This checklist will help you to identify where you are in preparing for your job search. Your answers to the following questions may yield some important clues. Answer each question “Yes” or “No,” then total your answers at the end of each section to determine your level of preparation.

**Self-Awareness and Career Planning**

What you know about yourself and your work preferences

- Can you clearly state your career goals?
- Can you name the work activities you do best and enjoy most?
- Can you identify whether you work best with people, data, or things?
- Can you list at least five skills and abilities you have which apply to work?
- Can you explain why you selected your major?
- Have you decided whether you will consider a career which will require travel or relocation?
- Can you describe your feelings about supervision and responsibility?
- Can you summarize your own work experience in terms of work, education, and vocational activities?

A score of less than six “Yes” answers indicates the need to examine your work preferences more closely before proceeding with your job search.

**Job Search Readiness**

What you know about resumes, employment correspondence, and interviewing

- Have you prepared a resume and had it critiqued by someone in Career Services?
- Have you secured at least three professional/academic references?
- Have you drafted a basic outline for cover letters to accompany your resume?
- Can you describe your greatest strengths and weaknesses?
- Can you list several contributions you made or things you accomplished in your jobs or activities?
- Do you know at least 20 questions employers are likely to ask in an interview?
- Have you thoroughly prepared answers to possible employer questions?
- Have you formulated general questions to ask a potential employer?
- Do you know how to research for organization information to prepare for an interview?

A score of less than six “Yes” answers indicates the need to develop your employability and job readiness before proceeding with the job search.
Job Search Campaign

What you know about conducting a successful job search campaign

___ Have you identified the target career fields/occupations for your job search?
___ Have you clearly defined your geographic preferences and limitations?
___ Can you identify at least three resources that list job vacancies in your field?
___ Can you name at least four sources of information that could help you identify potential employers?
___ Can you identify employers who are interviewing people with your academic credentials?
___ Have you talked to professionals and others associated with your career field?
___ Have you compiled a list of employers which interest you?
___ Have you researched salary levels for persons in the careers that interest you?

A score of less than five “Yes” answers indicates the need to learn more about effective job search strategies.

Job Search Readiness

Ready

Almost Ready

Not Ready
Resume Basics

The basic chronological resume for new grads gives the employer an easy-to-understand timeline—your educational and work experiences appear in reverse chronological order—and features these sections:

Name and Contact Information

Name
Street Address
City, State, Zip
Phone Number
E-mail Address

Make your contact information “evergreen”—that is, you can be reached at this address, this phone number, this e-mail address today, tomorrow, next week, next month. If your address is temporary, indicate that and provide the date that your address expires; offer a permanent address where you can be reached after that date.

Your contact information should be appropriate; keep your voice mail message and e-mail address professional.

Objective/Summary

The jury is out on this section, so talk to a career counselor about whether you should include it. If you do decide to use this section, however, make sure to:

1. Tailor it to the specific position/organization; and
2. Keep it short.

Education

Degree, Major, Name of Institution/Location, Graduate Date, GPA (cumulative and in major), Relevant Coursework

For new grads, education typically appears near the top of the resume.

Include your date of graduation so the recruiter will know when you are available for work.

Whether to include GPA can be tricky. Many employers (especially those with formal new graduate hiring programs) use GPA to screen candidates. As a general rule, if your GPA is 3.0 or higher, include it. If not, discuss your options with a counselor in your career center.

Experience

Title/Experience, Dates, Name of Organization, Location, Bulleted Description of the experience (what you did, how you did it, what you accomplished) using Action Verbs

Internships and co-op assignments, full- and part-time jobs, and volunteer experiences can all go here, but depending on the position and circumstances, sometimes the new grad resume will feature a “Relevant Experience” section, where just those experiences relevant to the job at hand are detailed.
Overall, your goal is to make the information easy to find, read, and understand.
Use action verbs to describe what you did.
As possible, include keywords that match those found in the job description.
Highlight your "soft skills" in your descriptions.
As possible, quantify your accomplishments.

Computer Skills and Language Skills Sections

In general, use this to identify specific abilities, such as proficiency in specific software and language skills.

Activities

Although it is technically optional, this section may be very important to you: Your activities can provide evidence that you have key skills that will benefit you on the job. Holding an office or participating in student organizations, taking part in a theater production, playing on a sports team, and such all offer you the chance to show the employer you have sought-after skills - leadership, teamwork, communications, and more. Plus, many employers will look at this section to see if the candidate is well rounded.

Honors/Awards

Include those that are relevant to the job, demonstrate achievement, or provide evidence of your skills.

Adapted from the National Association of Colleges and Employers.
# List of Action Verb for Resumes & Professional Profiles

### Management/Leadership Skills
- supervised
- terminated
- proposed
- computed
- publicized
- conserved
- reconciled
- constructed
- analyzed
- recruited
- converted
- appointed
- People Skills
  - referred
  - debugged
  - approved
  - addressed
  - reinforced
  - designed
- administered
- resolved
- responded
- solicited
- specified
- spoke
- suggested
- summarized
- synthesized
- translated
- wrote
- 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
- gathered
- identified
- inspected
- interpreted
- interviewed
- invented
- investigated
- located
- measured
- organized
- researched
- searched
- solved
- summarized
- surveyed
- systematized
- tested
- 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
- gathered
- identified
- inspected
- interpreted
- interviewed
- invented
- investigated
- located
- measured
- organized
- researched
- searched
- solved
- summarized
- surveyed
- systematized
- tested
- arbitrated
- arranged
- articulated
- authored
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- collaborated
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- enlisted
- explained
- expressed
- formulated
- gathered
- identified
- inspected
- interpreted
- interviewed
- invented
- investigated
- located
- measured
- organized
- researched
- searched
- solved
- summarized
- surveyed
- systematized
- tested

### Communication/Recruited
- recruited
- converted
- appointed
- referred
- debugged
- approved
- addressed
- reinforced
- designed
- assigned
- advertised
- reported
- determined
- 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

### 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

### 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
- assigned
- advertised
- reported
- determined
List of Action Verbs for Resumes & Professional Profiles

taught
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
setup
submitted
supplied
standardized
systematized
updated
validates
verified

More verbs for
Accomplishments
achieved
completed
expanded
exceeded
improved
pioneered
reduced (losses)
resolved (issues)
restored
spearheaded
succeeded
surpassed
transformed
won
Surge B. Cane  
PO Box 1234  
Americus, GA 31709  
229-931-2222  
georgiacane@gmail.com

EDUCATION

COMPUTER SKILLS

EXPERIENCE

HONORS AND ACTIVITIES

Bachelor of Business Administration, December 2019 Georgia Southwestern State University, Americus, GA Major: Human Resource Management GPA: 3.75/4.0

Sigma Alpha Pi (National Honor Society)
Beta Gamma Sigma (Business Honor Society)

PeopleSoft, Excel, PowerPoint, Word

Intern, January- May 2019
Penney, Nich9I, and Dollar Accounting Firm, Americus, GA
• Provided benefit information to new employees
• Processed employment benefit materials
• Edited the employee handbook
• Assisted applicants with health insurance forms
• Oriented new employees

Cashier, November 2017 - December 2018 Wal-Mart, Americus, GA
• Performed sales transactions
• Provided customer service
• Stocked merchandise

Volunteer, June 2018 - August 2018 Magnolia Manor, Americus, GA
• Visited with residents
• Assisted activities department
• Prepared journal biographies with residents

Dean's List President's List
Academic Achievement Recognition SGA Representative for Commuters
Volunteer Camp Counselor, Koinonia Farms
In interviews can take place over the phone, on campus, or at the company’s location. No matter what the circumstances, their purpose remains the same: to find the best candidate for a position. You will be evaluated on more than the content of your answers. Read this section thoroughly to make sure you don’t make the mistake of going in unprepared!

**INTERVIEWING: FOUR TYPES**

When it comes to interview questions, there are various types you may be asked. It is likely that in any interview, a combination of the types may be used. Below are the three most popular.

1. **Traditional Interviews** are meant to gain basic information about an applicant’s background, interests, skills, and reasons for applying.
   - **How to Prepare:** Know yourself, know the company, know the fit; tailor your answers to make them fit.

2. **Behavioral Interviews** are based on the premise that past behavior predicts future behavior on the job. Questions are situation-based and often start with “Tell me about a time…”
   - **How to prepare:** Utilize the STAR Technique:
     - **Situation:** Describe the situation. For instance, if using a class project, what class was it for? How many people were in your group? When did it happen?
     - **Task:** What was the problem? What was your role? To use the class project example, what was your role in the group? What was the assignment?
     - **Action:** How did you handle the task? Focus on your own actions, not those of your group.
     - **Result:** What was the result of the situation? This is a VERY important part of the answer!

3. **Case Interviews** present the interviewee with a problem to solve. Getting the correct answer is not as important as your analysis of the problem.
   - **How to Prepare:** Think out loud so the interviewer can see how you solve problems.

4. **Situational Interviews** present the interviewee with a scenario to solve. The interviewer will pose a hypothetical situation and ask the interviewee how to resolve it.
   - **How to prepare:** Be sure to describe desirable actions and steps you would take to solve the situation. You can follow the STAR format.

**BASIC TIPS**

**Before The Interview:**
- Research the position
- Research the organization/employer thoroughly
- Obtain the interviewer’s name and title
- Confirm the time, date, and location of the interview
- Identify your skills that relate to the job; review your resume, and be able to elaborate on it
- Review frequently asked questions, practice interviewing and request feedback from others for improving your interviewing skills; do a mock interview
- Prepare questions to ask the interviewer
- Know the general salary range for the position
- Plan what to wear

**During the interview:**
- Arrive early (10-15 minutes)
- Bring extra copies of your resume
- Relax. Be yourself. Be positive.
- Follow the lead of the interviewer (Don’t try to take over the interview)
- Listen closely to the interviewer’s questions; ask for clarification if needed
- Be concise in your answers; give concrete examples to back up your claims
- Never slight a former employer or colleague
- Be aware of your posture and body language
- Watch your grammar
- Be sure to clarify any follow-up arrangements

**After the interview:**
- Write a thank you letter to the interviewer(s).
- Evaluate your performance by asking yourself questions such as:
  1. “How well did I present my qualifications?”
  2. “Did I use clear, concrete examples?”
  3. “What points did I make that seemed to interest the interviewer?”
  4. “How can I improve my next interview?”

Follow up with a phone call to find out the status of your application if the employer has not contacted you within the stated time frame.
Interview Attire for Job Search

For Women:
- Suit: black, charcoal gray, navy. Either skirt or pant
- Solid-color blouse. Shells are best
- Simple jewelry, if any (gold, silver or pearls)
- Neutral Hosiery
- Black, dark brown or burgundy handbag OR briefcase, not both
- Padfolio
- Closed toe pumps for shoes (2” Max heel)

For Men:
- Suit: charcoal gray, navy, gray or black
- Pants with or without cuffs
- Suit: wool or a wool blend, nothing shiny, and avoid loud pinstripes
- Button jack while standing. Make sure tie and shirt don’t pooch out
- Shirts: White, off-white (ecru), or light blue
- Pointed collars rather than button down
- Long-sleeved shirts with sleeves ½ inch longer than jacket sleeve
- Solid white crew-neck t-shirt under dress shirt
- Black, brown, or burgundy shoes that are polished
- Socks that match the suit and cover the calves
- 100 percent silk tie in solid or subtle pattern
- Tie that is darker than shirt and falls to middle of belt
- Belt that matches shoe color
- Black, brown, or burgundy briefcase/padfolio

Accessories and Grooming:
- Neatly trimmed hair for men, neat hair for women, controlled if long
- No perfume or cologne
- One ring per hand, no bracelets or visible necklaces on men
- Clean, manicured nails
- No visible tattoos or extra piercings.
- One set of earrings for women, either studs or very small hoops
COVER LETTER

PURPOSE:  Introduce you to a prospective employer.
Transmit your resume to prospective employers.
Outline your interest in the position and organization.
Specify your skills and give one or two examples.
Obtain an interview.

GENERAL TIPS:
• Address the letter to a specific individual.
• Always send a cover letter with your resume.
• Always send a cover sheet when faxing your resume.
• Customize your letter for each resume sent and write your cover letter
  from the employer’s perspective.
• Don’t repeat or restate your resume.
• Use matching paper for your resume, cover letter and envelope.
• Always remember to sign your letters with blue or black ink.
• Use one inch margins on all sides.
• Make sure there are no errors in spelling, grammar or punctuation.
• Prepare your cover letter brief and to the point, no more than a page.
• Focus your skills to meet the employer’s needs.
• Indicate how you will be able to meet the requirements of the
  prospective employer.
• Ask for an interview or detail the action you wish to be taken.
• Don’t say “I hope to hear from you soon.”
• Don’t start each paragraph with “I”.
• Avoid negativity, boasting, exaggeration, insincerity, and
  inconsistency.
• Avoid using words generating a negative feeling, such as if and
  I hope.
• Keep a copy of all job search correspondence for your reference.

KEY ELEMENTS:
• Introductory paragraph stating or implying employment interest and
  how you heard of the position or of the company.
• A value-selling paragraph highlighting your key strengths and
  abilities; your ability to be of value to the prospective employer.
• Brief summary of relevant education and experience.
• Follow-up action statement or brief paragraph.
• An appreciation statement.
May 1, 2019

Ms. Jane Smith, Senior Vice President
Habitat for Humanity International
270 Peachtree Street, NW
Suite 1300
Atlanta, GA 30303

Dear Ms. Smith:

Please accept my application for the Accounting position at the Operational Headquarters in Americus, Georgia. I learned of this position from Mrs. Rosalynn Carter. You will find in my resume that my education and experiences have prepared me well for this position.

I will graduate with a Bachelor of Business Administration in Accounting degree in May of this year. As you will find in the enclosed resume, I gained valuable work experience with accounts, invoices, payments, and deposits while working to pay for college.

It would be an honor to bring my education, experience and skills to serve Habitat for Humanity and its constituents. I look forward to meeting with you to discuss my qualifications. If you need additional information, please do not hesitate to contact me. Thank you for your consideration.

Sincerely,

Georgia H. Cane

Enclosure
THANK-YOU Note How To

A thank you letter shows you are appreciative of people’s time and effort on your behalf. It is also an excellent opportunity to again market your skills and restate your interest in the position. It also gives the employer another opportunity to review your resume.

Thank you letters will have the following basic components:

• Statement of appreciation for the interview.
• Expressions of interest in employment.
• Restating your qualifications for the position.
• Final thank-you.

• If after the interview, you determine this position is not the job for you, a thank you letter will give you the opportunity to withdraw your name from the applicant pool.
Example

Thank You Note

Thank you notes are an essential part of maintaining strong relationships. Always send them within 24-48 hours of the meeting/interview. It is fine for it to be handwritten or typed. If you do use a handwritten note, make sure that it is simple and professional and that your handwriting is neat and legible.

Send a note to everyone who participated in your interview.

Date

Dear Ms. Brown,

Thank you for taking the time to discuss the Third Grade Teaching position with me. After meeting with you and learning more about the school district’s goals and expectations, I am further convinced that my background and skills fit well with the position.

In addition to my qualifications and experience, I will be a trusted employee who will carry out my responsibilities with minimal supervision, while maintaining control of the classroom.

I look forward to hearing from you concerning your decision. Again, thank you for your time and consideration.

Sincerely,

Name