Descriptors	Who am I?
problem-oriented	fixer
driven	troubleshooter
investigative	investigator
responsive	rehabilitator

Self-Assurance

Descriptors	Who am I?
insightful	
independent	influencer
certain	director
confident	risk-taker
self-aware	leader
self-sufficient	
instinctive	
stable	
persistent	

Significance

Descriptors	Who am I?
credible	performer
successful	seeker
visible	
influential	
desirous	
independent	
professional	

Strategic

Descriptors	Who am I?
creative	selector
clear	thinker
option-aware	strategist
intuitive	sorter
future-oriented	evaluator
anticipating	pathfinder
selective	planner
thoughtful	
insightful	

WOO

Descriptors	Who am I?
charming	socializer
interactive	conversationalist
socially proactive	greeter
influential	engager
outgoing	initiator
gregarious	networker
engaging	prospector
initiating	
socially energetic	

you science

Your brain. Your magic. Your results.

- Career exploration
- Deciding a major
- Language to use in your resume, cover letter, scholarship essays and more
- Personal development
- Learn how to say what makes you AMAZING

Get Started

go to **signin.youscience.com** and sign in with your student email.

Explore YOU!

After you finish the assessment, schedule a YouScience Exploration and Follow Up appointment in Career Connections to dive into your results!

Competencies for a Career-Ready Workforce

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.

What Is Career Readiness?

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

naceweb.org/career-readiness-competencies

NACE
NATIONAL ASSOCIATION OF
COLLEGES AND EMPLOYERS

List of
VALUES

Instructions:
- Have a pen or highlighter
- Set a timer for 60 seconds and press start
- Choose **5 values** that you connect with most strongly
- Add your own if you don't see one you want to include

Accountability	Ethics	Kindness	Self-respect
Achievement	Excellence	Knowledge	Serenity
Adaptability	Fairness	Leadership	Service
Adventure	Faith	Learning	Simplicity
Altruism	Family	Legacy	Spirituality
Ambition	Financial stability	Leisure	Sportsmanship
Authenticity	Forgiveness	Love	Stewardship
Balance	Freedom	Loyalty	Success
Beauty	Friendship	Making a difference	Teamwork
Being the best	Fun	Nature	Thrift
Belonging	Future generations	Openness	Time
Career	Generosity	Optimism	Tradition
Caring	Giving back	Order	Travel
Collaboration	Grace	Parenting	Trust
Commitment	Gratitude	Patience	Truth
Community	Growth	Patriotism	Understanding
Compassion	Harmony	Peace	Uniqueness
Competence	Health	Perseverance	Usefulness
Confidence	Home	Personal fulfillment	Vision
Connection	Honesty	Power	Vulnerability
Contentment	Hope	Pride	Wealth
Contribution	Humility	Recognition	Well-being
Cooperation	Humor	Reliability	Wholeheartedness
Courage	Inclusion	Resourcefulness	Wisdom
Creativity	Independence	Respect	
Curiosity	Initiative	Responsibility	*Write your own:*
Dignity	Integrity	Risk -taking	_____
Diversity	Intuition	Safety	_____
Environment	Job security	Security	_____
Efficiency	Joy	Self-discipline	_____
Equality	Justice	Self-expression	_____

TAILOR YOUR RESUME FOR AN ORGANIZATION OR INDUSTRY

KNOW THE INDUSTRY

Resource	Link	Helpful tips
YouScience	SignIn.YouScience.com	Use **Buff student email** to create account. Must complete assessment; then browse **Find Best Fit Careers.**
O*NET Online	OnetOnline.org	Search by job title or browse by career cluster. Select **custom** in a career summary page, choose **skills, abilities, knowledge, and education**, then click **GO.**
Occupational Outlook Handbook	bls.gov/ooh	Search by job title or browse by career cluster. Read **What They Do** for core job qualifications.
Career OneStop: Competency Model Clearinghouse	CareerOneStop.org/CompetencyModel	Browse under **Industry Models**. Interactive – click the competency for specifics.
Career OneStop: Professional Association Finder	CareerOneStop.org/Toolkit/Training/find-professional-associations.aspx	Think of industry and occupation as synonyms to cast a wide net. Many professional organizations offer job boards for members!

KNOW THE COMPANY

Resource	Link	Helpful tips
Organization's website!	Google it	Read through mission, vision, and strategic plans.
Better Business Bureau	BBB.org	Read reviews and look at ranking.
Glassdoor	GlassDoor.com	Read reviews from current and previous employers.
LinkedIn	LinkedIn.com	Follow the company profile. Look for WTAMU alumni that work[ed] there. Browse profiles for current employees.

WHAT IS A CAREER CONVERSATION?

A career conversation, also known as an informational interview, is a meeting or discussion where a person seeks insights, advice, and information about a particular career field, industry, or organization from someone already established in that area.

The primary purpose is to gather **first-hand knowledge and perspective** rather than to secure a job. These conversations allow the inquirer to:

1. Learn about day-to-day responsibilities in a specific role
2. Understand industry trends and challenges
3. Gain advice on career paths and skill development
4. Expand their professional network
5. Get a realistic view of the work environment and culture

These interviews are typically informal and can occur in person, over the phone, or via video call. They're valuable for career exploration, decision-making, and building professional relationships.

To schedule a career conversation:

1. Find interesting people in your industry or targeted organization through:
   - Existing in-person network
   - LinkedIn network and searching
   - Other social media
2. Make a list of professionals with the experience and connections you are interested in
3. Contact: prioritize phone calls if possible, then email, then DMs
   - Introduce yourself and include your connection to the person
   - Ask for a 15-minute meeting
   - Share why you are interested in learning from them
   - If they don't respond, following up once is okay. Then move on.
4. Prepare questions ahead of time
   - Examples include:
     - What are your main responsibilities?
     - What as a typical day or week like for you?
     - What skills/Qualities are most important for success in this role/field?
     - What do you wish you would have done in college to make yourself more prepared for this role?
5. Dress professionally and be on time
   - Plan ahead and if you need help with an outfit, schedule an appointment to visit our Career Clothing Closet
6. Follow up with a thank you note and add them to your contacts and LinkedIn network

Action Verbs to Help Your Skills Shine

Accomplishment Verbs

achieved	***earned**	**expanded**	improved	**pioneered**
reached	reduced (losses)	**resolved (problems)**	restored	**spearheaded**
succeeded	**surpassed**	**transformed**	**unified**	

Accounting and Finance Verbs

administered	allocated	**analyzed**	appraised	**audited**
balanced	budgeted	**calculated**	**computed**	**developed**
forecasted	**managed**	**marketed**	**planned**	projected
recovered	researched			

Adaptability Verbs

accommodated	**adapted**	**adjusted**	**changed**	**coped**
embraced (challenges)	**experimented**	**improvised**	**integrated**	**managed (conflict)**
navigated	**overcame**	**prioritized**	**recovered**	
remained flexible	**transformed**			

Clerical or Detail Verbs

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

Coachability Verbs

accepted (constructive criticism)	**accepted responsibility**	**considered**	**grew**	**learned**
managed (expectations)	**respected**	**responded (to input)**	**reflected**	**took direction**
took ownership				

Communication Verbs

addressed	**answered**	arbitrated	**articulated**	arranged
authored	**briefed**	**bridged**	**built (relationships)**	**campaigned**
coached	**collaborated**	**committed**	**composed**	convinced
conferred	**conveyed**	**corresponded**	counseled	**debated**
defined	demonstrated	**described**	**developed**	**directed**
discussed	disseminated	**drafted**	**documented**	**edited**
enlisted	**enlivened**	**expressed**	**facilitated**	**formulated**
ignited	**illustrated**	**influenced**	**informed**	**instructed**
interpreted	interviewed	**lectured**	**listened**	**lobbied**
mediated	moderated	**negotiated**	**participated**	**persuaded**
prepared	**presented**	presided	**promoted**	publicized
reconciled	recruited	**reviewed**	**spoke**	**summarized**

*Words in bold are highly recommended for ATS review.

translated	wrote			

Creative Verbs

acted	**conceptualized**	**created**	**customized**	**designed**
developed	**directed**	**established**	fashioned	**forged**
founded	**illustrated**	**initiated**	instituted	**integrated**
introduced	invented	originated	performed	**piloted**
pioneered	**planned**	**revitalized**	**shaped**	

Helping Verbs

advocated	**assessed**	**assisted**	**cared**	**clarified**
coached	**considered**	counseled	demonstrated	diagnosed
educated	empathized	**encouraged**	**expedited**	**facilitated**
familiarized	**guided**	**listened**	**mentored**	**motivated**
referred	rehabilitated	**related**	represented	**respected**
supported	**sympathized**	**understood**		

Initiative

arranged	**conceived**	**created**	**dedicated**	**designed**
developed	**devised**	**enabled**	enhanced	**ensured**
formulated	**initiated**	invent	**innovated**	originated
packaged	prepared	produced	**reached**	**refined**
reshaped	**resolved**	**solved**		

Instruction + Teaching Verbs

adapted	**advised**	**clarified**	**coached**	communicated
coordinated	demystified	**developed**	**enabled**	**encouraged**
evaluated	explained	**facilitated**	**guided**	**informed**
instructed	**persuaded**	**set (goals)**	stimulated	**trained**

Leadership & Management Verbs

accelerated	**administered**	**analyzed**	**assigned**	attained
chaired	conducted	consolidated	**contracted**	controlled
coordinated	**delegated**	**developed**	**directed**	**elected**
employed	**empowered**	**enacted**	**endorsed**	**engaged**
envisioned	**evaluated**	exceeded	**executed**	**expanded**
explored	**facilitated**	**fostered**	**furthered**	grouped
guided	headed	**hired**	implemented	**improved**
increased	**initiated**	**inspired**	instituted	**learned**
led	**leveraged**	maintained	**managed**	**marketed**
mastered	**mentored**	monitored	**motivated**	obtained
officiated	**organized**	**oversaw**	performed	**planned**
prioritized	produced	**promoted**	recommended	reduced
repositioned	retained	**reviewed**	revised	**scheduled**
strengthened	**supervised**	trimmed	turned around	undertook

Organization & Implementation

advised	**analyzed**	arranged	budgeted	cataloged
collaborated	consulted	compared	**compiled**	completed
computed	decreased	distributed	enlarged	**examined**
expanded	**facilitated**	generated	**improvised**	increased
indexed	**leveraged**	**modified**	**orchestrated**	**oversaw**

*Words in bold **are highly recommended for ATS review.**

redesigned	reorganized	restructured	revamped	reviewed
revised	scheduled	sponsored	strengthened	synthesized
systematized	updated	verified		

Problem-Solving + Critical Thinking

accomplished	assured	awarded	balanced	charted
closed	corrected	determined	diverted	eliminated
evaluated	handled	identified	improved	investigated
mapped	mediated	negotiated	pioneered	proposed
recruited	refocused	resolved	satisfied	simplified
sorted	streamlined	strengthened	surpassed	

Promotion & Sales

advertised	convinced	generated	improved	increased
influenced	launched	marketed	persuaded	promoted
recommended	represented	secured	sold	targeted

Research & Development

analyzed	automated	clarified	classified	collected
designed	determined	developed	diagnosed	differentiated
equated	evaluated	examined	experimented	extracted
identified	inspected	interpreted	interviewed	invented
investigated	merged	optimized	organized	related
researched	reviewed	searched	solved	structured
summarized	synthesized	systematized	surveyed	theorized

Technical + Technology Verbs

assembled	built	calculated	coded	compiled
computed	customized	designed	devised	engineered
fabricated	installed	interfaced	maintained	modeled
networked	operated	overhauled	programmed	remodeled
repaired	solved	tested	upgraded	

Teamwork Verbs

aided	aligned	assisted	collaborated	contributed
cooperated	enabled	encouraged	exchanged (ideas)	facilitated
gathered	guided	harmonized	incorporated	mentored
participated	partnered	resolved	shaped	supported
teamed				

Time Management Verbs

delegated	expedited	managed (competing priorities)	met (deadlines)	multi-tasked
organized	planned	prioritized	scheduled	set (goals)s
strategized				

*Words in bold **are highly recommended for ATS review.**

THE PINK SHEET:
COMMUNICATE EXPERIENCE TO EMPLOYERS

1. LIST KSA EXPERIENCE

Role: Consider **one** job, internship, course, or volunteer experience.

Then, list the **major knowledge, skills, and abilities (KSAs)** you used and/or developed in that role.

Role: _____

2. LIST KSAS EMPLOYER WANTS

Tailored Resumes: List required or preferred KSAs for a job description you are applying for or interested in.

Industry resumes: Search for a relevant job title in O*NET Online (OnetOnline.org) and write the skills and abilities listed in the summary.

Job Title: _____

3A. CONNECT PREVIOUS EXPERIENCE TO JOB NEEDS

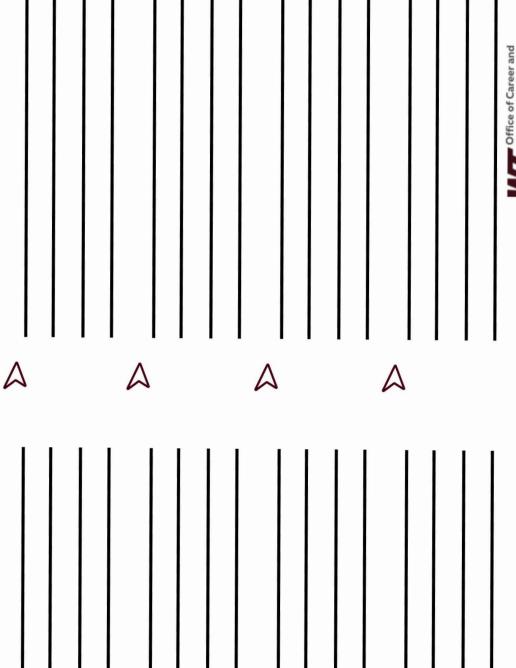For each KSA listed on the left, draw a line to any KSAs it meets on the right.

4. PROVE EXPERIENCE TO EMPLOYERS

Write a bullet point for your resume using the formula: **Action verb + what + why**

Use the **Action Verbs to Help Your Skills Shine** handout along with descriptive words from your examples on the left to help describe the knowledge, skill, or ability the employer is seeking in a way that is unique to you.

3B. IDENTIFY EXAMPLES OF KSAS

For one line you drew, think of a **specific example** from a previous role that demonstrates how you meet KSA employer is seeking.

List examples with as much detail as possible.

GATHER INFORMATION
PART II

PROFESSIONAL EXPERIENCE

1.

☐ Paid

☐ Unpaid

_____
Company/organization name

_____
Job title/role

_____
Location City, State

_____
Dates employed (month/year)

2.

☐ Paid

☐ Unpaid

_____
Company/organization name

_____
Job title/role

_____
Location City, State

_____
Dates employed (month/year)

3.

☐ Paid

☐ Unpaid

_____
Company/organization name

_____
Job title/role

_____
Location City, State

_____
Dates employed (month/year)

4.

☐ Paid

☐ Unpaid

_____
Company/organization name

_____
Job title/role

_____
Location City, State

_____
Dates employed (month/year)

5.

☐ Paid

☐ Unpaid

_____
Company/organization name

_____
Job title/role

_____
Location City, State

_____
Dates employed (month/year)

LIST TECHNICAL SKILLS YOU HAVE A MODERATE TO HIGH CAPABILITY WITH:

Industry tools	Industry technology	Computer Software	Online Platforms	Communication Tools	Other

VOLUNTEER EXPERIENCE:

1. _____   _____
   Company/organization name   **Location City, State**

   _____   _____
   Volunteer role   **Dates volunteering (month/year)**

2. _____   _____
   Company/organization name   **Location City, State**

   _____   _____
   Volunteer role   **Dates volunteering (month/year)**

RELATED COURSEWORK:	PROFESSIONAL AFFILIATIONS:	ACTIVITIES AND HONORS:

Ethical GenAI Use during the Job Search Process

WHY GenAI SHOULDN'T WRITE YOUR RESUME:

- **Employers are checking** – Applicant Tracking Systems (ATS) flag resumes with a majority of content created by AI
- **Stand out from the crowd** – lots of people will have a GenAI bot write their resume and they will all sound the same; use GenAI to enhance, not replace, your voice and authenticity.
- **It's the responsible thing to do** – during the hiring process you are indicating your professionalism, including your integrity and responsibility; every action counts

WHAT IS GenAI?

Generative Artificial Intelligence, or GenAI, are machine systems that can generate new content, including text, photos, video, and audio, based on the instructions or prompts of a person.

GenAI can be a helpful tool in many ways during the job search process. Use it thoughtfully.

EXAMPLES OF GenAI SUPPORT WITH CAREER DEVELOPMENT:

Career Brainstorming

- "What job titles are similar to project manager?"
- "My CliftonStrengths are Individualization, Relator, Empathy, Achiever, and Futuristic. I have been a waitress and a supervisor at a gym. My Bachelor's degree is in general business. What are some job titles I would be successful at and qualified for?"
- "What are the top professional organizations and resources in the environmental science field?"

Resume Drafting

- "List the skills included in this job post and prioritize: [copy and paste full job description into the chat box]."
- "Does this resume do a good job of meeting the qualifications of this job description? [Copy and paste the full text of both into the chat box]
- "Is this CV written in a logical order?"

Interview Preparation

- "What are some likely questions for an in-person interview conducted by the direct supervisor, a lateral colleague, and the CFO of the company for this job [insert job description]?"

- "Ask me each of the following questions and after I have answered all 10, provide feedback on the answers I provided."
- "Summarize the successes and challenges for REI, Inc. in the last 3 years."
- "Summarize the strategic plan for REI, Inc. and highlight any elements that relate to staff development."

Follow-up and Salary Negotiation

- "I am writing a thank you after an interview with Allstate Insurance. This is what I have so far – is there anything else I should include?"
- "What is the median income for entry-level accountants in Amarillo, Texas?"

BEST PRACTICES FOR USING GenAI:

- To maintain your own voice, draft the content in your own voice first and ask GenAI to use the same tone when providing edits
- Fact check information provided by GenAI
- Don't enter any private information into a GenAI bot – the system uses interactions to learn and information will be saved
- Garbage In, Garbage Out – GenAI is only as good as the questions and clarifications you ask
  - Practice writing prompts
  - Ask follow-up questions to refine or clarify
  - Be curious and patient
- Tips for writing good prompts:
  - Be specific about what you are asking
  - Provide context, i.e. "Write in a style appropriate for professional engineers"
  - Ask differently or ask follow-up questions if you are not getting the type of information you expected
- Pay attention to any employer instructions about using AI in job posts

TRY GenAI PLATFORMS:

General

- [ChatGPT](#)
- [Google Gemini](#)
- [Claude](#)

Editing

- [Grammarly](#)