



THE UNIVERSITY OF ARIZONA

Student Engagement
& Career Development



WILDCAT CAREER GUIDE

*Everything you need to know & do
to prepare for career success.*



INSIDE

EXPLORATORY TOOLS

Tips & assessments to tease out your interests & passions

PLACES TO START

To build skills & gain experience

RESUME EXAMPLES

Different formats for experiences
and industries.

NETWORKING MADE EASY

Who, when, and where to find connections

INTERVIEWING & MORE



*Liesl Folks, PhD, MBA
Senior Vice President for Academic
Affairs and Provost*

As a Wildcat, your journey to a lifetime of career opportunity will be shaped by each step you take to explore, gain experience and connect your capabilities with the needs of others. Practicing integrity, determination, compassion, adaptability and inclusion every day, as you prepare to expand human potential and enrich life for all.

As you make the transition from student to professional, keep in mind that your goal will be to connect the experiences you gain at the University of Arizona to the needs of organizations. Take the time to regularly update your resume to reflect these experiences, the skills that you are learning and the impacts you make as you engage on campus in leadership roles, research, part-time

working, and internships or other fieldwork experience. Employers seek both the functional skills you gain from your major as well as transferable skills including leadership, collaboration, critical thinking, adaptability, and communication and want to see how you have used those skills to make an impact. Your resume should reflect this and clearly communicate the value that you will add to your employer or program of continuing education.

At the University of Arizona, Student Engagement & Career Development (SECD) leads and coordinates our campus-wide commitment to foster long-term career success for each student we admit, retain, and graduate. SECD is committed to their mission to inspire and prepare all graduates to create lives of opportunity aligned with their purpose and values.

SECD is here to help you translate your personal and academic growth into a compelling case for the impact you can make after graduation. I encourage you to start with LifeLab, where you can develop a customized plan to engage on campus and connect with the many other SECD services. As you think about internships, jobs, and/or continuing your education, remember that over 17,000 employers recruit Wildcats on Handshake and hundreds of employers and graduate programs recruit on campus too. They want to connect with you, so I encourage you to proactively reach out to them. I also encourage you to speak with some Wildcat alumni who are succeeding in a variety of career fields. Student/alumni connections can help you confirm or reshape your career interests and build a lasting career support network.

We can't wait to see what you'll bring to the organizations and communities where you'll contribute and thrive throughout your career.

Bear Down,

Liesl Folks, PhD, MBA

Senior Vice President for Academic Affairs and Provost



THE UNIVERSITY OF ARIZONA

Student Engagement & Career Development

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[@wildcatcareer](https://www.instagram.com/wildcatcareer)



It's the Journey *and* the Destination

Picture a busy subway platform with lots of movement, people, and trains coming and going. Imagine traveling alongside you are Arizona students like you, deciding on routes to take to their destination.

Careers are like traveling to a destination that has many different routes for getting to where you want to go. Not everyone will select the same track, and in fact, you may take any number of routes, each headed in a different direction.

The first step in your journey is to engage during your time at the university. By conducting research, volunteering in your community, completing an internship, or seeking out meaningful experiences, you'll be forging a path uniquely your own. Ask questions and take advantage of the advice and resources you find – in this guide and in your life – to make informed decisions about your next steps. This is your time to explore, so get started. The possibilities are many, and so are your career options!



Alyssa Benefield /

B.S. Nursing, 2020



“Being a first generation student, I had no idea what to expect when it came to college. Student Engagement & Career Development helped me advance in my future nursing career by helping me build confidence in myself and in my interviewing skills as I prepared for my nursing interviews. They also acted as a great support group, keeping up with me to see how I was feeling about my upcoming interviews. I am so happy to have discovered this resource to help me succeed in my nursing career.”

● **ICON KEY**



Look for this icon to find assessments that will help you discover insights about yourself like your strengths and values.



When you see this icon, take action to find more resources online or to connect with career education support.



Look for this icon to find opportunities to get involved on campus and to build in-demand skills.



Look for this icon to learn tips or discover resources to learn something new!

Career Exploration and Discovery

The best careers are those with purpose, where you can combine your values, strengths, and skills to make an impact on something you care about. How do you discover your purpose? By exploring — yourself! Identify the things you value and love to do then you can find a career where you can put those values and skills to work.

Here are a few quick activities you can do to get started on your own right now:



ASK

Reach out to someone in your life who knows you really well. Ask them:

- What are my greatest strengths/skills?
- Based on the things I've said and done, what would you say I value?
- When am I at my best?



REMEMBER

Some of our early experiences can give us insight into our strengths, personality, and values. Think back over your life from your earliest memories until now:

- What were some activities you were naturally good at as a kid?
- When did you shine?

Look for patterns in your activities. These could point to the kind of work that inspires you. Take those patterns with you into the next pages to inform your career plan.



Assessments can help you identify and discuss your strengths and values. Free strengths assessments such as [viacharacter.org](https://www.viacharacter.org) can offer insight into what you value most.

Want to Dive Deeper? Visit LifeLab.

Personalized support that'll get you from here to career.

Exploration & Discovery



Skills & Experience



Search & Apply



When you're ready to take the next step in your career exploration and preparation, the LifeLab Guides can help you uncover areas of interest, and identify resources for further exploration to get you moving in the direction you want to go. Visit LifeLab in-person or virtually.

lifelab.arizona.edu

Create a Plan

Explore Who You Are and Careers You May Like

Career planning is an important strategy to organize and manage your short and long-term career goals in actionable steps. Student Engagement & Career Development's career resources will help you prioritize and make informed decisions about how your experiences will influence your career goals. Start career planning as early as your first year at Arizona and continue to work on specific action steps as your plan progresses.

Use the activities below to start your plan.



Personal Inventory Suggested Activities

- **Career Explorer:** See your compatibility with over 800 careers at [careerexplorer.com](https://www.careerexplorer.com).
- **16 Personalities:** Get a "freakishly accurate" description of who you are and why you do the things you do at [16personalities.com](https://www.16personalities.com).



Industry and Occupation Research Suggested Activities

- **Career Clusters Quiz:** Explore beyond your major and think about what work environments and job duties excite you, and start exploring from there. Learn more about career clusters on page 12. career.arizona.edu/career-clusters.
- **Occupational Outlook Handbook:** What kinds of skills and experiences does your industry require? Check out www.bls.gov/ooh to explore skills that are recommended for different industries. Use tools like O*Net (onetonline.org) or Glassdoor (glassdoor.com) to explore what employers are looking for to help you create your plan for the skills you want to develop.
- **Handshake:** Update your career interests on Handshake (arizona.joinhandshake.com) to have curated content to support your plan! As a student, you get a free Handshake account connected to your NetID. To find out more about Handshake, jump ahead to page 11.



How you can get started:

Need help executing your plan or ideas on how to get the skills you want? LifeLab is here to help. Visit us in-person or virtually.

lifelab.arizona.edu



"LifeLab allowed me to get that second opinion that reassured me that I could apply for that job, that internship."

Kendra Martinez /
Psychological Science

Learn By Doing

Build Skills Through Involvement

Whether you want to fight for change in campus government, build a professional network, or explore the world, you can translate your classroom knowledge into hands-on experiences and launch a career for life.



As you look at ways to get involved and build skills, ask yourself these questions:

How does this help me achieve my goals? Recognize the skills you want to develop and identify how the experience will help you achieve that goal.

What's a good use of my time? Choose quality over quantity. You won't be able to do everything, so identify opportunities you want to focus on and devote your energy to those.

Does this help me think differently? In experiences such as Design Thinking Challenges, study abroad, or an internship, you often work collaboratively with others. Find experiences that allow you to see value in the unique perspectives others bring.

What skills do I want to build? The skills you build through involvement are valuable for future employment! For example, in a group project, club, or a part-time job, you're developing the ability to work on a team. Think of what skills you need and how your involvement can help you grow.

Will I have fun? Get involved because you enjoy it! Activities you like outside of school and the workplace are important. They can promote balance, time management, and encourage you to meet new friends, build your support system, and expand your network.

Get Involved and Get Connected



Ways to Get Involved

Get Involved with Research
ur.arizona.edu

Engage in a Real-world Challenge
career.arizona.edu/design-thinking

Gain Workplace-ready Skills in Weeks
career.arizona.edu/build-professional-skills

Get an On-campus Job
arizona.joinhandshake.com

Grow Your Leadership Skills
leadership.arizona.edu

Join a Student Organization
clubs.arizona.edu

Volunteer in the Community
volunteer.asua.arizona.edu



"On my first day in my research lab the head of the lab took me on a tour and attempted to explain what the Mach 5 Tunnel was and the physics behind it. My mind struggled to grasp some of these concepts, but it excited me to know I was going to be taking part in something so fascinating."

Nina Mackey / *Mechanical Engineering*



"My job shadow experience at Freeport-McMoRan taught me a lot about the mining industry, more than I could ever imagine. I gained a whole new perspective on the day-to-day activities of an environmental engineer, and as someone who will be joining the industry soon, I'm positive that this experience will go a very long way."

Shruti Thakur / *M.S, Environmental Engineering, 2018*

How you can get started:

This is a big campus, full of big opportunities! Meet with a guide in LifeLab to uncover the clubs and activities that'll fit your interests and goals.

lifelab.arizona.edu



Get Hands-On and Get Engaged

Arizona's "100% Engagement" initiative offers transformational experiences for every student. These hands-on opportunities ensure that you're prepared with the skills and experiences you need and what employers and graduate schools want.

"Through my summer internship and The Washington Center [scholarship], I was able to connect with several law school admissions officers, as well as multiple individuals working within political/governmental fields; these were important moments in expanding my network as I hope to one day attain a federal job centered around law. I feel confident in my decision to go onto law school next year."

Danny Bushacra / *Law & Psychology*



DID YOU KNOW?

Students who participate in an internship or student teaching experiences were about **TWICE AS LIKELY** to report **full-time employment** than their peers. (Source: Graduating Senior Survey AY2019-2020)

What is an engaged-learning experience?

Involve yourself in experiences and projects where you apply the knowledge you're learning in your classroom to challenges in the field. Add these experiences to your resume to demonstrate your skills and professionalism.

Experiences can include:

- Participating in a community partnership
- Developing a solution for an employer's real-world problem
- Working in a research lab to create a solution or new knowledge
- Leading an entrepreneurial challenge
- Internships and other experiential learning experiences

How to find a 100% Engagement Course

1. Login: **UAccess Student Center**.
2. Under Enrollment, click on **Class Search**.
3. Expand **Advanced Filters**.
4. Under **Course Attribute** choose:
 - **Student Engagement Activity** OR
 - **Student Engagement Competency**
5. Under **Course Attribute Value**, choose
 - a **Student Engagement Activity** from the list.Visit career.arizona.edu/100%-activities
OR choose
 - a **Student Engagement Competency** from the list.Visit career.arizona.edu/100%-competencies

How you can get started:

When it comes to engaged-learning experiences, the sky's the limit. Get grounded with great suggestions from the guides in LifeLab.

lifelab.arizona.edu



Grow Your Leadership Skills

According to the National Association of Colleges and Employers, leadership is one of the top 5 skills that employers look for on a resume.

Leadership Programs can help you discover your leadership strengths, learn your personal approach to challenges, and identify ways you collaborate best with others to work toward a common vision. Practicing your leadership skills both inside and outside of the classroom can help you define how you provide innovative solutions to real-world problems.



SECD's Leadership Programs (leadership.arizona.edu) offer opportunities to network with professional staff, community partners, and peers. We also provide expertise in professional preparation and guidance to help you along your leadership journey. A diverse set of experiences at Arizona will help you define what you can bring to your future career as a leader.

Engaging with Leadership helped me highlight my leadership qualities and skill sets to different employers in multiple job applications. As I went through job applications and interviews, instead of just saying I held leadership qualities, I was able to expand on what this meant and how I earned them. I did not expect this experience to be so impactful when job searching and it has helped me grow by teaching me about different aspects of leadership found within myself.



Karina Soriano /

B.A., Political Science and Mexican American Studies, 2021

How you can get started:

Whether it's one skill-building module or the full Blue Chip experience, we have what you need to grow your leadership skills. Visit lifelab.arizona.edu to explore.



Find Your Next Opportunity on Handshake

15,000+ companies, including Fortune 500 and local business recruit Wildcats like you.

Handshake is your platform to find internships, jobs, and career events.

Find workshops, programs, and events. Employer information sessions, career fairs, networking opportunities, resume and skill-building workshops.

Favorite employers. Receive updates when employers post internships or jobs, host an information session, or are attending a career fair.

Schedule an appointment. Meet 1:1 with a peer coach or professional career educator to get support, insight, or help deciding what to do next.



“Your student profile is one of the best features in Handshake because this information is used to connect students with employers and jobs. This feature helped me connect to jobs that I would otherwise not have pursued.”

Madeline Melichar / *Biosystems Engineering*

Put Handshake to work for you.

COMPLETE YOUR HANDSHAKE PROFILE

A complete profile presents a picture of who you are as a student and professional. Don't you want it to be a good one?

Once that picture is complete, Handshake will use what it knows to send you suggestions for internships, jobs, or events based on the details in your profile.

Always assess your experiences to identify new skills and keep your Handshake profile updated!

How to Start:

The quickest way to complete your profile is to upload your current resume. Once uploaded, review the information pulled from your resume, confirm that it is accurate and correctly formatted on your profile.

Next add more details, like:

Your Career Goals

Desired industry
Job Function
Location

Additional Experiences

Relevant coursework
Volunteering
Student clubs or organizations



You already have an account! Login with your NetID
arizona.joinhandshake.com

Explore Career Clusters

Career Clusters are related industries clustered together. When you search by cluster instead of by the company, you can see ALL the opportunities in your area of interest and open up more possibilities that you might never have connected.

Instead of asking, “What can I do with a major in ____?,” think about what big questions, issues, work environments, and job duties excite you, and start exploring from there.

Looking for a place to start exploring your career?

Start with one of these ten main clusters.

- Arts & Media
- Research & Academia
- Data & Technology
- Law & Justice
- Health & Biosciences
- Education & Social Services
- Environment & Resources
- Business & Management
- Infrastructure & Engineering
- Global Impact & Public Service



On each Cluster page on our website, you can find:

 <p>Ways to connect and network with Arizona alumni</p>	 <p>Student clubs and orgs to get involved with</p>	 <p>Lists of careers and job titles to inspire your research</p>	 <p>Top employers, professional orgs, and niche job boards</p>
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Explore your cluster at career.arizona.edu/career-clusters



How you can get started:

If you don't know where to start with Career Clusters, take our Career Clusters quiz. It will take you through a series of yes/no questions that'll help you narrow down a few places to start.

career.arizona.edu/career-clusters-quiz

Get Resume Ready

An effective resume helps you stand out to an employer so you can get an interview. Hiring managers want to know what in-demand skills you have developed through your education and experience. Having a strong resume that shows your skills and experience and **what you have achieved through your experience** can convey to an employer how you might contribute to their organization. Focusing on your achievements and contributions when writing your resume is very important!

Getting Started with your Resume

Brainstorming is an essential part of creating your resume. As you begin a draft, write all the different experiences you have had – including things like your education, internships, part- or full-time jobs, community involvement, athletics, leadership, projects, clubs, and even unpaid roles.

Next, brainstorm details. Think about the role you played within each experience – what skills did you develop? What knowledge did you apply?

“Resumes are your personal ticket to sell yourself to a company right off the bat. Make sure your important information is easy to spot within 30 seconds so that the employer can remember your accomplishments and what differentiates you from your peers on one page.”

—**Christopher Moulton**

*Digital Change Management Consultant,
Cognizant*

As you brainstorm, try answering these questions for each of your experiences:

- What was a task or responsibility given to you?
- How did you complete the task? What skills did you use?
- What was the result? It helps to think - what was the overall impact of you completing this?

This is how to use the Action + Project/Problem + Result (APR) approach to writing about your experience. The APR formula makes writing a little easier and helps your accomplishments, actions, and skills stand out.

Here is an example:

Task: To raise money for a children’s hospital wing as a marketing assistant

How was the task completed: Created a social media campaign to involve the community

Result: Raised \$1500

Putting this idea together:

Created a social media campaign to support funding of a children’s hospital wing which raised \$1500.

Show Your Skills Through your Actions

When writing using APR (action + project + result), select one project you completed, a problem you helped solve, or a task assigned to you. Next, choose a verb that best describes the actions you took. Include some details about the project or task and the result you achieved (the overall impact of your actions).

TIP! Use verbs that are specific and varied; avoid repeating the same verb and less descriptive words such as "helped," "worked," and "responsible for."

Communication Skills

Articulated, Briefed,
Collaborated, Communicated,
Consulted, Corresponded,
Drafted, Edited, Influenced,
Negotiated, Participated,
Partnered, Persuaded,
Presented, Promoted,
Responded, Translated, Wrote

Research Skills

Analyzed, Calculated, Collected,
Conducted, Discovered,
Documented, Ensured,
Estimated, Experimented,
Formulated, Investigated,
Measured, Monitored,
Organized, Performed,
Reviewed, Studied, Surveyed,
Tested

Interpersonal / Helping Skills

Advised, Advocated,
Campaigned, Coached,
Diagnosed, Encouraged,
Guided, Hosted, Mentored,
Motivated, Provided,
Represented, Supported,
Volunteered

Leadership Skills

Architected, Chaired,
Championed, Decided,
Delegated, Directed, Eliminated,
Established, Initiated,
Introduced, Led, Managed,
Spearheaded, Strategized,
Supervised, Oversaw,
Recommended

Organizational Skills

Addressed, Allocated,
Arranged, Audited, Budgeted,
Compiled, Coordinated,
Distributed, Established,
Executed, Implemented,
Improved, Inventoried,
Maintained, Outlined, Planned,
Prepared, Resolved, Simplified

Design / Creative Skills

Brainstormed, Built,
Composed, Created, Curated,
Customized, Developed,
Designed, Engineered,
Initiated, Introduced, Modeled,
Modified, Produced, Revamped,
Transformed

Teaching Skills

Adapted, Advised, Clarified,
Cultivated, Demonstrated,
Discussed, Educated, Enabled,
Evaluated, Facilitated, Fostered,
Guided, Instructed, Mentored,
Moderated, Trained, Tutored

Problem-Solving Skills

Analyzed, Assessed,
Assembled, Automated,
Conceptualized, Debugged,
Detected, Discovered,
Enhanced, Evaluated,
Forecasted, Improved,
Maximized, Optimized, Piloted,
Programmed, Reduced,
Resolved, Revised, Streamlined,
Troubleshoot

A few more examples:

Led redesign of a laptop case
in **SolidWorks** to **improve user
experience**

Provided exceptional service
for **guests** to support a **positive
brand experience**

Tailor Your Resume

Your resume tells a story of you as a professional and provides insight into how you are a match for a position. Grab the reader's attention by highlighting where you match the skills and responsibilities in the job description by using similar verbs and phrasing in your resume.

It's important to know what skills employers are looking for so you can continue to build them. Referencing job descriptions for roles you are interested in (now or in the future) can help you identify what skills are in-demand, where your skills may be a match, and what skills to build.

Functional and transferable skills

Functional skills have to do with strength in a specific technical area such as Python, Excel, machine learning, or knowledge of hardware and equipment.

Transferable skills are skills you use in one environment that you can apply to another. For example, communication skills used to coordinate a class project can also be used in patient care, sales, marketing, IT, and client relations. Transferable skills can be used across many careers.

Showing your skills on your resume and most importantly **how you have used those skills** will demonstrate your strengths and how you might contribute.

"It's so important to have a second, third, and fourth eye! **The feedback I received helped me think about what I do in a job that is most valuable to put on my resume**, and how using a job description that I am interested in can help me be strategic and focused."



Moctar Saidynaly Sidi Ahmed /
B.A., Political Science, 2018

Some tips as you write:

- Show your transferable skills
- Use APR (action + project + result) to add in specifics
- Focus on your achievements, accomplishments, contributions
- Test out your tailoring and get suggestions for edits using www.jobscan.co.



What's Next?

Get 1:1 help from the career education team or submit your documents to the Career Document Dropbox.

career.arizona.edu/make-an-appointment



Reference this resume format for: Law, Education & Social Services, light experience, showing skills through volunteer experience, adding coursework

John Hammond

Jhammond1@email.arizona.edu | 520.621.2588 | Tucson, Arizona

Format of the resume is neat, well-organized, and there is a good use of space that is not crowded with too much information.

Education

Bachelor of Science in Criminal Justice | Minor in Spanish

University of Arizona, Tucson AZ | anticipated graduation: May 2023

GPA: 3.7 | Dean's List | Academic Honors | Academic Distinction

Relevant Coursework: Statistics, Public Policy & Administration, Criminal Justice Ethics, Intelligence & National Security, Critical Incident & Emergency Management

Headings are bolded to stand out.

Academic Experience

Data Analysis Project – Statistics 200 | University of Arizona, Tucson AZ | August 2019 – December 2019

- Collaborated with 3 students to gather and formulate random sample data to determine the correlation between sleep deprivation and academic success
- Developed procedures for quality assurance to ensure data collected was valid and legitimate
- Designed 5 likert scale questions to analyze behavioral responses to address trends
- Produced graphs with Excel software to visualize patterns and compare data against the hypothesis

Leadership & Volunteer Experience

Vaccination POD – Volunteer | University of Arizona, Tucson AZ | January 2020 – Present

- Support drive-thru and walk-in operations of state of Arizona's COVID vaccine Point of Distribution
- Handle and store COVID vaccinations and equipment in accordance with CDC safety guidelines

AZ Model United Nations – Member | University of Arizona, Tucson AZ | August 2019 – Present

- Collaborate with 9 Model UN students to showcase debates to 14 high schools in Southern AZ
- Coach 12 UN newcomers on basic debate rhetoric and techniques through weekly training sessions

Arizona Mock Trial – Member | University of Arizona, Tucson AZ | March 2019 – Present

- Research and prepare a case with 3 other students and a Law student to present to a court hearing
- Perform as the lead prosecutor in a statewide trial competition with 12 other schools – placed 3rd

Pantano Christian Church – Youth Volunteer | Tucson, AZ | April 2017 – June 2019

- Organized and packed food for delivery to support monthly church outreach programs
- Assisted with set up and breakdown for monthly events and programs for children 14 and under
- Partnered with photographer during annual Christmas events to plan and organize shot list

Relevant transferable skills from volunteer and leadership experience are highlighted and add value in place of having no experience



Reference this resume format for: Arts & Media, Global Impact & Public Service, Marketing & PR

Along with a resume, a professional portfolio is often required for those going into a creative field such as writing, advertising, graphic design, or computer programming. A portfolio highlights and showcases samples of your best work, along with life experiences, values, and achievements. It does not take the place of a resume, but it can accentuate your abilities and what you can offer in the chosen field.

This resume purposefully uses elements geared toward creative industries. Skills in Adobe Creative Cloud are highlighted in the creation of a logo.

Website shows portfolio of work – relevant for certain fields such as the arts, film, and design.

ANDREA O'BERT

aobert@email.com | 520.621.2588 | www.andreaobert.com

Collaborative Art History student with 3 years' experience in community service. Driven to impact non-profits by leveraging marketing strategies to grow sponsor participation.

EDUCATION

Bachelor of Arts in Art History | Minor in Spanish | anticipated graduation May 2019
University of Arizona, Tucson, Arizona | GPA: 3.8

WORK EXPERIENCE

- Marketing Director** | Tucson School of Photography, Tucson, Arizona | 2016 - Present
- Develop strategies using social media and call campaigns to market classes to potential clients
 - Manage social media platforms and create appealing content to increase student engagement
 - Coordinate class schedules and oversee correspondence for a population of 100+ students
 - Provide additional instruction on equipment to increase student understanding of material

- Photographer** | Andrea O'Bert Photography, Tucson, Arizona | 2015 - Present
- Oversee complete photographic process for weddings and events with up to 250 attendees
 - Consult with clients to understand vision and create action plans for portrait sessions and events
 - Process and edit images using Adobe programs to exceed client expectations
 - Manage scheduling and promotion of services to engage new clientele and grow brand

COMMUNITY SERVICE & LEADERSHIP

- Volunteer Photographer** | Youth On Their Own, Tucson, Arizona | 2016 - Present
- Provide photography services for an organization dedicated to serving underprivileged students
 - Photograph students for senior portraits. Encourage a positive outlook on education and achievement
 - Create promotional images to support marketing initiatives and draw potential sponsors

- Blue Chip Leadership** | University of Arizona, Tucson, Arizona | 2016 - Present
- Assist 15 students during first year transition and establish a community of support
 - Build relationships with fellow leaders to grow network and enable opportunities for collaboration
 - Develop leadership skills by analyzing problems and creating solutions in a hands-on environment

- Volunteer** | Southern Arizona Arts & Cultural Alliance, Tucson, Arizona | 2017
- Analyzed marketing issues and collaborated with a team to develop strategies within a limited budget
 - Surveyed vendors and community members at arts events to determine how to better reach sponsors
 - Created sample materials such as flyers, pamphlets, and slogans to support marketing efforts

SKILLS

- Adobe Photoshop, Adobe Lightroom, Adobe InDesign, Adobe Bridge
- DSLR cameras- photo and video functions | Studio lighting equipment and setup
- Bilingual: English & Spanish | Social Media marketing | Client relationships

The summary statement is tailored to a desired industry and focuses on key skills, like collaboration and leveraging marketing strategies, which are also clearly demonstrated in the experience section.

First bullet point helps clarify organization's mission.



Reference this resume format for: Arts & Media, Business & Management, Global Impact & Public Service, showing advanced writing skills, sales and marketing.

“I want my interpersonal communication skills to stand out as I want to go into roles in PR and event planning. I used a format that shows my communication skills and my accomplishments. The 2-3 sentence paragraphs give an overview of main responsibilities, and the bullet points show specific achievements and contributions.”

Moctar Saidynaly Sidi Ahmed / Political Science

Moctar Saidynaly Sidi Ahmed

520.621.2588 • msaidynaly@email.com • Tucson, Arizona • www.linkedin.com/in/moctarsaidynaly/

Adaptable student leader with experience facilitating discussions to empower students and youth in personal development. Skilled in supporting social media marketing initiatives and coordinating events to drive engagement. Social Justice-focused public speaker and influencer.

Skills & Key Areas of Strength

Interpersonal Communication • Public Speaking • Mentorship & Motivation • Customer Service
Student Leadership & Collaboration • Organizational Skills • Event Planning & Logistics
Social Media Engagement - Snapchat, Instagram, Twitter • MS Office • Trilingual: French & Zarma

Education

Bachelor of Arts in Political Science | Minor in Psychology | May 2019
The University of Arizona, Tucson, Arizona

Experience

Building Leaders and Creating Knowledge, (B.L.A.C.K), University of Arizona, Tucson, AZ *Student Mentor, August 2017 - Present*

Mentor 25+ college students and provide guidance on organizational skills, career readiness, and cultural development. Engage students in conversations about identity to support development of purpose. Establish an environment focused on community, leadership, and academic excellence.

- Coordinate topics for classes; prepare materials and presentations for student groups of 20+
- Host welcome events for students and parents; manage food preparation for 80+ attendees
- Partner with student organizations to promote and grow outreach initiatives

Educational Enrichment Foundation, Tucson, AZ

Intern, August 2017 - December 2017

Oversaw fundraising activities and ensured positive experience for 15+ sponsors by communicating schedule of activities during events. Coordinated events team and assisted with planning and logistics.

- Collaborated with social media marketing team; photographed multiple events, selected content, and posted photos on website and social media
- Oversaw database maintenance and record keeping to support and streamline processes

Hollister, Tucson, AZ

Brand Representative, October 2016 - September 2017

Delivered customer service in a fast-paced environment. Communicated fashion and product knowledge to guests and provided styling tips. Assisted with replenishment and stock room operations.

- Organized product for inventory; collaborated with team to execute monthly visual changes
- Appointed to assemble merchandise to create looks according to branded direction

Affiliations & Community Leadership

Black Student Union, University of Arizona, Tucson, AZ

Secretary, February 2016 - Present

Collaborate with students to raise awareness of social justice issues. Speak at meetings and act as a liaison between members and board members. Support open-mic nights and assist with events.

Paradigm Shift Group, University of Arizona, Tucson, AZ

Co-President, January 2016 - Present

Lead weekly meetings for network marketing group. Coordinate social media marketing strategies and organize tabling events to increase membership.

Numbers quantify experience.

Work experience is listed in reverse chronological order. Experiences are written in bullet points that shows clear action, project, and results and are tailored to show relevancy to desired roles.



Reference this resume format for: Health & Biosciences, Environment & Resources, Research & Academia, Life Sciences, lab experience, Greek Life involvement, publications

PAULA GREENMAN

Sonoita, AZ • Cell: (520) 621-2588 • pgreenman@email.arizona.edu

Section heading is specific to the skills of desired industry.

EDUCATION

University of Arizona, Tucson, AZ

Bachelor of Science in Molecular & Cellular Biology

December 2021

Awarded Dean's List Academic Recognition Fall 2020, Spring 2021, GPA 3.8

LAB EXPERIENCE

Student Data Analyst

August 2020 - Present

Porreca Lab, Department of Pharmacology, University of Arizona, Tucson, AZ

- Processed and analyzed large-volume EEG/EMG data to take systems-level approach to abnormal neurobiological function allowing better understanding of clinically relevant conditions such as chronic pain
- Captured and visualized data collected from rodent's central and peripheral nervous system
- Expanded statistical analysis using SleepSign, Sirenia, MATLAB, and EXCEL VBA modeling and data mining skills

Name is bolded within citation in industry-appropriate format.

PUBLICATION

Greenman, P. (2021). The Effects of Stress on Pregnancy: A Literature Review. *Obstetrical & Gynecological Survey*. (Pending review)

CAMPUS ENGAGEMENT & COMMUNITY SERVICE

STEM Science Outreach Recruitment Member

Spring 2021

Department of Molecular & Cellular Biology, University of Arizona, Tucson, AZ

- Generated an interest in and promoted an understanding of biological science topics among elementary and middle school students
- Served as a representative of the MCB department and assisted current and potential MCB students through related recruitment and outreach activities

AZ-HOPE Ambassador

August 2020 - Present

University of Arizona Health Sciences, Tucson, AZ

- Present program information to prospective students from rural and medically underserved communities to increase number of program applicants

Member

January 2018 - Present

Kappa Alpha Theta, University of Arizona Beta Delta Chapter, Tucson, AZ

- Collaborate with chapter members to contribute to 6+ hours/month of community service and events benefiting Tucson's Court Appointed Special Advocates program
- Assist in the planning and execution of fall recruitment events

WORK EXPERIENCE

Supervising Lifeguard

August 2019 - March 2020

Junior Lifeguard

Summer 2018, February 2019 - August 2019

Oro Valley Community Center, Oro Valley, AZ

- Led monthly trainings simulating emergencies involving CPR, first aid, and rescues
- Partnered with management on operational improvements to ensure member safety

Roles within one organization are separated to show promotion to a leadership position.



Reference this resume format for: Engineering & Infrastructure, Data & Technology, highlighting education, featuring a skills section.

Skills are organized by category to highlight diverse technical skills

Keara Burke

520-621-2588 | kb@email.arizona.edu | linkedin.com/pub/keara-burke

EDUCATION

Bachelor of Science in Mathematics with emphasis in Statistics and Probability	May 2019
Bachelor of Science in Systems Engineering , GPA: 3.8	
University of Arizona, Honors College, College of Engineering, Tucson, Arizona	
Astronaut Foundation Scholarship, <i>Nominee</i> & Goldwater Scholarship, <i>Nominee</i>	March 2018
Phi Beta Kappa, <i>Member</i> , Tucson, Arizona	March 2018 – Present
Omicron Delta Kappa, <i>Member</i> , Tucson, Arizona	November 2016 – Present
Tau Beta Pi, <i>Member</i> , Tucson, Arizona	September 2016 – Present
Honors Study Abroad in Europe	June & July 2016

CORE TECHNOLOGIES & SKILLS

Languages: Bash Scripting, C, PSQL
Software: MATLAB, ISIS 3, ArcGIS, QGIS, SPICE, LINGO, Simulink, Enterprise Architect, Adobe Creative Cloud
Tools & Skills: Data Analysis, Modeling, Database Management, Laser Cutter, CNC Mill, Lathes, Milling Machines

PROFESSIONAL EXPERIENCE

OSIRIS-REx Mission, Tucson, Arizona
Image Processing Intern January 2017 – Present

- Develop MATLAB process to calculate particle size frequency distributions of hazards on simulated asteroid surface to test viability of hazard identification methods on asteroid (101955) Bennu.
- Establish spatial database of hazard information for ease of data processing and team access.
- Ensure stakeholder needs for data processing are met through collaboration with team on calculation results.
- Generate and analyze mosaics of simulated image data using bash scripting and ISIS3 to determine suitability for use in testing IPWG processing pipelines.
- Design a pipeline using ISIS3 to automatically process and ingest images for database upload.
- Presented initial work in 2017 during poster session at biannual OSIRIS-REx Science Team Meeting 12.

Biosphere 2, Tucson, Arizona
Honors Research Intern January 2016 – April 2016

- Researched the combined effects of CO₂ levels, temperature, and plant type on basalt rock weathering to understand the impact of rising global temperatures.
- Presented findings during poster session at Honors Engagement Expo to groups of 100+ faculty and students.

AFFILIATIONS & LEADERSHIP

The University of Arizona Engineering Student Council, Tucson, Arizona
Vice President April 2018 – Present

- Direct council meetings, encourage member involvement, and support initiatives to represent engineering clubs and students to the college and community.

Director of Corporate Relations March 2017 – March 2018

- Organized Arizona's largest student-run engineering career fair attended by 50 companies and 800 students.
- Hosted professional development workshops for ESC council members to advance professional growth.

Member September 2016 – Present

- Collaborate with peers to implement professional development plans and motivate engagement in engineering.

The University of Arizona Engineering Ambassadors, Tucson, Arizona
Member April 2017 – Present

- Assist in outreach events for the College of Engineering. Provide tours and speak at information sessions to support recruiting of potential engineering students.
- Educate K-12 students on the importance of STEM to grow awareness and interest in pursuing careers in STEM.

Internships in a relevant field are important and should be featured near the top

Technical skills are incorporated into experience.



Reference this resume format for: Global Impact & Public Service, Education & Social Service, Law & Justice, featuring skills section, diversified experience, and additional callouts in education.

Unique and/or prestigious awards can be featured as areas you want to draw attention to

Perfect way to format a double major to go along with a minor/concentration

Experience shows a range of actions taken and skills used vs repetitive word choice.

Transferable skills are highlighted through community involvement

Karina Soriano

(520) 621-5288 | karinas@arizona.edu | linkedin.com/in/karina-soriano
Daniels Scholar – Character, Leadership, Service

SKILLS & AREAS OF STRENGTH

Bilingual: English & Spanish | Student & Community Leadership | MS Office | Time-Management | Organization
Customer Service | Public Speaking & Presentation Skills | Interpersonal Communication | Community-focused

EDUCATION

Bachelor of Arts in Political Science | Concentration: Foreign Affairs **May 2021**

Bachelor of Arts in Mexican American Studies | Minor: Spanish | **GPA:** 3.8, Deans List

University of Arizona, Tucson, Arizona

Awards: Arizona Leadership Endorsement, Arizona Excellence, Red and Blue Excellence, Academic Distinction

The Washington Center, Washington DC

May 2020 – August 2020

Academic Internship Program | 40 Hours per week internship at Mil Mujeres Legal Services

Courses: Professional Development, International Organizations & Humanitarian Law

PROFESSIONAL EXPERIENCE

Peer Coach | Student Engagement and Career Development, Tucson, AZ **January 2020 – Present**

- Prepare and facilitate presentations focused on areas of career-readiness such as resume and cover letter writing, interviewing skills, and job search for audiences of up to 50
- Assist students in preparing for future careers through one-on-one appointments
- Conduct outreach to student organizations to expand career services and develop partnerships with Latinx, Immigrant, and first-generation organizations on campus
- Collaborate to develop and present a 'Healthy Workplace' presentation for first generation college students
- Document student appointments to maintain accurate records and gain feedback on services

Peer Educator | Student Engagement and Career Development, Tucson, AZ **February 2019 – December 2020**

- Led a team of 10+ peer educators in our career service office on delivery of customer service
- Promoted to Peer Coach position in January 2020 due to quality of service delivered

Legal Intern | Mil Mujeres Legal Services, Washington DC

June 2020 – July 2020

- Translated legal documents of 5 clients from Spanish to English for court use
- Prepared expedite applications for 10 clients seeking to have their U-Visa application approved
- Communicated via email to inform organizations that a document or card had been received for a client
- Organized client information in 10+ Excel Sheets and separated Google Drive files to ensure that information was stored properly and could be easily accessed by staff

Intensive Employment Intern | International Rescue Committee, Tucson, AZ

January 2020 – May 2020

- Developed and facilitated job search presentations for 10+ refugee clients to enhance their knowledge of the job search and outreach process
- Completed job applications and new hire paperwork for 15+ refugee clients
- Communicated with Intern Supervisor to fulfill client needs and overcome barriers in direct services
- Collaborated with Intern Lead to access interpreters, client information, and child-care for clients

AFFILIATIONS & LEADERSHIP

UArizona Participant | HOPE College Leadership Program, Tucson, AZ

February 2020 – November 2020

- Attended bi-weekly webinars with 5 other Arizona participants to develop leadership & advocacy skills
- Developed an Op-ed focused on advocacy to address current issues facing young Latinas

COMMUNITY INVOLVEMENT

Volunteer/Advocate | RESULTS, Tucson, AZ

October 2019 – May 2020

- Advocated with a team of 4 to bring attention to poverty & health issues, globally and in the United States
- Encouraged Arizona Congressmen and women to focus legislation on solving poverty issues

Resume Checklist

Now you're ready to put it all together! Take everything you've learned and review the resumes on the previous pages for ideas and strategies to determine the best format for your industry and goals. Use this checklist as a guide.

Resume Structure & Content

Contact Information

- Include your first and last name in larger font (14 –16).
- Add a phone number and professional email address.
- It's optional to add a city or state, but your address isn't necessary unless required (as on federal resumes).
- Include the URL to your LinkedIn profile if you are active on LinkedIn.
- For fields where a portfolio is essential, include a link to your work.



When developing a portfolio, be critical and selective with what you include. Your portfolio is a catalogue that clients can pick from, so don't display work that you don't want to do in the future. Choose your most unique and interesting work, the things that excite you, and remember: quality over quantity!

Formatting & Appearance: Consistency is key!

- Stick to one page. Avoid using templates.
- If you adjust margins, set them between .7" and 1".
- Use 10.5 - 12 point font size in sans-serif fonts like Calibri and Arial.
- Differentiate sections by headings: i.e., Education, Experience, Community Leadership, and Skills.
- Organize headings in order of importance to show your most relevant experience.
- Use adequate white space between sections to keep your resume from appearing crowded.
- Be consistent with spacing, alignment, and punctuation. Whatever style you pick, stick with it.
- Emphasize titles/organizations with bold or italics. Don't use more than two types of emphasis.
- Keep bullet points to one line or a nearly complete second line.
- Save your resume as a PDF to preserve formatting upon submission.

Education

- Include the formal name of institution, city, and state of the institution, full degree name, majors/minors, and graduation month and year.
- You can also include courses that focus on your knowledge and skills. Include projects, research, and thesis or dissertation titles.
- GPA is optional. Current students often include GPAs of 3.0 and higher.
- Include affiliations, memberships, trainings you have completed, and certifications.
- Show awards, honors, and scholarships if appropriate.
- Include conferences you have attended.
- Remove high school information after 1st year of college.

Experience - Employment, Volunteer Work, & Involvement

- List employer name/organization and your title. List city and state where employed.
- For dates, show month and year. Spell out months or use consistent numerical abbreviations.
- List experiences in reverse chronological order (starting with most recent).
- For lesser-known organizations, briefly describe the organization or its mission within your writing.
- Create strong bullet points by describing your experience using action verbs and the APR approach.
- Ensure descriptions of current roles are in present tense and previous roles are in past tense.
- Where possible, measure your achievements with numbers, percentages, and results.
- Your strongest bullet points should be first. Try writing 3-5 bullet points for each experience.

Skills

- If you show skills, organize them by similarity.
- Highlight skills in which you are proficient. Functional skills such as proficiency in a programming language and transferable skills like communication draw attention to your strengths and should be expanded upon in the bullet points of your experience.
- If you have advanced technical skills, feature a technical table.
- Avoid adjectives such as hardworking and punctual. These qualities would be expected of any candidate.

Content, Punctuation & Grammar:

- Use spell check! Ensure syntax and grammar are accurate.
- Writing is concise, clear, and tailored to keywords in specific job descriptions.
- Don't include first-person pronouns (e.g. I, my).

Double Check for Common Mistakes:

- Don't include text boxes, shading, photos, graphs, headers, and footers.
- Remove references from your resume.
- Avoid using passive phrases like "worked with" or "responsible for."
- Avoid repetition; offer something new when describing similar experiences.

Optional Addition: Adding a Summary

A summary is a strong opening statement that calls out top skills and clues the reader into core strengths they will see throughout your resume. It is tailored to the roles you are seeking and is often utilized by someone who possesses more experience. As this is the first thing a recruiter will read, ensure that the strengths listed in the summary are your top skills in which you are significantly proficient.

Example: Innovative leader and Psychology student with 2 years of experience supporting campus program development. Recognized by peers for the ability to motivate teams.



Try creating your own summary!

What are two or three things you would like a hiring manager to know about you that is relevant to your desired position? This could be a strength you have utilized, a skill you've developed, or an environment you have worked within. Use the worksheet below.

career.arizona.edu/summary

Cover Letters

Tailor Your Cover Letter from the Job Description

Using the job description as a reference, choose 3-4 key skills and responsibilities you want to highlight in your cover letter using concrete examples. Below, key skills are bolded in the job description and the cover letter so you can see where the language of both is a match but do not bold text in your cover letter.

Research Program Coordinator

Responsibilities

Serve as study coordinator **NIH funded research study.**

Recruit and screen potential study participants.

Serve as liaison between multiple collaborators and disciplines and coordinate services and the communication of information to all study participants.

Track visit completion and inform on upcoming appointments.

Assist in the preparation of IRBs and sponsor reports.

Conduct and track follow-up assessments in a timely fashion.

Adhere to guidelines regarding the sensitivity and confidential nature of patient information and data quality guidelines.

Schedule investigator meetings and data management meetings.

Input, organize, and verify accuracy of data in databases.

Exercise good judgment, tact, and sensitivity.

Minimum Requirements

Bachelor's degree in related discipline.

Some related experience.

Excellent oral and **written communication skills.**

Able to work independently and manage multiple tasks, detail oriented, self-motivated.

Able to make decisions regarding work priorities.

Proficiency in **Microsoft Word and Excel; database and spreadsheet knowledge.**



Cover Letter Tips (see next page for examples)

1. Include your contact info at the top, in the same format as your resume.
2. If you do not have a contact to address your letter to, use Dear Hiring Manager, Dear Human Resources Director, or Dear Hiring Committee.
3. Paragraph one introduces you and your interest in the position. Entice the employer to read on.
4. Paragraph two/three details what you can offer the employer based on the job description. It highlights your experience, knowledge, and skills.
5. The final paragraph closes your letter by briefly restating your interest in the position/ organization, and thanks the employer for their consideration.



Find a detailed checklist here:

career.arizona.edu/cover-letter-checklist

Danielle Rios

1

520.621.2588 | daniellerios@gmail.com | Tucson, Arizona

July 30, 2021

Ms. July Cai
Johns Hopkins University
733 N. Broadway
Baltimore, MD 21205

Dear Ms. July Cai,

2

As a dedicated individual in the pulmonary sciences, having just earned a **Bachelor of Science in Physiology**, I am thrilled to be applying for the role of Research Program Coordinator at Johns Hopkins. I believe my **experience working independently to conduct research visits, my excellent communication skills, and my attention to detail** fulfill the needs of this position. These skills, as well as my educational background and my reliance on self-motivation, would enable me to be a valuable coordinator and asset within your laboratory.

3

From June 2019 to May 2021, I volunteered with the Tucson Children's Respiratory Study, an **NIH-funded laboratory**, where I **recruited and screened** interested individuals, **tracked visit completion, and scheduled investigator meetings**. In this role, I **exercised sensitivity and tact** as I worked with children and their parents according to **IRB standards**. As I fulfilled these duties, I often made decisions and established work priorities independently with limited supervision **to collect data from over 1,000 study participants**.

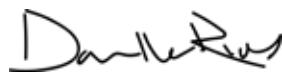
4

Additionally, during the 2018-2019 academic school year, I worked at the University of Arizona's BIO5 Institute as an Office Assistant. In this position, I **input and organized a diverse range of data according to appropriate guidelines** within different study databases. **I also coordinated and scheduled meetings as a liaison between several departments** within the Institute. I was consistently recognized for my proactive **communication skills** and was selected Student Employee of the Month in February 2019.

I believe my lab experience, dynamic skill set, and the attention to detail I use in research settings would allow me to become a cohesive part of the Johns Hopkins workplace. Thank you for your consideration. I look forward to speaking with you about how my skills align with this position.

5

Sincerely,



Danielle Rios

Keep in mind:

- A cover letter demonstrates your writing skills and etiquette.
- Follow the directions for submission. Common practice is to attach your letter and resume as PDF files, unless otherwise specified.

LinkedIn to a Professional Network

LinkedIn is the largest online professional network. Use this checklist to tell your professional story.

1. Profile Photo

Use a clear, current photo of yourself - a friendly expression creates a strong intro to a professional profile.

2. Headline

Use commas, dashes, or vertical lines to separate phrases – or – write a sentence highlighting what you would bring to an environment. Include industry-specific keywords, titles, or skills.

3. “About” Section

Write 1-2 short paragraphs about your career journey.

Use a personalized voice (“I”/ “me”/ “my”).

As you write, consider:

What got you interested in your major or a specific industry? How are you pursuing that area? What are your current professional goals?

4. Experience

Include jobs, internships, study abroad, job shadows.

Detail your experience utilizing the Action-Project-Result (APR) approach (p.13).

5. Education

Include all majors and minors, GPA, specific coursework, or academic awards in the “Description” section.

6. Skills & endorsements

Include technical and transferable skills

7. Other Sections You Can Add:

Licenses & Certifications, Volunteer, Projects, Courses, Honors & Awards, Languages



1

2

Example Headline

Mechanical Engineering | 3D Modeling | Robotics Design – or -
Detail-oriented Mechanical Engineering
Senior skilled in Robotics Design

3

Example "About"

After competing in a robotics competition, I fell in love with the technical work that goes into designing, building, and programming robots. I gained experience developing controls algorithms and sharpened my programming skills in Python and C++ through a volunteer position in the UA Robotics & Neural Systems lab. I am pursuing internships and look forward to connecting with professionals in the field.

4

Bullet Point Example

- Curate photos and text copy to diversify content which increased followers by 10% in one semester

Summary Example

I create content and curate photos for our club’s social media to increase visibility. I also incorporate other member’s voices to diversify our content, which contributed to a 10% increase in followers..



Connect with SECD to stay informed on career-related topics.

[linkedin.com/company/uarizona-student-engagement-career-development](https://www.linkedin.com/company/uarizona-student-engagement-career-development)

Master Your Job (or Internship Search)

1



Prepare for the time it takes

Start as early as possible with research (up to 6 - 9 months before graduation). Remember that in many industries your job search begins with an internship after your sophomore or junior year.

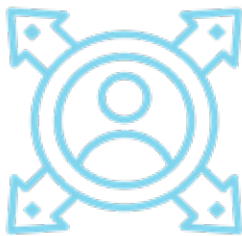
2



Use multiple strategies

Avoid using just one search method – instead, use many! Use resources like Handshake, LinkedIn, campus recruiting, company websites, job search websites, and networking.

3



Stay open to possibilities

All organizations need people with different backgrounds and diverse skill sets. For example, with a degree in Computer Science, you may be thinking of tech companies, but retailers need software engineers, and healthcare organizations need systems analysts.

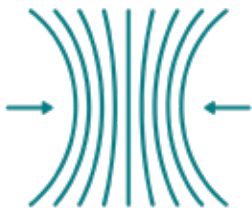
4



Develop an action plan

Gather information like job titles, companies, and application materials. Create a plan to help you track each step in your process. You can create a spreadsheet to track applications that include the job title, website, and application deadlines.

5



Practice resiliency

The job search is a long process. Evaluate what you'd like to change in your approach to get better results. Lastly, celebrate every step – enjoy your successes and the progress you've made throughout the process.



Research jobs and internships in your areas of interest on Handshake.

arizona.joinhandshake.com



Interviewing Tips

Before Your Interview - Prepare!

- Research the organization and learn about what they do so you can have an engaging conversation.
- Review the job posting & reflect on related experiences you have and skills you've developed that show how you're an ideal candidate.
- Prepare questions you would like to ask – this can be specifics about the role, workplace culture, or the interviewer's career path with the organization.
- Practice a tailored response to the question “tell me about yourself”.

During Your Interview

What are Behavioral Questions and How to Prepare

Behavioral interview questions are one type of question employers use to prompt candidates to talk about past situations that demonstrate the skills and work behaviors the employer wants in the “ideal” candidate. Behavioral questions often start with “tell me about a time...”

Use the **STAR Approach** to tell your story by describing the:

Situation: where & when, challenges, circumstances, issues

Tasks: your responsibilities and roles in the situation

Actions: your behavior and the skills you used (spend the most time talking about your actions!)

Results: outcomes, accomplishments, what you learned, how you were effective

After Your Interview

Send the employer a thank you within 24 hours. This can be by mail or email, but email will be the fastest way to express your gratitude. The thank you note should be short, reiterating your interest in the position and referencing something you discussed or enjoyed learning about during your interview.

“I made a mock interview appointment with a career educator. I improved every time I met with them. I learned methods to improve my ability to think quickly and recall relevant experiences. I also learned how important it is to be prepared. The mock interview process boosted my confidence and motivated me to apply for positions I wouldn't have before.”

Madison Michaeloff / *B.A., Psychology, 2018*



Practice your interviewing skills by meeting with a member of the career education team. Make an appointment in Handshake.

career.arizona.edu/make-an-appointment

Virtual and Video Interviews

Virtual interviews allow employers to reach a wide range of candidates and gauge a candidate's interest, level of skill, and how they are a fit for the role. Employers hold the same expectations of professionalism for virtual interviews as they do for in-person interactions.



For both in-person and virtual interviews, focus on:

- Being prepared – having done research.
- Making a good impression – showing professionalism.
- Being ready to talk about yourself – speaking to your skills.
- Demonstrating your communication skills.
- Dressing for the job you want & appropriately for the industry.
- Virtual doesn't equal more casual.

For virtual interviews, also keep in mind:

- The challenge of gauging non-verbal communication - increased active listening is needed
- Technology plays a big role
 - Familiarize yourself with the platform that will be used.
 - Prepare for tech issues and disconnection – communicate ahead of time to have a plan in place – this can show how you take initiative to problem solve.
 - Test technology – practice with someone to test sound and lighting.
- A space to interview – let housemates know when you'll be in an interview.
- Your background – consider the backdrop, lighting, and noises that can interfere.
- Showing your personality – put effort into expressing your interest and enthusiasm to “break out” of a video square. Practice being expressive and using inflection to ensure your personality comes across.
- Eye contact – this means looking at the camera. You can also take notes, use the chat, look at others in the setting – this will keep it varied and natural.



One type of interview you might encounter is a request for pre-recorded video responses. In this case, an employer will direct you to the interview platform that will be used and will send you instructions regarding when and how the recording should be submitted. Carefully read and follow the instructions and complete all the preparation you usually would for an interview. Practice using Big Interview (arizona.biginterview.com).



For more interviewing tips:
career.arizona.edu/interviewing

What Exactly is Networking?


You've probably heard that networking is one of the most important things you can do to discover opportunities, but what is networking, and how do you do it?

Simply: networking is asking for directions. You can network by talking with recruiters during career fairs, connecting through Handshake and LinkedIn, or interviewing professionals. These conversations help pave the way to stronger relationships that can lead to referrals, references, or professional opportunities.

Professors, advisors, coworkers, recruiters, family friends, other students—many people are already part of your network, and any of these connections can help you find your way.

Start Today

It's important to build your network now, even before you might need a reference or referral. Make a list of those around you who you might ask for directions, or who might have valuable ideas to share, and you will find you're on your way to building your network.



Professors,
Classmates,
Coworkers,
Supervisors

Campus Programs,
Student Clubs &
Orgs, Greek Life,
Professional social
media groups

Recruiters,
UA Alumni,
Employers,
Family
Friends



Start networking with Wildcat Alumni
using the Bear Down Network
beardownnetwork.com

Informational Interviewing

One easy way to build and strengthen your network is through informational interviewing.

Informational interviews are quick, career-oriented conversations that can help you learn more about an industry or a person's professional journey.

Before the conversation, do your homework by researching industries, organizations, or roles that interest you. Brainstorm questions you can't find answers to online - questions like:

- How did you get your start professionally?
- What is a typical day like in your job?
- What skills or experience do you need to be competitive?
- Is there anyone else you would recommend I speak to?

Next, reach out with a short email to introduce yourself, explain what you want to learn, and ask for 20-30 minutes of their time. For example:

Subject Line: Request for Informational Interview

Thank you for being a part of my network of Wildcats in education professions! As a doctoral candidate, I aim to connect stakeholders with students to optimize the support services of educational institutions, communities, and self-determined persons. It seems like your roles in Career Services are especially meaningful for college students transitioning into many industries. This too is my personal and professional value.

I've been researching similar roles in advising and think your experiences working with university stakeholders offer a wealth of knowledge. Would you be willing to meet with me and share more about your career path? I appreciate you considering my request, and I'd be happy to connect via phone, zoom, or coffee for 20 minutes at a time most convenient for you. Thank you in advance for your time and I look forward to hearing from you.

Be prepared to lead an informational interview using the questions you brainstormed. After your conversation, be sure to thank them and stay connected.



"The most important take-away for me was the informational interview. The interview I conducted in the **SBS 311: Design Your Life** course helped me to learn about a position I thought I wanted to pursue, and in the end, I decided, it was not the route for me! What a relief to feel more confident in the path I chose moving forward and not be bogged down with the perpetual "what if.""

Jami Engebretson / *B.A. Law*

Evaluating the Job Offer



Congratulations on receiving an offer (or two)! While you may be tempted to accept immediately, take some time to think about if the position is the best fit for you. Consider:



JOB FIT

Does the role align with your interests and allow you to use your strengths? How does it fit with your career goals?

COMPANY CULTURE

Do your values align with the organization? Can you visualize yourself enjoying the work and forming relationships with your colleagues? Will you be able to achieve your desired balance between work and personal time?



COMPENSATION

Is the offer competitive for the industry, job level, and location? Will it allow you to meet your financial goals?

BENEFITS

What is the “total compensation” beyond salary, and how might your priorities evolve in the coming years? Benefits increase the value of an offer, so look closely at paid vacation, sick leave, health insurance, retirement, tuition reimbursement, childcare, and other benefits.



LOCATION

Will you be able to live in a place you’ll like? Do you understand the cost of living in relation to salary? Will you have to relocate, and if so, will financial assistance be offered? If remote work is offered, are you comfortable with the mix of remote and in-office time?

ADVANCEMENT

Will the position challenge you and help you grow? Will you gain experience to further your career goals? Are promotions available?



How Do you Talk About Salary?

During an interview, an employer may ask about your salary expectations. Be prepared with a salary range based on research of the industry, position, and location. Because most employers are using similar factors when determining salary, you can leverage that same information to understand what a fair and competitive offer looks like. Use **salary.com** or **Glassdoor.com** to research salaries.

Reflect on where you might fall in the range based on your skills, level of experience, education, and any additional experience or skill sets you would bring to the role. For example, if you have little experience, you may be at the lower end of a range whereas if you bring some experience or an additional skill set you might be at a higher point in the range.

Once an offer is made...

Know the Timeline

When you receive an offer, ask when the employer needs your response. Most employers offer several days for you to make your decision. If you are anticipating other offers, it is okay to ask for more time but be prepared to communicate your decision by the agreed-upon date.

Consider Negotiating

Having done your research, you will better understand how an employer arrived at an offer. You can then determine what additional values you would bring to the role, and this can help you outline a justification for a higher salary.

For example: *“Thank you for the offer; I am excited about joining your team. I understand the level of (responsibility/skill/leadership) required and know the level of experience I have in X. Is there room to negotiate the salary?”*

Or: *“Thank you for the offer; I am excited about joining your team. I see that the average salary for this role in this industry and geographic location is X. Would you consider matching that amount?”*

It’s okay to still accept the offer if the employer isn’t able to increase the salary.

Tips for Accepting an Offer

- Accept through the platform requested by the employer
- If declining, still communicate your decision and thank them for their time
- Accepting a position is a major commitment. While things come up and you may have to renege on an offer, remember that may negatively impact your ability to work for that employer in the future.



Talk through an offer or try practicing a salary conversation with a member of the career education team.
arizona.joinhandshake.com/appointments

The Graduate School Track

Much like applying to jobs, applying to graduate school requires time: time to reflect, research, network, and prepare your applications. If graduate school is part of your journey, give yourself plenty of time to create a plan and get everything in order. Applying to grad school is different than applying to a job in that:

- You'll draft a personal statement instead of a cover letter.
- Some programs require a CV instead of a resume.
- Research or lab experience may be more important than an internship, depending on your program.
- Letters of recommendation should come from faculty instead of supervisors, when possible.

Personal Statements

Some programs allow for a general personal statement while others require you to answer specific questions. A personal statement should communicate your promise as a member of the academic community and indicate what you have done to prepare yourself for success in graduate school. While it is important to highlight the skills you possess, you will also want to blend in information about who you are, your experiences, and your long-term goals.

Consider these questions as you get started:

1. Why are you interested in this field?
2. How do your experiences set you apart?
3. What do you ultimately want to do with this degree?
4. Are there red flags in your academic record that you need to address? If so, how?



As graduate program admissions criteria and curriculum vary, be sure to reach out to the point of contact for the specific graduate program you're interested in to get the best answers to your questions.

And don't forget: you can utilize Handshake for life, and other SECD services for a year after graduation.



Need a review of your CV, resume, or personal statement? Get feedback via the Career Document Dropbox.

career.arizona.edu/document-review

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"I really love how people of all different degrees and backgrounds can be successful with Enterprise. This company gives students like me the tools and a platform to learn how to run a successful business."

Don't limit yourself to careers only within your specific field of study. You can take your individual experiences and knowledge and apply them to a multitude of different, well-respected companies. My degree is in public health, and I'm so happy I took the opportunity to work for Enterprise. I find myself applying what I learned at the UA to my career on a daily basis here." --Vanessa Valles, Management Trainee, Class of 2020

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"At GEICO, you are pushed to succeed and constantly rewarded for doing so. While this is an appreciated factor, I think the thing I like most about working at GEICO is that everyone loves their job. It is basically an extended family. So, coming into work every day doesn't feel like work, it feels like a family reunion (that you are getting paid for!)."

I challenge you to find that career you love going to every day. Find the career that makes you excited to tell others about. Find your passion and make it other people's passion. As a fellow Wildcat, I know you have it in you! Bear down!"
--Jennica Schoppenhorst, Geico Associate, Class of 2016

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