



PROFESSIONAL DEVELOPMENT GUIDE

BECOME
CAREER
READY..



**A message from Angie McAdams, Director of Career Competitiveness and
Ryan Taube, Coordinator of Career Competitiveness**

Dear Averett Online Students,

Your career development journey is in full swing and will continue well beyond graduation. Now is the time to be bold and take advantage of your time at Averett University. Your degree, coupled with career focused activities while a student, will lead you to success in your career. Take advantage of networking opportunities, workshops, and career fairs. Also, visit the CCECC frequently and let us help you polish your resume, develop your personal brand, and so much more. We work with each student to develop highly sought-after career competencies, and we also provide connections to the community, both on and off-campus in a variety of ways that will include volunteerism and service-learning. Let us help you along your journey!

Sincerely,



Angie McAdams
Director of Career Competitiveness



Ryan Taube
Coordinator of Career Competitiveness



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YOUR

CAREER
DEVELOPMENT

JOURNEY

CAREER DEVELOPMENT



RESUME

GUIDELINES



RESUME BEST PRACTICES

Do:

- Design your resume to the position for which you are applying
- Use consistent formatting
- Use a legible font
- Focus on your achievements
- Proofread several times for errors
- Have the CCECC staff review it

Don't:

- Include personal information, such as Social Security number, age, nation of origin, religion, race, gender.
- List unrelated duties (such as opened mail, made copies, etc.)
- Lie or exaggerate your accomplishments
- Use paragraphs

Resume Checklist:

- Is your name and contact information at the top of the page?
- Is your resume catching to the reader's eye? Can an employer learn about you with a quick glance?
- Is your resume specific to the position for which you are seeking employment?
- Is your job experience listed with the most recent work first?
- Do most phrases include action words?
- Is your resume truthful and accurate?



RESUMES AND CURRICULUM VITAE

RESUMES

A resume is a well-developed document that highlights an individual's educational and professional accomplishments. The challenge is to make the resume stand out from the rest by providing clear and concise statements about qualifications and experiences. The document should be no longer than two pages in length.

Do not pay for resume writing samples online or through career-related websites. Please visit the CCECC on campus for free resume assistance and samples.

CURRICULUM VITAE (CV)

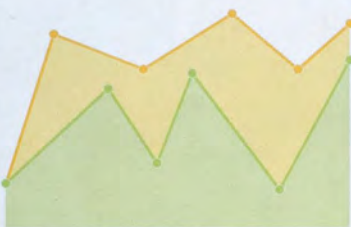
Curriculum vitae are used to apply for an academic or research based position. It provides a summary of your skills and experiences and are at least two to three pages in length. Individuals who have written several publications and are members of professional organizations tend to have longer curriculum vitae. Teaching experience, patents, and research positions are also included on curriculum vitae.

Do not pay for curriculum vitae online or through career-related websites. Please visit the CCECC on campus for free assistance and samples.



Sparkline Charts

Line Chart



Bar Chart



Pie Chart



Easy Pie Charts



HEADING

The heading should include your name, local address, professional email address, and phone number.

PROFESSIONAL SUMMARY

Relevant and appropriate qualifications related to the job the applicant is applying for, directly under the contact information at the top of the document. It summarizes your skill set, achievements, and experiences related to the job opening. Professional summaries benefit non-traditional students or students who are changing career paths.

LIST OF ACTION VERBS FOR RESUMES & PROFESSIONAL PROFILES

Management/ Leadership Skills

administered
analyzed
appointed
approved
assigned
attained
authorized
chaired
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed
directed
eliminated
emphasized
enforced
enhanced
established
executed
generated
handled
headed
hired
hosted
improved
incorporated
increased
initiated
inspected
instituted
led
managed
merged
motivated
organized
originated
overhauled
oversaw
planned
presided
prioritized
produced
recommended
reorganized
replaced
restored
reviewed
scheduled
streamlined
strengthened

supervised
terminated

Communication/ People Skills

addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded
debated
defined
described
developed
directed
discussed
drafted
edited
elicited
enlisted
explained
expressed
formulated
furnished
incorporated
influenced
interacted
interpreted
interviewed
involved
joined
judged
lectured
listened
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted
proposed

publicized
reconciled
recruited
referred
reinforced
reported
resolved
responded
solicited
specified
spoke
suggested
summarized
synthesized
translated
wrote

Research Skills

analyzed
clarified
collected
compared
conducted
critiqued
detected
determined
diagnosed
evaluated
examined
experimented
explored
extracted
formulated
gathered
identified
inspected
interpreted
interviewed
invented
investigated
located
measured
organized
researched
searched
solved
summarized
surveyed
systematized
tested

Technical Skills

adapted
assembled
built
calculated
computed

conserved
constructed
converted
debugged
designed
determined
developed
engineered
fabricated
fortified
installed
maintained
operated
overhauled
printed
programmed
rectified
regulated
remodeled
repaired
replaced
restored
solved
specialized
standardized
studied
upgraded
utilized

Teaching Skills

adapted
advised
clarified
coached
communicated
conducted
coordinated
critiqued
developed
enabled
encouraged
evaluated
explained
facilitated
focused
guided
individualized
informed
instilled
instructed
motivated
persuaded
set goals
simulated
stimulated
taught

LIST OF ACTION VERBS FOR RESUMES & PROFESSIONAL PROFILES

tested
trained
transmitted tutored

Financial/ Data Skills

administered
adjusted
allocated
analyzed
appraised
assessed
audited
balanced
calculated
computed
conserved
corrected
determined
developed
estimated
forecasted
managed
marketed
measured
planned
programmed
projected
reconciled
reduced
researched
retrieved

Creative Skills

acted
adapted
began
combined
conceptualized
condensed
created
customized
designed
developed
directed
displayed
drew
entertained
established
fashioned
formulated
founded
illustrated
initiated
instituted
integrated
introduced

invented
modeled
modified
originated
performed
photographed
planned
revised
revitalized
shaped
solved

Helping skills

adapted
advocated
aided
answered
arranged
assessed
assisted
cared for
clarified
coached
collaborated
contributed
cooperated
counseled
demonstrated
diagnosed
educated
encouraged
ensured
expedited
facilitated
familiarize
furthered
guided
helped
insured
intervened
motivated
provided
referred
rehabilitated
presented
resolved
simplified
supplied
supported
volunteered

Organization/ Detail Skills

approved
arranged
cataloged
categorized
charted
classified
coded
collected
compiled
corresponded
distributed
executed
filed
generated
implemented
incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered
organized
prepared
processed
provided
purchased
recorded
registered
reserved
responded
reviewed
routed
scheduled
screened
set up
submitted
supplied
standardized
systematized
updated
validated
verified

More verbs for Accomplishments

achieved
completed
expanded
exceeded
improved
pioneered
reduced (losses)
resolved (issues)
restored
spearheaded
succeeded
surpassed
transformed
won

SAMPLE SUMMARY

Example #1:

- Career counseling professional with expertise in developing and delivering programs for professional development, resume revisions, and networking best practices. Experienced with employee relations, recruitment, and designing job search strategies for gainful employment. Passionate about helping individuals match their strengths and interests with fulfilling career opportunities. Organized, proactive, effective, and detail-oriented professional with strong communication and interpersonal abilities.

Example #2:

- Detail-oriented, efficient and organized professional with extensive experience in graphic design and marketing. Experience with Adobe Creative Suite, Photoshop, and Microsoft Office Suite in a collaborative team and deadline-drive environment.

Education

- List your degrees in reverse chronological order, with the most recent degree first. Also, include any relevant coursework related to the job you are applying for. If your GPA is a 3.0 or above, include it in this section.

Experience

- List the most recent experience first and include internships, field experiences, volunteer opportunities, and part-time positions. Highlight each section using a strong action verb and do not use personal pronouns.

Leadership and Activities (optional)

- Include any leadership positions within your community, workplace, professional affiliations, or within your program of study.

Academic Projects (optional)

- Students may include any capstone projects, undergraduate thesis projects, and/or presentations at conferences in this section.

ANNA JONES

420 West Main St. • Danville, VA 24540 • 434-791-5600 •
astudent@aumail.averett.edu • <https://www.linkedin.com/in/averettstudent>

Senior Sales Specialist with over 11 years of experience establishing, implementing, and accomplishing sales objectives by developing and executing sales strategies/directives and planning and managing activities. Keen ability to generate sales and profitability based on analysis of markets, sales methods, costs, and results and initiating improvements and changes. Background in serving as first-point-of-contact, developing and maintaining industry relationships, and interfacing with clients. *Areas of Expertise include:*

- | | | |
|-----------------------------------|------------------------------------|------------------------|
| ✓ Negotiations | ✓ Research/Analysis | ✓ Lead Generation |
| ✓ Sales/Marketing Strategy | ✓ Process Improvement | ✓ Inside Sales Support |
| ✓ Problem Solving/Decision Making | ✓ Contract Management | ✓ Customer Service |
| ✓ Custom Sales Solutions | ✓ Team and Infrastructure Building | ✓ Conflict Management |

EXPERIENCE & NOTABLE CONTRIBUTIONS

Company Number One, Inc. • Danville, VA • 2003 to Present

ASSISTANT DIRECTOR OF OPERATIONS

Strong experience negotiating and closing deals, developing and training personnel. Streamline operations via strategic planning and overseeing shipping/receiving, facilities, Human Resources (HR) forecasting, projects, budgets, and inside sales. Boost workflow by delivering targeted purchasing productivity objectives, improving procurement processes, and designing business plans. Gained customer trust and loyalty thereby strengthening, maintaining, and growing relationships with large corporations, academic institutions, and government accounts. Leverages knowledge of customers organizational structure and position to better offer goods and services. Serve as first-point-of-contact between sales representatives, vendors, and customers. Perform administrative duties including maintaining records, facilitating/arranging meetings, proofreading/creating documents and forms, and auditing/correcting issues with account procedures and CRM, a customer management software.

KEY ACCOMPLISHMENTS:

- Drive sales and profitability by 10%+ per development of Key Performance Indicators (KPIs), categories, and sourcing strategies and goals
- Maintain bottom line per negotiation of terms and discounts when delivery is not met and ensuring quotations satisfy statement of work on bids and proposals
- Slash expenses by 10%+ and reduce liability on delivered orders by creating specific documents and language
- Maximize cash flow, expedite customer delivery, achieve highest distribution sales, and increase productivity while minimizing errors

Company Number 2, Inc. • Danville, VA • 2000 to 2002

COLLECTIONS REPRESENTATIVE/LOAN MODIFICATION SPECIALIST

Developed automated reports via Excel to track content information and sales data. Served as valuable team member by assisting colleagues with difficult calls and negotiating amicable solutions for company and customers. Enhanced operations by training department on new computer procedures and the customer rehabilitation and mediation program. Achieved staffing objectives by training new hires and providing tools/knowledge to succeed.

KEY ACCOMPLISHMENTS:

- Managed an average of 500 delinquent accounts monthly via maintenance and active work on portfolio
- Facilitated payment for past-due loans by contacting and collaborating with customers to explore payment options, creating alternative payment schedules, and minimizing repossession

EDUCATION

BBA, AVERETT UNIVERSITY, Danville, VA, Estimated Graduation: Dec 2015

Technical Proficiencies: Salesforce CRM, Quickbooks Manufacturing & Wholesale, Microsoft, Excel, Microsoft Word, Microsoft Powerpoint, Microsoft Access, Microsoft Outlook, Microsoft One Note, Asana Task Management, and Cirrus Insight

Affiliations: Big Brothers of America, Salem Baptist Church Basketball Ministry, and Salem Fields Community Church Technology and Communications Ministry

Samantha Wright

(252) 219-4489 | swright@aumail.averett.edu | <https://www.linkedin.com/in/averettstudent>

Performance-driven and highly motivated business professional with over 5 years of experience in customer service. Highly skilled at completing detailed statistical analyses, designing client/staff surveys, monitoring market trends, and preparing professional presentations. Possess excellent communication skills, strong teamwork abilities, and ability to meet and exceed all company goals and expectations. Seeking an associate level position in customer service, marketing or public relations.

Experience

Carolina Hurricanes

Customer Service Representative

Raleigh, NC

January 2015 to Present

- Help company attain the highest customer service ratings (as determined by external auditors) – earned 100% marks in all categories including communication skills, listening skills, and problem resolution
- Train and supervise new employees to ensure proper customer protocol followed and attain and exceed company standards and expectations
- Provide superior customer service in an efficient and effective manner
- Commended for initiative, persuasiveness, intense customer focus and dependability in performance evaluations

Cisco

Sales Account Representative

Raleigh, NC

January 2014-December 2014

- Exceeded sales goals in 98% of all periods
- On-boarded 6 new sales staff members
- Initiated and developed relationships with new clients. Client list grew by 25% in a 6 month span
- Facilitated real-time communication of all sales goals and initiatives to all stakeholders, both company-wide and external, increasing ROH by 50%

Education

Averett University

Bachelor of Applied Science

Leadership Studies

Danville, VA

Graduated December 2013

Technical Proficiencies: Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Outlook, Salesforce CRM, and Quickbooks

Affiliations: North Raleigh United Methodist Church Youth Group Ministry, Salvation Army and Rise Against Hunger Raleigh

Scott Smith

ssmith@gmail.com

(434) 356-1120

<https://www.linkedin.com/in/scott-smith-3453632>

PROFESSIONAL SUMMARY

Career counseling professional with expertise in developing and delivering programs for professional development, resume revisions, and networking best practices. Experienced with employee-relations, recruitment, and designing job search strategies for gainful employment. Passionate about helping individuals match their strengths and interests with fulfilling career opportunities. Organized, proactive, effective, and detail-oriented professional with strong communication and interpersonal abilities.

EDUCATION

- *North Carolina Central University*, Durham, NC: May 2019
 - Master of Arts in Career Counseling (CACREP accredited) 4.0 GPA
- *Averett University*, Danville, VA: May 2014
 - Bachelor of Arts in Special Education 3.82 GPA

SKILLS AND EXPERTISE

Career and academic plans	Educational research	Student learning assessments
Organizational skills	Ethical practices	Student advocate
Teaching and leadership	Meeting facilitation	Presentation skills

PROFESSIONAL EXPERIENCE

Career Counselor Graduate Intern, Winston-Salem State University

Winston-Salem, NC: Spring 2019 (600+ hours including 240+ direct contact hours)

- Served as a career counselor intern in one-on-one and group sessions with Winston-Salem State University students and alumni
- Assessed individual career development needs of students including the exploration of majors, careers, graduate school options, and job search strategies
- Developed and presented career-related seminars on topics such as resume writing, interviewing, Dress for Success, and networking
- Facilitated outreach to academic departments, student clubs and organizations, student affairs division, and other areas as needed, increasing services and workshop participation

Career Counselor Graduate Intern, Guilford Technical Community College

Jamestown, NC: Fall 2018 (100+ hours including 40+ direct contact hours)

- Provided resume critiques and coaching to students and alumni through email and in-person meetings
- Assisted Career Services staff in event planning, coordination, and execution of multiple events throughout the semester to foster student engagement and development
- Observed and collaborated with career counselors in sessions on subjects including mock interviews, resume and cover letter critiques, and internship and job search strategies
- Assisted students with course selection and registration

Teacher/Leader, Kids Ahead Program

Greensboro, NC: Academic Year 2017-2018

- Supervised and led both academic and recreational activities
- Supported students with school assignments, homework, and projects

MAKE THE MOST OF YOUR PART-TIME POSITIONS

Part-time positions are valuable to many college students resumes. Many skills that students learn such as managing a cash register are transferable to career opportunities after they graduate college. Please see below for example descriptions for many common part-time positions.

Camp Counseling and Childcare

- Planned and implemented educational, social and sports-related activities for children
- Collaborated with other counselors to organize and lead large group social activities
- Multi-tasked to handle the needs of children in ages ranged from 6-13 years

Campus Employment and Involvement

- Collaborated with Student Government Association members to improve student activities on campus
- Monitored dormitory residents of 40 freshmen; providing support and resolving disagreements
- Provided tutoring services to students taking biology, anatomy and chemistry courses

Customer Service

- Managed cash and credit transactions, processed returned items, and handled customer concerns efficiently
- Provided superior customer service in a fast-paced environment while managing time for each guest's needs
- Increased sale percentages by 29% using targeted customer purchasing trends and providing excellent customer service, regularly meeting goals of \$20,000 per month

Food Industry

- Ensured optimal guest experience by seating guests, taking orders, serving dishes, and removing dinnerware efficiently and with a positive attitude
- Consistently achieved above an 18% gratuity percentage
- Recommended dishes based on customer preferences including increasing alcohol sales

Small Business and Entrepreneur

- Launched handmade bracelet company and promoted sales using social media and targeted advertising
- Increased revenue by 25% through existing client referrals to new customers
- Researched social media trends to increase sales and marketing

John C. Smith

420 West Main Street, Danville, VA 24541 | (434) 876-1254 | john.smith@gmail.com

REFERENCES

Name

Title/Position

Organization

Address

Telephone

Email

Name

Title/Position

Organization

Address

Telephone

Email

Name

Title/Position

Organization

Address

Telephone

Email

Reference List Tips:

- Your reference list should match the format of your resume.
- Include 3-5 references on your list
- Make sure to include as much contact information for each reference as possible
- Contact references before sending their contact information to employers
- Reference list should not include family or friends. References should be strictly professional individuals whom you have associated with. This could include faculty, staff, internship supervisors or mentors, community professionals such as pastors, and volunteer coordinators. References should be able to speak to your qualifications and skills relevant to the position you are applying for.

A person with long, dark braids is shown from the chest up, wearing a patterned top. They are sitting at a desk and typing on a silver laptop. The background is slightly blurred, showing a window and some office equipment. The title 'COVER LETTER WRITING' is overlaid on the top half of the image in a green and dark blue banner.

COVER LETTER WRITING



- Use a standard business letter format (see Cover Letter Format and sample cover letters for examples of this). Letters should be typed and almost never longer than one page.
- Analyze announcements first to find requirements and preferences to which you can refer when presenting positive aspects of your background. If details are minimal, try to call for more information or talk to colleagues and contacts to better understand the job.
- Research typical positions in your field so that if no details can be generated, you will still have a set of likely needs and expectations against which to offer your background.
- Never mention your shortcomings or weaknesses, even if the ad says the employer prefers things you don't have. Just stress your positive points without embellishments and let the reader decide whether you have enough to merit an interview.
- If the employer is known to you, do some quick research and incorporate what you have found in the first paragraph. This may convince the employer of your genuine interest.
- Don't forget to have someone critique and proofread your letters for errors. You want the employer to focus on YOU, not on a tYpO.

COVER LETTER 101

Jane S. Doe
420 West Main Street
Danville, VA 24541

May 2, 2019

Jane Smith
Director of Hiring
XYZ Accounting
1234 Any Street
Washington, DC 20005

Ms. Smith:

Please accept this letter of application and resume for the open position of Junior Accountant. I was referred to you by Mr. Bill Jones, a Partner with your Chicago office, who informed me that the Washington D.C. office of XYZ Accounting is actively seeking to hire a quality individual for this position.

I have accounting experience, including interning as an Auditor last summer with the New York City office of Price Waterhouse Coopers and with the Washington DC office of KPMG during the summer of 2015. I will be receiving my BBA this May from Averett University, graduating Summa Cum Laude. I am confident that my combination of practical work experience and solid educational experience has prepared me for making an immediate contribution to XYZ Accounting. Having interned with two leading accounting firms, I understand the level of professionalism, knowledge, and skill required for long-term success in the field. My background and professional approach to business will provide your office with a highly productive Junior Accountant.

Please do not hesitate to contact me with questions. I look forward to the possibility of a meeting so that we may meet to further discuss my background in relation to your needs. Thank you very much for your consideration.

Sincerely,

Jane S. Doe

Senior



THE CENTER FOR
COMMUNITY ENGAGEMENT &
CAREER COMPETITIVENESS

Sample Cover Letter for a Graduating

SAMPLE COVER LETTERS

Megan Williams
200 Main Street, Danville, VA 24541
mwalters@aumail.averett.edu
(434) 454-9877

February 20, 20xx

Mr. John Cashin, Director
Meredith College Office of Career Planning
2nd Floor, Park Center
Raleigh, NC 27607

Dear Search Committee,

I am writing to apply for the Career Development Coordinator position at Meredith College. The job description calls for a strong candidate to assist with the planning and implementation of employer recruiting focused services, programs, and events. The candidate also will serve as the primary point of contact for Handshake and build relationships with students, community partners and outside employer stakeholders.

I received my Master of Arts degree in Career Counseling from North Carolina Central University in May 2019. My masters program required several internships. I interned at Winston-Salem State University in the Career Development Center. My internship responsibilities included participation in and organization of career fairs and on-campus visits with companies. During my internship, I developed relationships with company representatives and provided excellent customer service to stakeholders. I also worked as a career counselor intern at Guilford Technical Community College in the Student Success Center. I helped students improve their resumes and cover letters and guided them through various career assessments.

I interacted with recruiters from First National Bank, Novant Health, Waffle House, and Enterprise Rent-A-Car. I have also interacted with a variety of manufacturing companies to help them locate talent for their hiring needs. My responsibilities included speaking with local business leaders about employing WSSU and GTCC students and updating contact information for local recruiting firms.

Throughout my program, I have utilized student assessment and career development programs such as Myers-Briggs, Focus 2 Career and various learning assessments. I have experience using software for career development and job searching. These programs include Handshake, Optimal Resume, and Campbell Interest and Skills Surveys (CISS). My skill set includes knowledge of student services such as academic advising, resume critiques, mock interviews and accommodations for students with learning disabilities. My internships at WSSU and GTCC have provided me with exposure to and the use of LinkedIn, O-NET and CAREERlink programs.

My experiences in the workplace and the classroom along with my ability to grow within Meredith College makes me a strong asset to the employer relations team. I am looking forward to challenges and embracing new opportunities with a passion. Please feel free to call me to discuss the position further.

Sincerely,

Megan Williams

JOB AND INTERNSHIP SEARCHING



JOB AND INTERNSHIP SEARCHING

Searching for your first job or internship is a time-consuming process. It takes a persistent effort to land your first career or internship. Planning, organization, and patience are all important steps to remember as you begin this next step.

TARGET SPECIFIC JOBS

There are several questions to ask yourself when beginning looking for a job or internship opportunity.

What type of career field are you interested in working in based on your strengths, skills, personality and values?

What skills that you have acquired through your work experience and academic courses are applicable to your desired career?

Where are you interested in residing? Do you prefer living in an urban or rural area? Is the job near your family and friends? If so, how important is this to your career?

What salary range and benefits package are you looking for?

How People Find Jobs

- Word of mouth referrals
- Direct contact with companies
- Advertisements and job listings
- Employment agencies and recruiters
- Personal Connections

UTILIZE CAREER RESOURCES

Utilize resources such as Handshake, LinkedIn, Indeed, Career Builder, Glassdoor & Monster. Visit CareerOneStop, O*NET, and the Occupational Outlook Handbook to learn more about career fields, employment trends, and targeted companies. Another useful resource is to review company websites to learn more about their core values. Companies with a good work environment will make the day-to-day job much more enjoyable.

averett.joinhandshake.com

indeed.com | careeronestop.org | linkedin.com | higheredjobs.com



JOB AND INTERNSHIP SEARCHING

SEARCH JOB POSTINGS

- Career Fairs and Employer Information sessions are a great way to meet company recruiters, and learn more about the company in a face-to-face environment.
- The Handshake Platform includes over 10,000 job and internship postings. Update and log into your Handshake account regularly to see new postings.
- Other popular search engines that post career opportunities include Indeed, Careeronestop and LinkedIn. Highereducationjobs.com is another good website for students looking to find career opportunities in higher education.

JOB SEARCH TIPS

Identify Your Strengths

Reflect on your career accomplishments, successes and experiences. Practice your elevator speech: if you had 30 seconds in an elevator with the head of the company, how would you convince them to hire you? [\(See page 36 for more help\)](#)

Choose Your Next Job Carefully

Think about your best and your worst jobs. Ask yourself what you want in your next opportunity. Search for jobs that match your skills, interests, and values.

Do Research

Reach out to employees at companies to learn about career opportunities before the job is posted. This shows initiative to the prospective employer.

Network Continuously

Tell everyone (family members, friends, former colleagues, etc.) that you are looking for employment opportunities. Join professional organizations to meet other people who may be able to assist you. Try to meet face-to-face with at least three or four people per day. Discuss with them you are seeking advice for your job search. The conversation should be to build a relationship, rather than ask for a job.

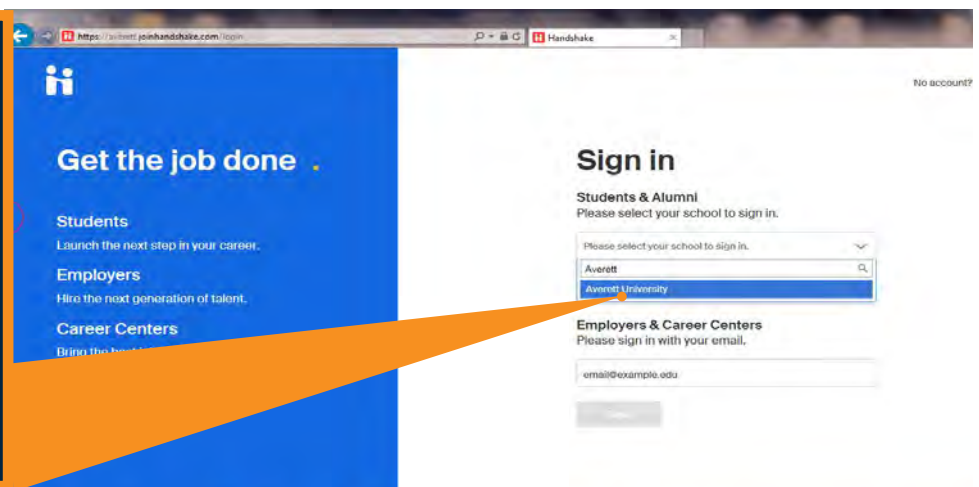
CREATING AN EFFECTIVE PERSONAL PROFILE IN HANDSHAKE



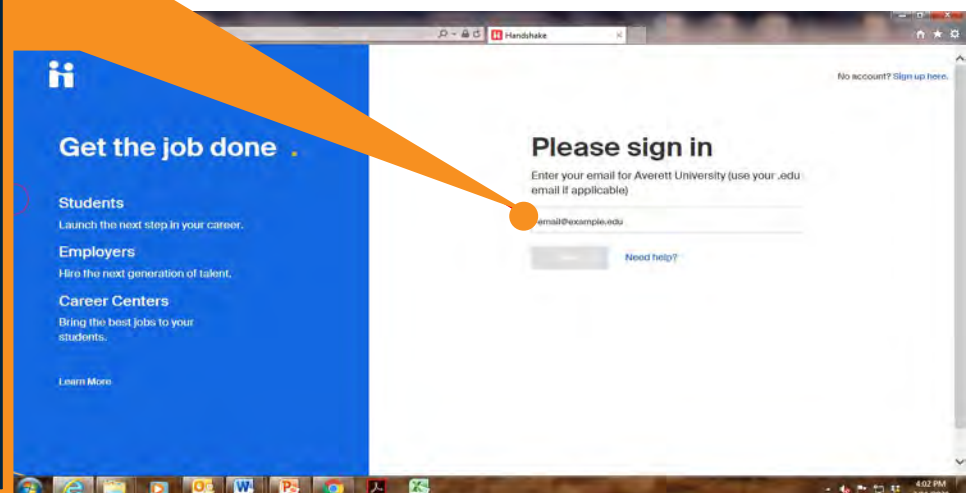
LOGIN

<https://averett.joinhandshake.com/>

Type Averett University in the box.



Use your Averett University email to sign in. Change or set your password as prompted.



HANDSHAKE PROFILE

Tips for Choosing an Appropriate Profile Photo

- Choose a picture in which you are wearing either business casual or business professional clothing
- Do NOT use a selfie!
- If you need a professional head shot, visit the CCECC. We have several workshops each semester.
- A picture of you standing in front of a natural landscape or in front of a building (such as Main Hall) is also acceptable.
- If you choose not to upload a photo, the system will show a gray user

Education

- Information in this section is pre-populated from data in the “My Account” section
- You may add educational experiences or programs including study abroad, continuing education, or prior undergraduate coursework taken at another institution
- Displaying your GPA is optional - if over a 3.0, it is recommended that you choose to show it

Get to Know Me - Short Bio

- This is a short paragraph, comprised of about 500 characters, focused on your personal brand, accomplishments, and ambitions, that gives an employer a feel for what you consider to be most important about yourself in relation to a position you are seeking
- A combination of the “tell me about yourself” question asked during an interview and an elevator speech
- Do not repeat your resume, highlight it instead
- Use the first person (i.e. the pronoun, “I”) - it builds an emotional connection with the reader
- Promote your qualities, such as leadership, passion for collaboration, creativity, and career goals, to display how you can fulfill the needs of a prospective company

Documents

- Upload resumes, cover letters, and more to start applying for jobs and internships
- Build your profile from your resume to avoid retyping everything already written in your resume. Handshake pulls the text from the document and loads it in the appropriate field. You can review and edit the text before posting it

Work Experience and Organizations / Extracurricular Activities

- Work Experience should focus on work, internship, and research experiences
- Organizations / Extracurricular Activities can include volunteer, leadership, research and service learning experiences
- Start each entry with a couple sentences that provide an overview of what the job entailed
- Use action verbs and avoid passive voice e.g. the boy walked the dog vs. the dog was walked by the boy
- Keep the entry clear, concise, and in a consistent tense. Use the present tense when describing a present position and past tense when describing a past experience
- Always lead with your accomplishment

Courses

- The Courses section serves as a way for you to highlight relevant coursework
- Include descriptions of projects that are relevant to the position you are seeking and that you have completed during an internship experience, a class, or while on a previous job
- Good examples of projects to describe include a paper from a writing class or a lab report you completed for a science course project

Projects

- This section serves as a way for you to provide tangible proof of your value in the workplace or classroom
- Include descriptions of projects that are relevant to the position you are seeking and that you have completed during an internship experience, a class, or while on a previous job
- Choose skills acquired from your education, work, or project experience
- Social Links
- Your school email is already populated. You may optionally choose to include a permanent email
- Add links to your Facebook page, LinkedIn profile, and personal website (if you have one)
- Your social media presence is a reflection of you! Be sure that your feeds are free of any potentially incriminating material before including them here make your profile public
- By marking your profile as public, over 250,000 (and counting) employers can search for your skills and experience or message you about job or internship opportunities.
- Click the See Employer View to see what your profile looks like to employers. Like what you see? Employers will too!

TIPS

- Make sure your profile is complete (80%-100% completion score from Handshake) before publishing it for employers
- Fill out all sections: personal statement, work experience, projects, skills
- Check for spelling, punctuation, and grammatical errors
- Stop by the CCECC to have your profile reviewed! A staff member will provide feedback about the effectiveness of your profile and offer suggestions for improvement



LinkedIn

LinkedIn is a professional social network that has grown to over 500 million users. LinkedIn allows users to display their resume, search for jobs, and improve their professional marketability by posting job updates and networking with other professionals. Users can connect with professionals in their career field and share relevant articles.

MANAGING YOUR ONLINE PROFILES

It is important to review your online profiles for professionalism. Many employers will search potential candidates social media before extending a job offer. Students should check their profile's photos, videos, and comments for appropriateness. Users can utilize privacy settings to make their profile unsearchable or not allows public views of posts, pictures and other parts of your profile. You may want to consider deactivating social media accounts while job searching.



YOU CREATED A LINKEDIN PROFILE!...NOW MAKE IT STAND OUT!

DEVELOP YOUR PROFILE

Add important information such as a professional summary, work and volunteer experience, education, skills and endorsements, accomplishments and interests. It is also important to include a professional head shot that should meet five specifications: you are smiling, your photo is from the elbows up, you are looking directly at the camera, your clothing is appropriate to your industry and the photo was taken recently.

CONNECT WITH PEOPLE IN YOUR FIELD

LinkedIn allows users to connect with past and present colleagues, mentors, classmates, and professors. Students who grow their first degree connections with employers and professionals will become more recognizable and searchable.

HIGHLIGHT YOUR ACCOMPLISHMENTS

Students should include any honor societies, student organizations, volunteer opportunities, research fellowships, and academic courses on their profiles. Add a portfolio website link to showcase any multimedia and to make your profile stand out from the rest!

GAIN ENDORSEMENTS

Ask a professor or colleague that can attest to your body of work in an academic setting or volunteer opportunity to leave a reference on your profile. This increases your credibility on the professional network.

ACTIVELY UTILIZE PROFILE

Post and share relevant articles to your career field and join groups in your career field and alumni groups. Group discussion boards also offer insightful conversations with various associations.



NETWORKING & INTERVIEWING



DEVELOP YOUR ELEVATOR SPEECH

An elevator speech is a 30 second snapshot at who you are professionally. You never know who you will meet, so get your speech ready and practice, practice, practice! Use the worksheet below to help develop your speech.

Greeting: My Name is _____

Job and School: I am currently working at _____ as a _____
and I am also pursuing a degree in _____ at Averett University
and I expect to graduate _____.

Type of Experience: I am looking for _____ with my next position.

Strengths: My strengths are _____.

Accomplishments: I have _____

Relevant activities: I am involved in _____, _____, _____.

Key Points:

- Keep your elevator speech short and sweet. 30 seconds or less
- Say who you are, what you do, and what you want to achieve
- Be positive and persuasive- Focus on what you want to do, not what you don't want to do
- Practice your speech in front of family or friends, so you become comfortable with the pitch



Now that you have your elevator speech developed. It is time to get out there and meet some people who can help you get your dream job! Please see below for conversation starters and tips on building your network.

Conversation Starters

- How long have you worked for this organization?
- What do you do in your day-to-day role?
- What do you enjoy most about working for this organization?
- Tell me about your work-life balance
- What advice do you have for someone pursuing your career path?

Building you Network

- On-campus networking
- Student associations and clubs
- Informational interviewing
- Volunteer opportunities
- Professional organizations
- Online networking



JOB INTERVIEW TIPS

Research the Employer Thoroughly and the Requirements of the Job

You should understand the employer, the requirements of the job, and the background of the person or people interviewing you.

Review Common Interview Questions and Prepare your Responses

Pick some possible interview questions you think the interviewer may ask and prepare your responses.

Dress for Success

Plan out a wardrobe that fits the organization and its culture. It is always better to be overdressed than under dressed and wear clothing that fits you. Make sure your clothes are clean and not wrinkled. Keep accessories and jewelry to a minimum.

Arrive on Time

There is no excuse for arriving late to an interview. Try to arrive 15 minutes before your scheduled interview to complete additional paperwork and allow yourself time to get settled. Arriving early allows you to observe the dynamics of the workplace environment.

Be Prepared

The day before the interview, print extra copies of your resume or CV and reference list. If you have a portfolio or samples of your work, bring those with you too. Next, remember to bring several pens and a pad of paper to take notes. Finally, turn off your cell phone when you reach the office.

Make Good First Impressions

An important rule of interviewing is to be polite and offer warm greetings to everyone you meet from the receptionist to the hiring manager. During the interview, keep in mind that first impressions can make or break an interview.

Be Authentic, Upbeat, Focused & Confident

Candidates should respond truthfully to interview questions and provide focused responses that demonstrate your skills and experience. Provide examples of your accomplishments, but keep your responses short and to the point.

Candidates should never speak negatively about a previous employer, boss, or co-worker. The interview is about you and making the case that you are the ideal candidate for the job.

Remember the Importance of Body Language

Candidates who demonstrate poor body language can distract the interviewer. Effective forms of body language include: smiling, eye contact, solid posture, active listening, and nodding. Negative forms of body language include: slouching, looking off in the distance, and fidgeting.

Ask Insightful Questions

Candidates should prepare some questions to ask a few days before the interview. This shows the interviewer that you have done your research and you are genuinely interested in the job opportunity.

Thank Interviewer(s) in Person or by Email

Thank each person who interviewed you before you leave. Candidates should also write thank you emails or notes to the interviewers.



TYPES OF INTERVIEWS

TYPE	WHAT TO EXPECT	TIPS
Telephone Screening Interview	A call from an employer to eliminate candidates based on essential criteria. An employer may call you without an appointment.	Have your job search records organized and handy. Refer to your resume as needed.
In Person Screening Interview	Used instead of a telephone screening interview, but with same basic purpose. Provides an initial impression of your attitude, interest, and professional style.	You may not be meeting with the final decision maker, but don't slack off. Sell yourself as you would in a "regular" interview.
Selection Interview	In-depth questions to evaluate your qualifications for the position and your ability to fit in. There may be more than one interview at this stage.	Establish a connection with everyone you meet (before and after the actual interview). Sell yourself as a natural addition to the team.
Behavioral Interview (also known as a STAR interview -Situation, Task, Action, and Results)	The interviewer will ask questions that require you to describe how you have handled work-related situations. This provides more information about your behavior, personality, and character.	Think of a few examples ahead of time. Use examples that illustrate your skills and give a good impression of you.
Work Sample Interview	Gives you a chance to show samples of work you've done or demonstrate your skills. May be a display of your portfolio or a demonstration of your skills.	Run through different ways to describe the projects in your portfolio. Practice your presentation until it is smooth.
Peer Group Interview	A meeting with your prospective coworkers who evaluate how well you fit in.	Don't forget to smile. It shows confidence.
Candidate Group Interviews	These interviews set two or more applicants against each other as you all will be interviewed at the same time and most likely there are two or more interviewers. All applicants will be applying for the same position. These interviews test your style, professionalism, leadership skills and the ability to function in a group	under pressure. You will be judged on your answers, and how you interact and handle yourself in a group of peers and stressful situations. Don't get stressed out during this interview; you are among the cream of the crop, now you just need to shine above the other candidates.

TYPES OF INTERVIEWS

TYPE	WHAT TO EXPECT	TIPS
Panel or Committee Interview	Three or more people will ask you questions on your qualifications and evaluate how you fit in. It may include other candidates for the position.	Direct your answer to the person who asked the question, but try to maintain some eye contact with all group members. If other candidates are present, introduce yourself and be polite. Volunteer to respond first to a few questions, but do not dominate the entire interview. Compliment another candidate's response and then build on it with your own thoughts.
Luncheon Interview (also known as "The Meal")	Interview conducted in a restaurant to assess how well you handle yourself in social situations.	Pick easy things to eat so you can answer questions and pay attention to the conversation. If the location is a coffee shop, the interviewer is probably looking for a more casual conversation.
Stress Interview	Questions intended to make you uncomfortable and a test how you will handle stress on the job.	Keep your cool and take your time in responding to the questions. Don't take anything personally.
Video Conference Interview (aka Skype or Facetime Interview)	Uses technology for a "person-to-person" interview by video. Allow people from different locations to interview you without traveling.	Practice before a video camera or mirror if facing a camera during an interview makes you nervous. If the employer requests that you interview using an online video chat (such as Skype or Google Chat), do a mock interview with a friend using that technology.



PRACTICE DEVELOPING S.T.A.R RESPONSES

COMMUNICATION

Tell me about a time when you had to use your presentation skills to influence someone's opinion.

Situation _____

Task _____

Action _____

Result _____

TEAMWORK

Tell me about a time you had to work in a team project that went well.

Situation _____

Task _____

Action _____

Result _____

INITIATIVE

Tell me about a time when you had to go above and beyond the call of duty in order to get the job done.

Situation _____

Task _____

Action _____

Result _____

PLANNING

Tell me about a time you had several things on your agenda and you were required to prioritize the tasks.

Situation _____

Task _____

Action _____

Result _____

PROJECT MANAGEMENT

Describe a project that did not have the positive outcome you expected. What would you have done differently given the chance?

Situation _____

Task _____

Action _____

Result _____

STRESS TOLERANCE

Can you think of a time in the past when you have been upset with someone else? What was the situation? What was the outcome?

Situation _____

Task _____

Action _____

Result _____

SAMPLE BEHAVIORAL INTERVIEW QUESTIONS

PRACTICE USING THE STAR METHOD ON THESE COMMON BEHAVIORAL INTERVIEWING QUESTIONS

- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give me a specific example of a time when you used good judgment and logic in solving a problem.
- Give me an example of a time when you set a goal and were able to meet or achieve it.
- Tell me about a time when you had to use your presentation skills to influence someone's opinion.
- Give me a specific example of a time when you had to conform to a policy with which you did not agree.
- Please discuss an important written document you were required to complete.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
- Give me an example of a time when you had to make a split-second decision.
- What is your typical way of dealing with conflict? Give me an example.
- Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).
- Tell me about a difficult decision you've made in the last year.
- Give me an example of a time when something you tried to accomplish and failed.
- Give me an example of when you showed initiative and took the lead.
- Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.
- Give me an example of a time when you motivated others.
- Tell me about a time when you delegated a project effectively.
- Give me an example of a time when you used your fact-finding skills to solve a problem.
- Tell me about a time when you missed an obvious solution to a problem.
- Describe a time when you anticipated potential problems and developed preventive measures.
- Tell me about a time when you were forced to make an unpopular decision.
- Please tell me about a time you had to fire a friend.
- Describe a time when you set your sights too high (or too low).

SAMPLE INTERVIEW QUESTIONS

1. Tell me about yourself.

This is a standard ice-breaker. Don't tell the interviewer your life story. Offer a brief answer that relates to the job you're seeking.

2. Why did you select your major and how does it fit with your career goals?

Your answer to this question will help the interviewer understand just how passionate you are about your chosen field.

3. What college subjects did you like best? Least?

4. Have you changed personally during college? Please elaborate?

5. Which of your accomplishments have made you the proudest?

Use this question to show the intensity of your involvement and commitment to groups and tasks.

6. Do you have plans to further your education?

7. Tell me about your grades, both overall and in your major. Do you feel your grades reflect your work ethic?

8. What's your greatest strength?

Answer honestly and don't embellish. Find a way to relate your strength to the job you're seeking.

9. What's your greatest weakness?

Answer honestly and clearly explain how you've become more focused, organized or assertive after working to correct your weakness.

10. Under what conditions do you learn best?

11. If you were hiring a recent college graduate for this position, what qualities would you look for in a candidate?

12. Are you willing to spend time as a trainee?

SAMPLE INTERVIEW QUESTIONS

13. What kind of challenge are you seeking?
14. When you see yourself in the work world, do you consider yourself to be more of a team player or individual?
15. Why are you the best candidate for this position?
16. Where do you see yourself in 5 years, 10 years, and so on? How does this position fit into your long-term plans?
Don't say you don't know or don't offer a fantasy answer. Stay focused on your career and the employer with whom you're interviewing.
17. What is the strongest character trait you bring to this company? How would your classmates and/or co-workers describe you?
18. How would your current and/or previous professors and supervisors describe you?
19. Are you more of a risk taker or a play by the rules person? Why?
20. Assuming we hire you, what do you see as your future?
21. How long do you expect to work here and how does this job fit within your career goals?
22. What can you tell me about this company? Are you familiar with our mission and vision? How do your values fit with our mission and vision?
23. How did you learn about this position and this company?
24. What criteria are you using to evaluate a potential employer? Why is this specific criterion important to you?
25. Why do you want to work here?
Keep your answer positive and enthusiastic and be sure to weave in some of the research you've done on the company

SAMPLE INTERVIEW QUESTIONS

26. Have you had the experience of working with people of a race or sexual orientation different from yours?

(Be able to articulate how culture impacts our work re: abuse/neglect/prevention/intervention etc.)

27. What three words best describe you?

This question measures your ability to think on your feet. Your answer will show just how self-aware you are.

28. Tell me about a recent situation in which you had to deal with a very upset customer or co-worker or classmate.

This behavior based question is designed to determine whether you're willing and able to take initiative on the job.

29. Tell me about a time when you were participating in a team project and somebody dropped the ball. What did you do to help the team finish the project on time?

This question gives you an opportunity to highlight a number of skills, including time management, leadership and commitment to a task.

30. Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.

31. Give me a specific example of a time when you had to conform to a policy with which you did not agree.

Do you have any questions?

Asking intelligent questions in an interview shows that you've done your research and are motivated to do well if you get the job.

Sample Questions:

What do you do in a typical day? In a typical week?

Why did you choose to work for this company?

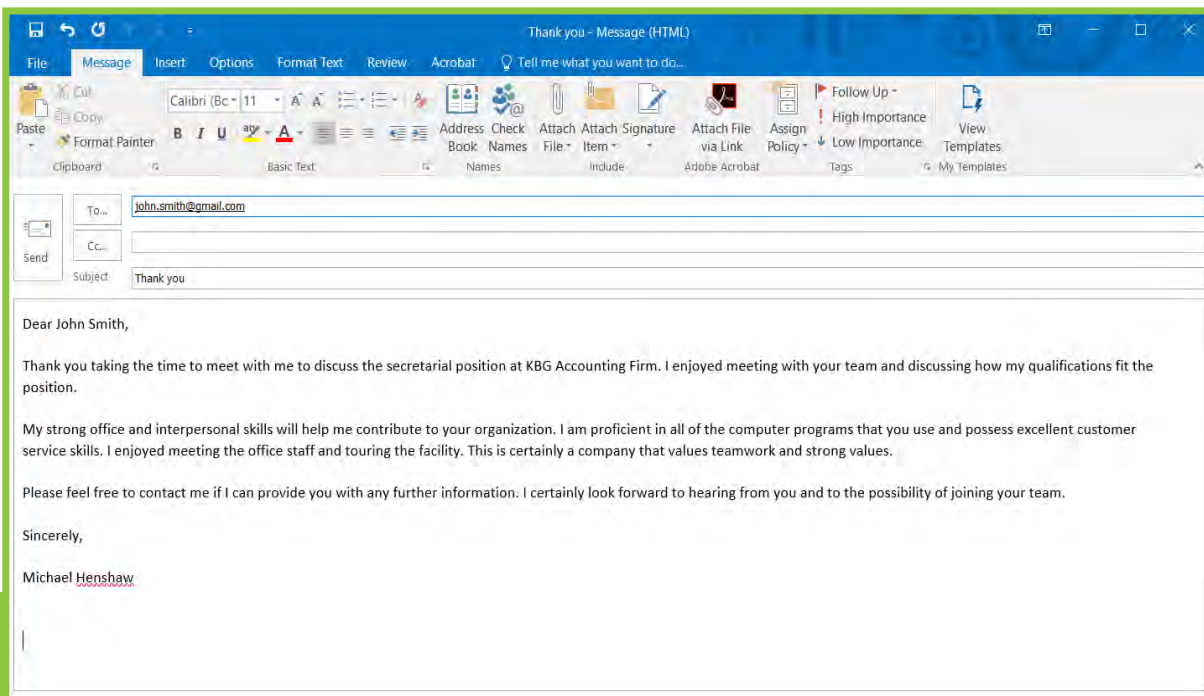
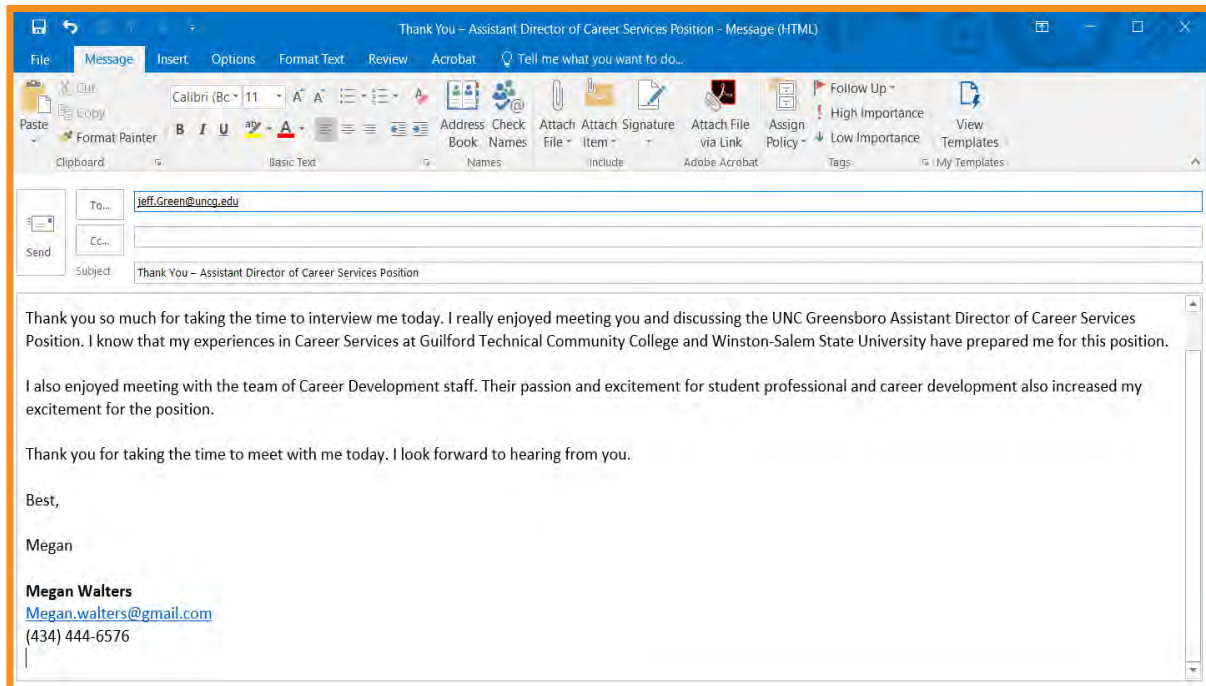
What kind of internal and external training do you provide?

How would you describe your company culture?

Additional Comments:

Skype, behavioral, phone, informational, panel, group interview, individual

SAMPLE THANK YOU EMAIL



- Sending a thank you note or email will help you stand out from the rest of interview applicants. It shows a sincere appreciation for the time the employer took to meet with you and learn more about your experiences and accomplishments relevant to the position. Some points to include in your thank you email/note are why you are excited about the opportunity, an explanation why you think you are a good fit for the position, and the next steps for the hiring process.



<https://averett.joinhandshake.com/>

SCHEDULE AN APPOINTMENT

- Resume Creation or Review
- Career Exploration
- Internships
- Cover Letter Creation or Review
- Job Searching
- Interview Preparation
- Mock Interviews

CHECK OUT EVENTS ON HANDSHAKE

- Workshops
- Career Fairs
- Graduate School Fairs
- Webinars



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