EPIC is a free online learning tool designed to help students prepare for their careers. Students can use it to get advice on all areas of career preparation!

**Explore** - your unique self, careers, and concentrations (picking a major/career)

**Prepare** - for your career experience (resumes, cover letters, interviewing, networking)

**Implement** - action steps in your career search

**Continue** - toward securing post-graduation plans

First time users, start by creating a profile. Click the “New User? Register Here” link to create a new account.

Remember to put in your W# and your @uwyo.edu email address.
# Table of Contents

## Job Searching
- Getting Started ........................................... 4
- Job Search Resources ..................................... 5
- Networking .................................................. 6-7
- Linkedin ..................................................... 8-9

## Resume Writing
- Resume Components, Checklist, & Tips ............. 10-12
- Transferable Skills ....................................... 13
- List of Action Words ...................................... 14-15
- Sample Resumes .......................................... 16-22
- Additional Application Materials .................... 23-25
- CV/Vitas .................................................... 26-27

## Cover Letters
- Cover Letter Basics .................................... 28-29
- Sample Letters ........................................... 30-31

## Interview Skills
- Career Fairs .............................................. 32-33
- Dress for Success ....................................... 34
- Dining Etiquette ......................................... 35
- How to Ace an Interview ............................... 36
- Behavioral Interviewing .............................. 37
- Answering Tough Questions ......................... 38
- Sample Questions ...................................... 39
- Phone/Internet Interviewing ......................... 40
- Follow-up ............................................... 41
- Salary Benefits & Perks ............................... 42

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**Center for Advising and Career Services**

**222 Knight Hall, (307) 766-2398, www.uwyo.edu/cacs**

The Center for Advising and Career Services seeks to provide University of Wyoming students and alumni with the tools to take ownership of their future.
Getting Started

Job searching is time consuming and can be overwhelming! Sometimes it is difficult to even get started when the possibilities are so numerous, but a positive attitude about yourself is essential for success. Be enthusiastic, self-confident, and persevering. Here are some suggestions for that search. First, answer the following questions honestly. Even answering one or two questions will get you started.

**WHO?**
Who do you want to work for? Who do you know? Who are the other people you need to consider in your decisions?

**WHAT?**
What size of employer appeals to you? What type of employer? What type of job? In what capacity do you want to work? If you don't know where to start, try beginning with "who you WON'T work for," etc.

**WHY?**
Why would you take the job – future career goals, compatible work environment, opportunity for advancement, or more responsibility?

**WHERE?**
Where do you want to live? Where do you want to start? Where do you want to go?

**HOW?**
How will you start to look for a job? How will you identify potential employers? How will you evaluate opportunities and offers?

How to Find a Job

1. **Break it into small achievable goals.** Dedicate a couple of hours a week to your job search, and identify your timetable. This will keep you on track and remind you of your goal. Try to be realistic about the amount of time you are willing to commit to finding a job.

2. **Try narrowing down your possibilities.** You can begin narrowing things down by answering the above questions, starting with one location you would like to live in, or focus on a type of organization you might enjoy.

3. **Write your resume and a sample cover letter.**

4. **Network! Network! Network!** Let everyone you can think of know that you are starting this process. Ask them to keep a lookout for potential opportunities or contacts. Circulate copies of your resume.

5. **Identify potential opportunities.** Use the resources available and research interesting employers. Start with a appointment at the Center for Advising and Career Services and your online tools (www.uwyo.edu/cacs/career-services/), including EPIC.

6. **Start applying to targeted employers.** School breaks are an excellent time to visit a targeted city to meet with potential employers.

7. **Follow-up! Follow-up! Follow-up!** Keep track of your job search and keep going!

8. **Finally........You are Hired! Way to Go!**
Online Job Search Resources

UW2Career is your online tool that allows students and alumni to connect with job and internship opportunities.

**Features:** Job Listings for Jobs and Internships, Career Fair Information, Employer Information, On Campus Interview Scheduling

What Can I Do With This Major?

Whether you are exploring multiple majors or searching for information about your chosen field, this site will help you connect majors to careers. Learn about the typical career areas and the types of employers that hire people with each major, as well as strategies to make you a more marketable candidate.

Buzzfile

The most advanced company information database. Find out who is hiring your major!

USAJOBS®

Connects job seekers with federal employment opportunities across the United States and around the world. As the federal government’s official employment site, it provides resources to help the right people find the right jobs.

CandidCareer.com

We can learn from the experiences of others. Find thousands of informational videos featuring industry professionals and advice for your job search.

Salary Calculator

Salary data resource, salary results based on college, location and other factors for reliable analysis.
The Importance of Networking

70%-80% of jobs ARE NOT advertised on job boards or websites.

What is Networking?
Simply put, it is developing and maintaining relationships.

You’ve already done it! Examples:
- Talking to your fellow classmates in class
- Speaking with your advisor about your major and career
- Attending a professional student meeting
- Asking a professional in your field for advice about how to get your foot in the door

Networking Tips

1. **Have an “elevator speech.”** If YOU don’t have any idea what you want to do, neither will your contact. Prepare a few sentences to pitch yourself to people you meet.

2. **Become the type of person other people want to meet.** Get involved in interesting activities. Form lasting and mutual relationships. Offer assistance and support to others.

3. **Be enthusiastic and positive in all networking communications.** Take the initiative and remember it never hurts to be nice. You never know where the person working with you on your class project will be working two years from now.

4. **Tell EVERYONE you know you are looking for a job.** You never know what your mom’s best friend’s sister-in-law’s cousin does for a living. Start with people you know - family, friends, doctors, hairstylists, professors, people who graduated before you, anyone you come in contact with - and tell them what you want to do and why (your elevator speech).

5. **Ask for advice and insight.** Don’t just call strangers and say, “Do you have any jobs?” Instead, indicate that they were recommended as someone who has a lot of experience and expertise about the field. Or call and say that you are a student, and you believe they would have a lot of valuable insight. People are very open when they are treated like an expert. Ask what advice they have for someone with your skills and background.

6. **Talk with professors.** They have interacted with thousands of students who are now out there working for companies.

7. **Join LinkedIn.** Join the the University of Wyoming Alumni Group.

8. **Follow-up.** Once you’ve made a contact, be sure to maintain it. Get their business card. Before you leave the meeting, ask if they mind staying in touch with you. Smart job seekers know to maintain contacts with people in their field at all times, not just when they are looking for a letter of recommendation, internship or job.

9. **Say Thank You!** Don’t take people for granted. Let them know you appreciate their time, help and expertise. ALWAYS send thank-you notes.
Networking Communications

Use E-mail, letter, or LinkedIn message as an opportunity to express interest in a specific organization and market yourself.

- State who you are, how you found them, and what you are asking them for
- Inquire about possible job opportunities (Don’t Ask for a job if requesting an informational interview)
- Ask for a specific amount of time (20-30 minutes) to discuss your career path and seek their advice

Example Messages

INQUIRY BY E-MAIL
(Requesting an informational interview)

Dear Ms. Reynolds:

As a junior majoring in psychology at the University of Wyoming, I am interested in exploring a career path in human resources. I received your information from the local chapter of the Society for Human Resource Management, and write to make your acquaintance. As I’m exploring an HR career, I’m hoping to speak with you regarding your background and your own career path, as well as any advice you have for someone in my position. Might you be able to set aside time for a brief informational meeting or telephone call?

My resume is attached to provide you with some information about my background. I look forward to hearing back from you soon.

Thank you for your time,
Joe Cowboy

LINKEDIN CONNECTION REQUEST

Remember, under 300 characters!

Mr. Jones:

I enjoyed meeting you at the ASME’s Careers in Mechanical Engineering Panel yesterday and appreciate your willingness to connect on LinkedIn.

Regards,
Natalie

CAREER FAIR FOLLOW-UP MESSAGE

Hello Ms. Matthew:

Thanks again for your time at the UW Career Fair yesterday – I really enjoyed learning more about the Communication Associate role at XYZ Associates, especially the opportunity it provides to rotate through your various business units. I know that my marketing experience, which we discussed at the Career Fair, would apply well to your company, and I’m excited to learn more about the internships you’re offering.

In addition to applying through your online application portal, I’ve attached my resume here for your convenience. I look forward to further discussing my qualifications with you in an interview. Thank you for your consideration.

Best,
Terry Jones
LinkedIn Basics

What is it? LinkedIn is a networking site dedicated to professional use and a powerful resource for marketing yourself, expanding your networking, and identifying internship and job opportunities.

It is not to be confused with: Facebook, Twitter, Instagram etc.

LinkedIn by the numbers:

- Over 300 Million Global Users
- Top Excs from all FORTUNE 500 Companies are members
- 98% of all recruiters use LinkedIn
- Over 6,000 UW Alumni are members

How can it be useful to you?

- Creates a positive online presence
- Allows recruiters to find you
- Provides automatic open position updates
- Keeps you in touch with colleagues
- Allows you to investigate potential employers
- Facilitates networking, informational interviews, & professional development advice

Tips for success:

- Join the UWAlumni Group.
- Make sure your profile is complete and dynamic.
- Don’t be afraid to reach out; the worst they can say is “no”.
- LinkedIn, like any tool, is only useful if you use it correctly.
- Be respectful and always say “thank you”.


LinkedIn Checklist

Make your profile stand out from your competition

☑ Customize your public profile URL

☐ Upload a professional profile picture

☐ Create a summary section (establish your personal brand and highlight your knowledge, skills and interests)

☐ List a current position (provide a description of what you do, have accomplished, and the value you bring)

☐ Customize your professional headline (include the industry and location you are interested in)

☐ Generate a list of at least 5 skills (minimum)

☐ List your current University education (and other education experiences)

☐ Ensure details like your marital status and birthday are not included

Consider adding additional sections as you grow in your education and professional life (PROJECTS, ORGANIZATIONS, CERTIFICATIONS, VOLUNTEER EXPERIENCE, HONORS AND AWARDS, CAUSES, INTERESTS, etc.)

☐ Have at least 40 1st level connections

☐ Request recommendations from coworkers, employers, and organization leaders

☐ Join 3 groups, PLUS the UWAlumni, relevant to your dream career field (https://www.linkedin.com/groups/58998)

LinkedIn is an ART, not a SCIENCE. It takes time and finesse to make a splash on social media. Get started early and keep it professional!
Resume Components

First Name Last Name
Address • City, State, Zip Code • Phone • Email • LinkedIn url

*Use Personal Email Address not UW Address

OBJECTIVE (Optional)
This should almost never be used for entry level jobs. If used, be specific about the type of job you are looking for.

Example: Marketing Analyst position starting Summer 2017

PERSONAL STRENGTHS / ACHIEVEMENTS or SKILLS SUMMARY (Optional)
This section typically appears at the top of the resume as an introduction. Present only skills, abilities, or accomplishments that are relevant to your reader.

Example: • Strong Word, Excel and Adobe Photoshop skills
• Demonstrated initiative & self-motivation – financed 50% of education
• Strong cross-cultural communication skills obtained through extensive international travel and study in Central America

EDUCATION (Required)
Simple presentation - Lead with degree, institution and include date of completion. If you have more than one degree, list in reverse chronological order. Certifications and additional training should also be included.

Example: Bachelor of Science in Accounting, May 2017
University of Wyoming; Laramie, WY GPA: 3.2

EXPERIENCE (Required)
Should reflect strengths, accomplishments, or achievements. Backup with evidence. Present most relevant information first and format sparingly for greatest impact. Verb tenses should be consistent with each job i.e. present tense for current jobs. Experience can include volunteer and co-curricular activities as well as paid jobs. Communicate using current industry terms and avoid jargon/abbreviations. Use percentages and number details to add magnitude: “Which resulted in an increase of 30 new members,” or “Planned training program for 35 participants”.

Example: Salesperson/Management Intern
Dodds Shoe Company, Laramie, WY (Summers 2015-2016)
• Earned 2016 top sales associate award for customer service
• Researched market trends and presented findings to top management

HONORS & AWARDS (Optional)
List scholarships, Deans & Presidents list, honors and awards.

ACTIVITIES or VOLUNTEER SERVICE or INTERESTS (Optional)
List professional groups & organizations, club memberships, interests, volunteer work, hobbies, etc. to show diversity or another skill area related to your career goal. Include any positions held, special projects, or leadership while a member. This area may also include travel experience. Try to avoid controversial topics.

RELEVANT COURSEWORK or RESEARCH & PROJECTS or LAB EXPERIENCE (Optional)
List any important courses by name, titles of research, presentations, publications, any lab equipment and skills.
Resume Checklist
A complete resume should contain the following characteristics:

- **Error Free** (no spelling mistakes or inconsistencies)
- **One Page** (unless there is extensive, relevant experience or you are a graduate student)
- **Easy to Read** (with clear font choices)
- **Prominent Name** (larger and typically bold)
- **Contact Info** (up to date and easy to find without taking up much space)
- **Clear Sections** (reverse chronological order)
- **Objective** (only if you need to be absolutely clear about what type of job you are seeking; or if you are handing out with the compliment of a cover letter, like at a job fair)
- **Education Section** (contains complete college information, including associates degree, but usually not high school info)
- **Reverse Chronological Order** (Newest First)
- **Consistent Tenses** (Present tense for current position and past tense for older positions)
- **Job Descriptions** (highlight skills, abilities, and competencies rather than duties; quantify with numbers)
- **Action Words** (carefully chosen; avoid redundancy)
- **No use of Jargon, Acronyms, or Abbreviations** (these are likely to be unfamiliar to the person reviewing the resume)
- **Well-Organized Format** (use of bullets, but not throughout the entire resume)
- **Consistent Margins** (they can be adjusted to save space, but keep them even)
Resume Tips

A good resume:

• **Focused.** A summation of your professional and academic life.
• **Subjective.** There is no perfect resume format and different styles appeal to different types of employers.
• **An advertisement.** The employer is the target and you are the product.
• **Brief.** Most entry level resumes should be limited to one page.
• **Online applicant tracking systems are used by many employers.** Use plain text with no images. Keywords are critical to getting your resume to a person. Use the job requirement for deciding what words are important. Example: Excel not Microsoft Office Suite.

**Employer Resume Pet Peeves:**

• **Errors.** Any mistakes could instantly disqualify you.
• **Long Paragraphs.** No one likes to read long blocks of type, and important resume information should be easy to find.
• **Irrelevant Duties.** Potential employers may not care about your previous job duties. Instead, focus on relevant skills such as customer service, management, training or software usage.
• **No Personal Information.** Don’t include photos, marital status, age, weight, religion, etc. to avoid potential discrimination issues.
• **No Templates.** A unique resume will set you apart from the competition.
• **Poor Organization.** Your resume sections should be ordered from most to least relevant. Items or positions inside your sections should be in reverse chronological order (most recent first).
• **Messy Font.** **ILL—CONCEIVED ATTEMPTS** to show personality with font choices often lead to rejection letters.
• **“References available upon request.”** It is given that you have references so this is unnecessary to write. Have a separate page of references; include Name, Job Title, Company/Organization, Phone & Email.

**Have your resume reviewed by CACS!**
Call 307-766-2398 to make an appointment.
Transferable Skills

Transferable skills are abilities, attributes, and personal qualities obtained during your study and experiences that you can use across industry lines. The following are examples of transferable skills.

**ADMINISTRATIVE SKILLS**
Identifying resources, delegating tasks, and initiating new ideas

**ANALYTICAL SKILLS**
Compiling, sorting, and analyzing data

**CREATIVE SKILLS**
Creating and designing new concepts or methods, or adding to existing ones

**CRITICAL THINKING SKILLS**
Making reasonable judgments that are well thought out after analyzing and evaluating a situation, event, or experience

**CUSTOMER SERVICE SKILLS**
Working with the public and interacting with customers with professionalism and efficiency

**INTERPERSONAL SKILLS**
Interacting effectively with others

**LEADERSHIP SKILLS**
Motivating and leading a group toward a common goal

**MULTITASKING SKILLS**
Successfully completing multiple tasks at one time

**ORGANIZATIONAL SKILLS**
Using time, energy, and resources in an effective way in order to accomplish tasks and achieve goals

**PERSUASION SKILLS**
Changing a person’s attitude or behavior toward a project, idea, object, or other person(s)

**PROBLEM-SOLVING SKILLS**
Recognizing an issue and identifying ways to solve the problem

**QUANTITATIVE SKILLS**
Sorting, analyzing, and applying mathematics to numbers and other data

**TEACHING SKILLS**
Transferring knowledge and skills to others

**TEAMWORK SKILLS**
Collaborating with others in order to accomplish a goal or task

**TECHNOLOGICAL SKILLS**
Using appropriate technology to accomplish a task

**TIME MANAGEMENT SKILLS**
Using one’s time effectively or productively

**VERBAL COMMUNICATION SKILLS**
Listening and expressing one’s self with words

**WRITTEN COMMUNICATION SKILLS**
Communicating ideas and concepts in writing

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**Fundamental Awareness**
(basic knowledge)

**Novice**
(limited experience)

**Intermediate**
(practical application)

**Advanced**
(applied theory)
**Action and Skill Verbs that Describe your Functional Skills**

| ACHIEVEMENT                      | ADVANCED                  | ASSURED                  | BOLSTERED                | ELIMINATED                | ENCOURAGED                | ENHANCED                | EXPANDED                | FACILITATED              | FOSTERED                | GENERATED               | GUARANTEED              | IDENTIFIED               | IMPROVED               | INCREASED               | INSPIRED                | MASTERED               | MAXIMIZED               | MOTIVATED               | OBTAINED               | OVERCOME               | PROMOTED               | REDUCED               | RESTORED               | STIMULATED               | STRENGTHENED                | UPGRADED               |
|----------------------------------|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Interviewed                      | Communicated              | Modified                 | Used                     |
| Investigated                     | Corresponded              | Originated               |
| Judged                           | Debated                   | Perceived                |
| Maintained                       | Explained                 | Performed                |
| Mapped                           | Expressed                 | Planned                  |
| Monitored                        | Facilitated               | Prioritized              |
| Observed                         | Interpreted               | Produced                 |
| Perceived                        | Interviewed               | Promoted                 |
| Ranked                           | Lectured                  | Proposed                 |
| Read                             | Listed                    | Recommended              |
| Reasoned                         | Narrated                  | Reduced                  |
| Related                          | Prepared                  | Restored                 |
| Researched                       | Presented                 | Revamped                 |
| Reviewed                         | Publicized                | Set                      |
| Screened                         | Recorded                  | Shaped                   |
| Scanned                          | Responded                 | Simplified               |
| Solved                           | Spoke                     | Solved                   |
| Studied                          | Wrote                     | Styled                   |
| Summarized                       |                           |                          |
| Surveyed                         |                           |                          |
| Synthesized                      |                           |                          |
| ASSISTANCE                       |                           |                          |
| Advised                          |                           |                          |
| Assisted                         |                           |                          |
| Bolstered                        |                           |                          |
| Collaborated                     |                           |                          |
| Contributed                      |                           |                          |
| Consulted                        |                           |                          |
| Cooperated                       |                           |                          |
| Enlisted                         |                           |                          |
| Facilitated                      |                           |                          |
| Fostered                         |                           |                          |
| Helped                           |                           |                          |
| Participated                     |                           |                          |
| Referred                         |                           |                          |
| Served                           |                           |                          |
| Strengthened                     |                           |                          |
| Supported                        |                           |                          |
| Sustained                        |                           |                          |
| COMMUNICATION                    |                           |                          |
| Addressed                        |                           |                          |
| Advertised                       |                           |                          |
| Answered                         |                           |                          |
| Briefed                          |                           |                          |
| Briefed                          |                           |                          |
| Communicated                     |                           |                          |
| Corresponded                     |                           |                          |
| Debated                          |                           |                          |
| Explained                        |                           |                          |
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| Facilitated                      |                           |                          |
| Interpreted                      |                           |                          |
| Interviewed                      |                           |                          |
| Lectured                         |                           |                          |
| Listed                           |                           |                          |
| Narrated                         |                           |                          |
| Prepared                         |                           |                          |
| Presented                        |                           |                          |
| Publicized                       |                           |                          |
| Recorded                         |                           |                          |
| Responded                        |                           |                          |
| Spoke                            |                           |                          |
| Wrote                            |                           |                          |
| CREATION & DEVELOPMENT           |                           |                          |
| Acted                            |                           |                          |
| Adapted                          |                           |                          |
| Authored                         |                           |                          |
| Bolstered                        |                           |                          |
| Built                            |                           |                          |
| Charged                          |                           |                          |
| Clarified                        |                           |                          |
| Composed                         |                           |                          |
| Conceived                        |                           |                          |
| Corrected                        |                           |                          |
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| Designed                        |                           |                          |
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| Devised                          |                           |                          |
| Discovered                       |                           |                          |
| Drafted                          |                           |                          |
| Eliminated                       |                           |                          |
| Established                      |                           |                          |
| Expanded                         |                           |                          |
| Expedited                        |                           |                          |
| Facilitated                      |                           |                          |
| Fixed                            |                           |                          |
| Implemented                      |                           |                          |
| Installed                        |                           |                          |
| Performed                        |                           |                          |
| Prepared                         |                           |                          |
| Prioritized                      |                           |                          |
| Produced                         |                           |                          |
| Programmed                       |                           |                          |
| Promoted                         |                           |                          |
| Ran                              |                           |                          |
| Reduced                          |                           |                          |
| Repaired                         |                           |                          |
| Serviced                         |                           |                          |
| Set                              |                           |                          |
| Transported                      |                           |                          |
| Upheld                           |                           |                          |

**ORGANIZATION**

Accumulated
Arranged
Assembled
Built
Catalogued
Clarified
Classified
Coordinated
Correlated
Detailed
Developed
Facilitated
Filed
Gathered
Graphed
Identified
Inspected
Located
Maintained
Mapped
Met (deadlines)
Methodized
Obtained
Organized
Planned
Prioritized
Processed
Programmed
Reorganized
Reproduced
Retrieved
Revamped
Revised
Scheduled
Set
Simplified
Solved
Streamlined
Structured
Synthesized
Updated
Adaptive Skill Words that Describe your Personal Traits

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<td>Mature</td>
<td>Productive</td>
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Top attributes employers look for on a resume

Communication skills (written)  Problem-solving skills
Leadership                     Communication skills (verbal)
Analytical/quantitative skills  Initiative
Strong work ethic               Attention to detail
Ability to work in a team       Computer skills

Source: Job Outlook 2016, courtesy of the National Association of Colleges and Employers
Alexander Agriculture

Education

Bachelor of Science in Agriculture, August 2017
Animal Science minor, GPA 3.25
University of Wyoming, Laramie, WY

Associate of Science in Animal Science, May 2015
Eastern Wyoming Community College, Torrington, WY

Related Work Experience

Student Worker, UW Experiment Station, Jan. 2016-Present
Laramie, WY
• Monitor animal health and safety
• Developing skills in animal production for pigs, sheep, cattle and goats.

Rodeo Intern, WYO Rodeo, Summer 2014, Sheridan, WY
• Participated in event planning and implementation
• Directed vendors and visitors in a timely manner

Other Work Experience

Hampton Inn Front Desk Agent, Sept., 2015-Present
Laramie, WY (20 hours per week)
• Respond to variety of customer service issues
• Train new employees

King Ropes Retail Associate, 2014, Sheridan, WY
• Assisted customers in purchasing western apparel
• Maintained over $10,000 in cash flow

Agriculture Family Ranch Hand, 2006-2015, Ranchester, WY
• Oversaw over 400 head of cattle
• Contributed to calving, branding and herding efforts

Skills

• Microsoft Office
• Video Editing
• Meat Judging
• Heavy Machinery
• Equestrian

Honors/Awards

• Jefferson County Rodeo Volunteer Award
• National FFA finalist
• Agricultural Issues team
• ASUW Outstanding Student Senator
• President’s Honor Roll
• Intramural Water Polo Champion

Activities

• UW AG Ambassador
• UW AG Experiment Station volunteer
• Happy Jacks Student Singing Group
• Animal Science Club
• UW Shotgun Club
• National Agriculture Society
Sample Resume

Betty Business

1234 Cowboy Lane                                                                        Bbusiness@gmail.com
Laramie, WY 82070                                                                                 (307) 000-0000

EDUCATION

B.S. Accounting, Minor in Finance, expected May 2017; GPA 3.7
University of Wyoming - Laramie, WY

SKILLS
• Accounting Skills – QuickBooks Software
• Computer Skills – Microsoft Word, PowerPoint, Excel

WORK HISTORY

Office Assistant, Hearst Center, UW, Laramie, WY             11/2014-05/2015
• Developed office clerical skills
• Served as the office’s front line customer service representative
• Managed the office’s social media presence and increased followers by 35%

Courtesay Clerk, Cindy’s Coffee, Laramie, WY 09/2014-11/2014
Clerk, Harry’s Lumber, Cody, WY                  Summer 2013
Food Server, UW Washakie Dining Center, Laramie, WY 08/2012-05/2013
Lifeguard, Garnet Recreation District, Garnet, WY 05/2009-08/2012

VOLUNTEER WORK

Wyoming State Park Clean-up Volunteer 2010-2012
St. Jude’s Fundraising Volunteer 2010-2012

HONORS/ACHIEVEMENTS

• UW CPA Society Outstanding Junior Award          Spring 2015
• Phi Alpha Delta Honor Society                Spring 2015 - Present
• President’s List                              Fall 2013
• College of Business Dean’s List            Spring 2014, Fall 2015, Spring 2015
• Freshman Honor Roll                          Fall 2012, Spring 2013

SCHOLARSHIPS

• Hathaway Merit Honors Scholarship                  2012-2016
• Wyoming Scholars Award                            2012-2016
• Phi Alpha Delta Honor Society Scholarship          2015-2016
• Paul Johnson Family Scholarship                    2015-2016
• Kieth Fredrick Accounting Scholarship              2014-2015
• Frederick W. & Clara R. Toppan Scholarship           2014-2015
• McMurry Excellence Fund                           2013-2014
• Margaret & Sam Kelly Scholarship                   2013-2014
• Lawrence G. Meeboer Scholarship                   2013-2014
Clara Communications
1764 5th, Laramie, WY 82070 (307) 721-0001 cc@gopokes.com

Public Relations ★ Graphic Design ★ Journalism

Relevant Skills
Microsoft Office, Illustrator, In Design, Photoshop, Spanish, CPR Certified

Education
B.A. Communications, Public Relations emphasis; May 2017
University of Wyoming, Laramie, WY GPA: 2.8, Major GPA: 3.4
Study abroad experience; Wellington, New Zealand

Student Projects & Publications:
• 5 journalistic articles, Branding Iron
• Public relations campaign, Spring Campus Blood Drive
• National Park Travel Brochure, Senior Project

Relevant Experience
Journalist, Branding Iron, 2015-Present
• Report on various campus events
• Developing proficient written & personal communication skills
• Online and print content

Public Relations Intern, Rocky Mountain Charity Network, 2014-Present
• Developed 10 graphic design pieces
• Authored a press release for National Volunteer Month
• Represented the organization to the public on five occasions

Awards & Honors
Volunteer of the Year, Rocky Mountain Charity Network, 2015
Bronson Literary Essay Award, 2014
Dean’s List, 2 Semesters
Cheney Scholarship
Rocky Mountain Scholarship

Community Activities
Social Chair, Theta Theta Gamma Sorority, 2016, 49 members
Secretary, Society of Professional Journalists, 2015
Volunteer, UW Big Event, 2016
Volunteer, Black Dog Animal Rescue, 2016

Other Experience
Bartender, Chili’s, Laramie, WY; 2014-Present
Delivery Driver, Pizza Hut, Laramie, WY; 2013-2014
Sunshine Summer Camp, Lincoln, IL; Summer 2013
Ellen E. English

EDUCATION:

BA English, May 2017; University of Wyoming, Laramie, WY

Psychology minor, GPA 3.54

Skills - MS Publisher, Adobe Creative Suite, Digital Photography, HTML

PRINT EXPERIENCE:

Sports The Branding Iron (UW campus newspaper) August 2015 -
Editor Laramie, WY Present
•Edit articles and perform layout and design task.
•Supervise and maintain staff.

Sports The Branding Iron (UW campus newspaper) August 2014 -
Columnist Laramie, WY May 2015
•Wrote weekly sports column and humor column

Sports Casper Star Tribune (Largest daily newspaper in Wyoming) August 2014 -
Writer Casper, WY - Laramie Office August 2015
•Worked as stringer for the sports department covering University of Wyoming football games.

Feature Alumnews (Monthly news-magazine for University Alumni) September 2014 -
Writer Laramie, WY August 2015
•Wrote various feature articles

AWARDS:

Rocky Mountain Collegiate Press Association Awards:
•Second Place: Sports News, May 2016
•Third Place: Sports Feature, May 2015
•Honorable Mention: Sports Column 2014

OTHER WORK EXPERIENCE:

Food McDonald’s Restaurant, Laramie, WY 2014 - 2016
Service •Customer Service for 200+ customers per day. Prepare food items according to customer request. Operate cash register with 100% accuracy
Worker •Employee of the Month, October 2015 & April 2016
Tara Teacher
(307)001-0042 | 95 North 38th Street, Apartment 4, Laramie, WY 82070 | tarat5@aol.com | linkedin.com/tt

EDUCATION: B.A. Secondary Math Education/Mathematics, expected May 2017; GPA 3.7
University of Wyoming – Laramie, WY
International Exchange Program, Fall 2013 Semester
University of Queensland – Brisbane, Australia

SKILLS: Computer - Microsoft Word, PowerPoint, Excel, Python Programming

STUDENT TEACHING EXPERIENCE

UW Lab School, middle school, 6-9 grades, University of Wyoming campus, Laramie, WY
Spring 2017
- Full-time instruction of 6/7 math and science
- Part-time instruction of 6/7 language arts and humanities
- Planning and development of unit lessons and learning centers
- Design and instruction of an integrated lesson on Quality World Issues
- Design and instruction of a sports and sportsmanship elective
- Modification of lesson plans for special need and IEP students
- Lead parent teacher conferences

OTHER EXPERIENCE

Food Catering Assistant / Cashier
Moon Market – Lawrence, KS
Summer 2014
- Managed transactions, trained employees, organized catering events

Summer Camp Counselor
Lawrence County YMCA – Lawrence, KS
Summers 2013
- Supervised campers, trained “Junior Counselors,” led activities and games, served as a role model

VOLUNTEER WORK

- University of Wyoming Alternative Spring Break participant to Belize, 2015
- University of Wyoming Alternative Spring Break participant to Guatemala, 2014
- Laramie youth basketball coach and referee
- Martin Luther King Jr. Day of Service
- Engineers Without Borders “Run Josh Run” charity event

HONORS/ACTIVITIES

- University of Wyoming Friday Night Fever
- University of Wyoming Rotoract
- Wyoming Scholars Scholarship
- University of Wyoming Presidential Honor Role
Erin Engineering E.I.T
776 1/2 N. Eighth St.
Laramie, WY
eengineer@hotmail.com
307*766*2398

EDUCATION
B.S. Chemical Engineering, University of Wyoming, Laramie, WY ; May 2017
Mathematics and Spanish minors; Chemical Engineering GPA 3.53, Overall GPA 3.19

Software Proficiency
Aspen, Excel, HYSYS, LabView, Mathcad, Matlab, Outlook, Word

WORK EXPERIENCE
Internship: Stone Mountain Materials, Liberty, WY Summer 2016
-Managed chemical batch reactors and heated storage systems producing polymer modified asphalt (PMA) and latex emulsion surfactants for highway construction
-Performed laboratory quality assurance and equipment calibration

Internship: Smithfield Midstream, Alaura, WY Summer 2015
-Supported engineering at a plant processing 1.4 Bcf natural gas
-Interacted with multi-disciplinary teams and delivered multiple technical presentations
-Received OSHA, H2S response, EHS, among other safety certifications and training

Private Tutor, Laramie WY 2016 - 2017
-Tutored math, science, Spanish and engineering courses for students of various nationalities

Cassidy Ranch LLC, Buffalo Ridge, MT 2013 - 2014
-Independently completed various projects for my family ranch that maintains over 250 beef cattle

PROFESSIONAL GROUPS
-American Institute of Chemical Engineers
-Engineers without Borders - USA

VOLUNTEER SERVICE
-Children's Miracle Network, 2016 - 2017
-Raised awareness in the community about the organization and helped with fundraising

-Taught English as a second language for local children, Santiago, Guatemala, 2014

-Big Brothers Big Sisters, 2014 - 2015
-Assisted with annual events for the organization’s pairs and continued fundraising

-Habitat for Humanity, 2014
-Constructed affordable housing

-Family, Community, and Career Leaders of America (FCCLA), 2012 - 2013
-Developed projects to cultivate relations between younger and older generations, assisted the elderly in the community, and started anti-bully program in the local elementary school

HONORS and AWARDS
-Hathaway Merit Honors (University of Wyoming)
-Honor Roll President’s List: 3 Semesters (University of Wyoming)
-National Scholar Athlete (National Football Foundation and College Hall of Fame)
-Presidents Promise Scholarship (University of Wyoming)
Phillip Pharmacy

Sample Resume

(307)755-0000
ppharm@gmail.com

EDUCATION:

Pharm.D., May 2017, University of Wyoming, Laramie, WY

PROFESSIONAL ROTATIONS:

Nuclear Pharmacy, Syncor, Denver, CO: April 2017
Home I.V., Poudre Care Connection, Fort Collins, CO: March 2017
Retail Pharmacy, Walgreens, Fort Collins, CO: February 2017
Bureau of Prisons, United States Penitentiary, Florence, CO: January 2017
Ambulatory Care, Family Medicine, Fort Colline, CO: December 2016
Institutional, United Medical Center, Cheyenne, WY: November 2016
Retail Pharmacy, Wal-Mart, Laramie, WY: October 2016
Acute Care, Poudre Valley Hospital, Fort Collins, CO: July - October 2016

WORK EXPERIENCE:

May 2013 - August 2015 Pharmacy Technician, Walgreens Pharmacy, Laramie, WY

January 2012 - May 2013 Sales Associate, K-Mart, Laramie, WY
Provided customer service to individuals in various departments. Maintained inventory. Priced items. Arranged sale displays. Was promoted from cashier after three months.

HONORS & ACTIVITIES:

ASUW College of Health Sciences Student Senator, 2012 - 2014
Recipient, Presidential Scholarship for Academic Excellence
Member, Laramie Flycasters 2011 - present

LICENSES:

Licensed Pharmacy Intern (P)(I), Wyoming (#1111) and Colorado (#9999).
Additional Application Materials

WRITING SAMPLE

- Should be no more than two to three pages while still expressing a complete thought.
- Do not submit with grading or comments.
- Include prompt when relevant.
- Choose a relevant topic when possible.
- If you do not currently have a relevant writing sample, consider writing a synopsis of a recent article relevant to your industry.

UNOFFICIAL TRANSCRIPT

- You can view and print your unofficial transcript or order official transcripts from WyoWeb.

APPLICATIONS BY E-MAIL

- Always include a brief note in the body of the e-mail stating what you’re applying for, what materials you have attached, and how to contact you.
- This can also be a good opportunity to reiterate your excitement for the position.

REFERENCES

- Employers generally ask for three to four professional references; these should be provided only when requested on a reference page that is separate from your resume.
- Always ask your references if they are comfortable being a STRONG reference for you before you list them as a reference.
- If possible, meet with recommender to provide a copy of your resume and let them know about the type of opportunities you are applying for.
- Keep recommender updated if you know references are being contacted for a specific position and send them a copy of the job description.
- Ask if your reference will share a recommendation on your LinkedIn profile.

APPLICATION FILE NAMES & SAVING DOCUMENTS

- Employers receive dozens of cover letters and resumes a day. Saving your documents with clear and appropriate file names will ensure your materials don’t get lost.
- For example: JoeCowboyResume.pdf or JoeCowboyCoverLetter.docx
- When sending by e-mail, saving as a PDF prevents your formatting from getting jumbled.
- Some online application systems cannot process PDFs, so always follow specific system instructions.

ADDITIONAL DOCUMENTS BASED ON INDUSTRY

- Some industries may require or suggest additional documents, such as online or printed portfolios for creative industries or a statement of teaching philosophy in education. Check with industry professionals or a career consultant to determine your industry’s expectations.

LETTERS OF RECOMMENDATION

- Letters of recommendation are commonly requested for graduate school and fellowship positions.
- Letters of recommendation should be requested two to three months in advance of due date.
References

• Ask each contact if they will serve as a positive reference for you.
• Choose professional references. Good choices include:
  past/current supervisors (internship, summer job, or volunteer
  experience), professors, and colleagues.
• Do not include family or friends unless specifically requested.
• List your references in order of relevance and priority.
• Have a separate page that lists your references.

Joe Cowboy
233 Harney, Laramie, WY. 82070
(307) 555-555 JCowboy@gmail.com

REFERENCES

Reference #1 Name
Reference’s Job Title
Reference’s Organization Mailing Address
City, State Zip Code
Phone Number
E-mail Address
Relationship:

Reference #2 Name
Reference’s Job Title
Reference’s Organization Mailing Address
City, State Zip Code
Phone Number
E-mail Address
Relationship:

(Example Reference Below)
Ms. Janet Smith
Assistant Manager
Coal Creek Coffee
110 Grand Ave
Laramie, WY 82072
(307) 745-7737
JSmith@cc.com
Relationship: Janet is my current supervisor at Coal Creek Coffee
Dear Mr. Doe:

It was a pleasure to meet you this morning. Thank you for your willingness to interview me for the Communications Associate job at ABC Laboratories. Your team really seems to enjoy working there, and I’d be fortunate to count myself among them.

I was particularly interested in the upcoming projects you mentioned this afternoon and believe my internship at the UW’s Communications Office – especially with social media – provided me with a solid foundation to help spread the word about the good work going on at ABC Laboratories.

Please let me know if you require any additional information. I hope to hear back from you soon about the next steps.

Respectfully,

Joe Cowboy

March 1, 2017
CV/ Vita/ Curriculum Vitae

What is a Vita and how do I write one?

A Vita or a Resume?

Vita: A comprehensive biographical statement (generally three or more pages) and is identified with its extensive use of headings. Primarily used by graduate and professional degrees.

Resume: An individual, tightly-drawn, summary (no more than two pages) of personal, education and experience highlights. It focuses attention on the individual’s strongest qualifications as they fit the specific requirements of the position sought.

How do I choose? A vita or CV is typically used in academia, research, and consulting areas. Primarily for people with graduate level degrees. Regardless, you need to make sure your most relevant qualifications appear on the first two pages.

Getting Started: As with resumes, there are widely divergent opinions about what is necessary and desirable in a vita. We believe you should simply consider all suggestions carefully and incorporate only those that make sense to YOU. Vitas should begin with your name and contact information. Utilize headings as a way to organize information; vita headings are more extensive. Your heading options are unlimited; however, the most common ones are described below. With the exception of identifying information, the order of headings will depend on your experience and the job for which you are applying. List the most relevant and powerful heading first, next powerful second, and so forth.

Identifying Information: List your name, phone number, address and email at the top of your vita. While it used to be that you included marital status, children, (even height and weight!) in this section, employers indicate that with the realities of discrimination litigation, such information is absolutely inappropriate.

Summary of Educational Background: List all your degrees in reverse chronological order. Begin with your bolded degree abbreviation (Ph.D.) & discipline, date you received it or plan to receive it, university/college name, city, state. You should include your dissertation and thesis titles. In addition, you can include GPA, minors, or areas of concentration in this section.

Summary of Relevant Work Experience: This section can be broken down into several sub-categories (Teaching Experience, Grants, Research Activities, Professional Experience, Courses Taught, Service, Advising, Work History, etc.). Again, your decision will be based on your experience and the position. Regardless of how you categorize this information, it should begin by bolding the position title, organization name, city, state, and dates of employment.
List all information in reverse chronological order. Describe responsibilities with action verbs.

**Publications:** List all professional publications using the bibliographic style prescribed for your discipline. However, bold your name, to make it easy for the reader to find. Include published work and pending publication.

**Papers and Poster Sessions Presented at Conferences:** Use categories such as workshops, presentation by competition, and presentation by invitation. List these in reverse chronological order. List by beginning with the paper/presentation title, name of conference, dates and location.

**Professional Memberships:** List these in alphabetical order.

**Leadership/Professional Service:** Bold your Position Title, Name the Organization and give Dates. (Remember to include everything: membership on major committees, task forces, boards, elected offices, etc.)

**Special Awards and Honors:** This can be divided into sub-categories, or you may want to decide to include these activities under relevant work experience. You should include scholarships, fellowships, teaching or research awards, competitive assistantships, etc.

**Recent and Current Research:** For most academic positions, this is the crux of your vita. Describe research projects recently conducted or in progress: type of research, purpose, grants, funding, etc.

**References and Transcripts:** At the end of the vita, you should indicate that you can have your references and transcripts sent upon request.

**Final Tips:**
- Be consistent
- Don’t use double entries
- Don’t mix chronological orders
- The job announcement is your road map!

**Heading Examples:**

<table>
<thead>
<tr>
<th>Abstracts</th>
<th>Internships</th>
<th>Professional Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointments</td>
<td>Invited Addresses</td>
<td>Professional Service</td>
</tr>
<tr>
<td>Academic Service</td>
<td>Language Competencies</td>
<td>Publications</td>
</tr>
<tr>
<td>Academic Training</td>
<td>Licensure</td>
<td>Recommendations</td>
</tr>
<tr>
<td>Administration</td>
<td>National Boards</td>
<td>Research Activities</td>
</tr>
<tr>
<td>Appointments</td>
<td>Outreach</td>
<td>Reviews</td>
</tr>
<tr>
<td>Areas of Expertise</td>
<td>Postdoctoral</td>
<td>Scholarly Works</td>
</tr>
<tr>
<td>Assistantships</td>
<td>Experience</td>
<td>Specialized Training</td>
</tr>
<tr>
<td>Career Highlights</td>
<td>Memberships</td>
<td>Teaching Summary</td>
</tr>
</tbody>
</table>
Cover Letter Basics

Cover letters are sometimes more important than resumes. Many job seekers will not spend the time to develop a complete cover letter for each job, or even worse, they will neglect to include one. A cover letter is your chance to show your communication skills and pitch yourself. Remember that most entry-level applicants have similar qualifications. The cover letter is your chance to stand out from the crowd.

The easiest way to approach your letter is to think of yourself responding to two common interview questions:

1. Why do you want to work here, specifically?
   - Research the company, show them that you are interested in what they do and explain why you decided to apply for the job.

2. Why should we hire you, specifically?
   - Keep it brief and explain the 3-4 reasons why you are qualified for the position. Look at the job description and show that you have the qualifications they are asking for in an employee. Make the connections for the reader!

Employer Cover Letter Pet Peeves:

- **Resume Duplication.** The employer already has your resume. There is no need write out all your qualifications again.

- **Reading a Novel.** Long blocks of type with irrelevant information will certainly be skipped over. A max of 4-5 short paragraphs should be more than enough to communicate everything you need to say.

- **Generic Letters.** Research the position and the company, then tailor your cover letter to the job announcement. The lack of specific references to the job and company will indicate to the employer that you were too lazy or uninterested to perform basic research on the company. Reference specific items from the job description.

- **Unnecessary Sentences.** Get to the point while remembering that employers read dozens, if not hundreds or thousands, of cover letters per position.

*Remember, if the employer does not require a cover letter, but you apply through email, treat your email as your cover letter.*
Cover Letter Components
A cover letter introduces the resume and serves as a marketing tool. Proves that you can do the job and shows enthusiasm for the job and the organization.

Your Address
City, State Zip
(Or use the letterhead from your resume)

Date (Month Day, Year)

Name of Employer Contact (or HR Director)
Title
Organization
Street Address
City, State Zip

Dear Mr./Ms./Dr. _____________: (use last name)

INTRODUCTION PARAGRAPH:
• **Why are you writing?** Specifically mention the position and company you are applying to.
• Make a connection with the reader by mentioning a common professional acquaintance or by expressing your interest in the organization.
• Conclude the paragraph with a statement similar to a thesis statement, indicating the skills you are going to address in the next two paragraphs.

BODY PARAGRAPHS:
• **Show that you can do the job** by providing specific examples of past work, internship, volunteer, leadership, or classroom experiences to illustrate that you have the skills from the position description.
• Explain why **you are a PERFECT FIT for this position** and this organization.
• Explain how you can add value to the company, and why **you want to work there specifically**.

CLOSING PARAGRAPH:
• Thank the employer for looking over your application materials, and reiterate your interest in the position and/or organization.
• Express your willingness to follow up with more information if needed, and provide your phone number and e-mail address for contact.

“Sincerely” or “Respectfully,”

Signature
Your Name (Typed)

Don’t write: “To Whom It May Concern”
When possible, direct your cover letter to a specific person. If you can’t find a contact name, use “Dear Hiring Manager” or “Dear Search Committee.”
Job Description

Position: Junior Copywriter
Company: Design My Home Inc.
Location: Boston, MA, US
Area of Interest: Creative Services
Position Type: Full Time

JOB DESCRIPTION
The Junior Copywriter is responsible for product copy for the “Design My Home” brand. We are seeking creative individuals with strong writing and editing skills. Ability to work as a member of a team is a must!

The Junior Copywriter will play a vital role in writing product and website copy that aligns with the company brand. The successful applicant will work closely with our in-house Project Management, Catalog Content, and Website Creative teams, and lead meetings with designers to develop an understanding of new products. He/she will partner closely with our in-house Web Development team to ensure accuracy of information and consistency of style in website product descriptions. Manage copy requests, proofread and edit incoming copy, and make changes as needed. Research and conceptualize new campaign ideas. Prioritize deadlines and manage multiple projects and assignments.

DESIRED QUALIFICATIONS
• Experience with project management
• Experience with in-house advertising
• Familiarity with Adobe Photoshop, InDesign, and Java
• Personal passion for interior design

REQUIRED QUALIFICATIONS
• Four-year bachelor’s degree or equivalent experience
• One to three years of copywriting or editing experience
• Positive and flexible attitude, with the ability to roll with any situation
• Superior editing, writing, proofreading, and communication skills
• Very strong ability to prioritize and work efficiently
• Strong competency as a team player as well as flexibility to work individually
• Strong sense of accountability, especially regarding deadlines, and follow-through on commitments

TO APPLY:
Submit cover letter and resume to John Smith, Human Resources Manager, at j.smith@designmh.com.
Mr. John Smith  
Human Resources Manager  
Design My Home  
1 Beacon Street  
Boston, MA 02116  

Dear Mr. Smith:

Having experience as a copywriting intern and enthusiasm for interior design, I am excited to apply for the Junior Copywriter position with Design My Home. After speaking with Sarah Brown at the University of Wyoming information session about copywriting opportunities in your Boston office, I knew Design My Home would be the perfect company for me. Design My Home’s creative approach to promoting contemporary décor connects with my personal passion for interior design. My interest in home design in addition to my creative writing, editing, and communication skills make me a strong candidate for this position.

As a copywriting intern I gained direct experience writing, proofreading, and editing copy. One of my largest projects at Publishers Clearing House was to communicate with my fellow interns to research and construct a potential marketing proposal. Our team worked together to design innovative online marketing material using Adobe Photoshop, for our new e-reader product to be implemented through our social media sites. I created copy content to complement the design work of my fellow interns. After proposing our ideas to the senior copywriters and marketing managers, our design was selected to be incorporated into the new social media campaign. I look forward to applying my communication and teamwork skills to the Junior Copywriter position at Design My Home.

While working for UW’s campus newspaper, I was promoted from Staff Writer to Assistant Editor. As Assistant Editor it was vital that I managed production deadlines to ensure our paper was published on time and without errors. Working for an independent, student-run paper increases my appreciation for Design My Home’s history as a startup company.

I look forward to discussing how I could apply my skills and experience to the Junior Copywriter position. Please contact me with any questions at 307-555-5555 or JCowboy@gmail.com. Thank you for your time and consideration.

Sincerely,

Joe Cowboy
Career Fairs

Before the Fair:
- Prepare your resume and get it reviewed by CACS staff.
- Check the UW2Career database to see which employers will be in attendance and are conducting interviews.
- Research the employers (what they do, their products, recent successes/challenges, history, values, work culture, and future plans).
- Practice your elevator speech.
- Prepare or dry clean your most appropriate business professional attire.
- Attend preparatory events hosted by career services.

During the Fair:
- Be confident, act professionally and be enthusiastic when talking with employers.
- Ask several question about potential opportunities.
- Ask for contact information from anyone you talk with for communicating afterwards.
- Jot down notes after each interaction; it is very difficult to remember specifics later.

After the Fair:
- Organize all the material and notes into a notebook or file.
- Send a follow-up email or note to any company recruiters you spoke to and thank them for their time and information.
- Select and pursue companies that appealed to you.
- Check UW2Career to see which employers are conducting interviews in the future.

Make the Career Fair work for you.
Career Fair Checklist

Take advantage by attending as many relevant events as possible. Preparation for career events is critical.

✅ Create UW2Career profile and find event specifics: register for events, time, and location.

☐ Add reminders to your calendar so you don’t forget.

☐ Complete EPIC Career Fair milestones.

Develop specific questions for each company to show that you have an interest in them and have taken time to research their company.

☐ Ask for time off so that you can attend the entire event.

   Plan your professional attire. (Clothes fit well, wrinkle-free, shoes shined, keep jewelry and fragrances to a minimum, hair/nails/facial hair trimmed and professional, freshen breath, use deodorant).

☐ Print multiple copies of your resume on resume paper.

   Consider using a professional portfolio or folder to hold your resume and preparation. Include a pen and some paper for notes.

☐ Collect employer’s business cards.

   Connect on LinkedIn with employers who you talked to at the event and send them a personalized invitation to connect.

While the experience may seem overwhelming, remember that company representatives are there to specifically learn about you.
Dress for Success

Men

• A two-piece matched suit and tie is always the best and safest choice. Don’t combine a suit jacket with pants that don’t match. Navy and dark gray are safe bets—avoid extreme colors or patterns.

• Ties should be good quality (e.g. silk), with subtle patterns and conservative colors. Nothing too bright, no loud patterns, and no characters (e.g. Bugs Bunny).

• Shoes should be leather, lace-up or slip-on business shoes, preferably black or cordovan in color. Invest in a good pair—you’ll use them again! Socks should be dark, mid-calf length and match the color of pants

• A conservative watch is okay for jewelry. Keep your jewelry choices simple and lean toward conservative. Removing earrings is a safe bet for men.

• Facial hair, if worn, should be well-groomed and conservative.

Women

• Nothing says professional like a conservative suit. Something in a neutral color (navy, black or gray) with trousers or a knee-length straight skirt. Pair with a white or off-white cotton blouse. No cleavage, and no mini skirts.

• A dress can be professional if paired with a fitted suite jacket (no denim). Dresses should be knee-length and fairly conservative in color and print.

• Wear tasteful jewelry – too much jewelry, or jewelry with too much flare, could be distracting. Stick to small studs (no dangling) earrings. Take out any additional piercings (nose, ear, etc.).

• Shoes should be leather, lace-up or slip-on business shoes, preferably black or cordovan in color. Invest in a good pair—you’ll use them again! Socks should be dark, mid-calf length and match the color of pants

• A conservative watch is okay for jewelry. Keep your jewelry choices simple and lean toward conservative. Removing earrings is a safe bet for men.

Why care about how you look?

Looking professional for an interview not only will boost your confidence, it shows the employer how much you really want the job.
Dining Etiquette

A potential employer may invite you to dine. Even if this seems informal, you should still be on your best behavior.

Basic Manners

- Turn off your cell phone before sitting at the dining table.
- Be aware of how you are presenting yourself. Sit up Straight. Smile.
- Refrain from ordering alcoholic drinks (especially if under 21 yrs old!).
- Wait until everybody is served before you begin eating.
- Be polite to the waiter.
- Follow your host’s lead on what type and price of food you should order.
- Flatware is to be used from the outside working in toward the plate.
- Bread plates are to your left; drink glasses are to your right: make the ‘b’ and ‘d’ using your index finger and thumb as a reminder.
- Dinner rolls should be torn one piece at a time, buttered and eaten.
- Cut one bite of food (meat, fruit, veg) at a time; keep fork prongs pointed down, not up unless eating corn or peas.
- DON’T BLOW YOUR NOSE AT THE TABLE OR IN YOUR NAPKIN.
- Flatware goes on your plate, turned down, and your napkin goes on the table by your plate when your dining is complete.

Table Conversation Dos and Don’ts

**Do:**

- **Discuss the host.** Show genuine interest in their life and career. Find similarities and common interests.
- **Be knowledgeable.** Stay up to date on the news, especially issues related to their industry.
- **Prepare.** It won’t hurt to have some topics in your mind ahead of time.

**Don’t:**

- **Discuss taboos.** This includes personal relationships, recent parties, politics and religion.
- **Monopolize the conversation.**
- **Rudely disagree with them.** Be polite no matter what topics the employer brings up.
How to Ace an Interview

Good News! If you’ve been asked to interview, your resume and cover letter have worked, and more importantly, the employer thinks you are qualified. Now, confidently impress them with these tips:

- **Know The Employer.** Show how much you want the job by not just looking over their website, but looking at news about them or interviewing someone who already works there. Be sure to review their mission and values statements.
- **Know The Job.** Read the description and highlight your skills and how they qualify you for the position.
- **Practice!** Winging it almost never lands you the job. CACS provides free interview prep. Even going over sample questions can make the difference.
- **Look Sharp.** A nice dry cleaned suit and polished shoes not only show how serious you are, they will make you feel more confident and professional.
- **Enthusiasm and Confidence.** If you are not excited and sure that you can do the job, why would the employer hire you?
- **Know Your “Pitch”.** You are both the salesman and the product in an interview. Be clear and specific about what you can offer to them. Use examples to highlight your qualifications.
- **Be Positive.** Make sure you highlight each answer, even ones about past failures, with how you made a positive impact or, at least, what you learned from your mistake.
- **Don’t Lie!** Even a little embellishment could come back to hurt you in the future. It is not worth it to get hired based on false statements and then be dramatically fired later.
- **Bring Your Own Questions.** Show that you are thoroughly interested in learning more about the organization. Feel free to ask about the good and bad aspects of the work environment, as long as you are respectful.
- **Conclusion.** End on a good note. Thank them for their time and reiterate again that you are very interested in the position. Know what the next steps are for the hiring process.
- **Follow Up.** Make sure that you have the correct information for everyone that interviewed you. Send them a thank you note soon after so they can see your interest.
Behavioral Interviewing

Behavioral interviewing is a widely used mode of job interviewing. The behavioral interview technique is used by employers to evaluate a candidate’s experiences and behaviors in order to determine their potential for success. In this type of interview, an employer has decided what skills are needed in the person they hire, and they will ask questions to find out if the candidate has those skills.

Instead of asking how you would behave, they will ask how you did behave. The interviewer will want to know how you handled a situation as a predictor of what you might do in the future.

Questions in a behavioral interview will be more pointed, more probing and more specific than traditional interview questions. Examples of behavioral based questions include:

- Give an example of an occasion when you used logic to solve a problem.
- Tell me about a course, work experience, or extracurricular activity where you had to work closely with others. How did it go? How did you overcome any differences?
- Tell me about a time when your supervisor criticized your work. How did you respond?

Follow-up questions will also be detailed. You may be asked what you did, what you said, how you reacted or how you felt.

(In contrast, in a traditional interview you are asked questions such as “What are your strengths and weaknesses?” or “Why should I hire you?” Answers to these questions typically are more straightforward and general, rather than based upon your specific actions.)

Ways to prepare for a behavioral based interview:

- Recall recent situations that show favorable behaviors or actions, especially involving coursework, work experience, leadership, teamwork, initiative, planning and customer service.
- Prepare short descriptions of each situation and be ready to give details if asked.
- Be sure each story has a beginning, a middle, and an end:

Be ready to describe the situation, your tasks in it, your action, and the result or outcome by remembering the acronym STAR:

★ Situation  Task  Action  Result ★

- Be sure the result or outcome reflects positively on you (even if the result itself was not favorable).
- Be honest. Don’t embellish or omit any part of the story.
- Be specific. Don’t generalize about several events; give a detailed accounting of one event.
- Discuss your specific role within the event.

It is important to keep in mind that there aren’t right or wrong answers. The interviewer is simply trying to understand how you behaved in a given situation. How you respond will determine if there is a fit between your skills and the position the company is seeking to fill. So, listen carefully, be clear and detailed when you respond and, most importantly, be honest. If your answers aren’t what the interviewer is looking for, this position may not be the best job for you anyway.
How to Answer Common Tough Questions

1. **Tell me about yourself.** It is OK to provide a little background on your life but they don’t need a complete biography. Try to focus your answer and end with what drew you to the company and position.

2. **What are your strengths/weaknesses?**
   - Focus on strengths that you have objectively demonstrated in previous experiences.
   - When talking about weaknesses, employers hate cliché answers like, “I just care too much,” or “I work too hard.” You also are not expected to reveal your deepest secret! Instead, talk about a real weakness that you have taken concrete steps to work on such as, “I struggled with organization so I have a planner, and I have seen positive improvement as I work on this weakness.”

3. **Where do you see yourself in 5-10 years?** The employer is trying to determine if you are someone who could stay with the organization. Be honest, but try to avoid talking about how you want to move in 6 months, plans to run away to the circus, or go to graduate school. Talk about what you like about the future career path or how the company mission and values are a good match for you. At the very least, talk about the type of work environment you’d like to work in or your leadership aspirations.

4. **Why did you leave your last position?** Remember your mom’s rule: “If you don’t have anything nice to say....” Bad mouthing a former boss or company will not endear you to the interviewer. If you cannot think of a good reason, simply say that you are looking for a new challenge or opportunity.

5. **What color/animal/superhero would you be and why?** Strange questions like these may pop up in an interview and throw you off. Remember that there is no wrong answer in this situation. The employer wants to see how you think under pressure and how creative you are. Take a deep breath and feel free to be imaginative and funny if appropriate.

6. **Why should we hire you?** This is your chance to make your final pitch. Limit your answer to your top 3-4 reasons. Number them if you have a tendency to ramble: “The 3 main reasons you should hire me are....” Typical reasons for entry level jobs are that you have the education, experience and passion to fit in well in the work environment.
Sample Interview Questions

Practice answering these questions to prepare for your interview.

1. Tell me a little about yourself. / How would you describe yourself?
2. Why did you choose the career for which you are preparing? / What led you to choose your major field of study? Your minor?
3. Why are you seeking a position with our company?
4. What do you know about our company?
5. What is your perception of a typical workday / work-week in this position?
6. What do you think it takes to be successful in a company like ours?
7. In what ways do you think you could make a positive contribution to our company?
8. Why should I hire you?
9. What criteria are you using to evaluate the company for which you hope to work?
10. If you were hiring a graduate for this position, what qualities would impress you?
11. What do you see yourself doing 5-10 years from now?
12. What are your long range and short range career goals and objectives? How do you plan to achieve these goals? When and why did you establish these goals?
13. What motivates you to put forth your greatest effort?
14. How do you determine or evaluate success?
15. Describe a situation in which you were successful.
16. Which experience has prepared you most for this position?
17. Which job have you liked best / least and why?
18. What was the most difficult challenge you have had to handle in a job and what did you do?
19. What have you learned from your mistakes?
20. Describe an experience in which you worked as a part of a team.
21. What two or three accomplishments / achievements are you most proud of and why?
22. Give me an example of a time when you have had to work under tremendous pressure. What was the outcome?
23. What changes would you make in your last place of employment / college experience and why?
24. How do you think your previous supervisors / professors would describe you?
25. What kind of supervisor do you enjoy working for? / What qualities would a successful manager possess? What is your idea of an ideal supervisor / supervisee relationship?
26. Describe your most rewarding college experience.
27. What college subjects do you like best / least and why?
28. What have you learned from participation in extra-curricular / community activities?
29. How has your college experience prepared you for the career you are seeking?
30. Are your grades an indication of your future performance? Why / Why not?
31. Do you have plans for continued study for an advanced degree?
32. Do you have a geographical preference and why? Are you willing to relocate?
33. Are you willing to travel?

Questions you can ask the interviewer

1. How would you describe a typical day on the job / the nature of the position?
2. What type of training can I expect in the first three months?
3. What is your vision for this position? For the company?
4. What are some of the difficulties facing your company now?
5. What have been some of the best results produced by your people?
6. What characteristics in applicants most impress you and your company?
7. Is there anything else I can tell you about my qualifications?
Phone or on-line (usually Skype) interviews are very common and are used primarily as the method of choice for the initial interview, primarily if you are in a different location. They can be difficult because you will have less, or no, nonverbal feedback.

Interviewing Tips

- Check (and double check) your equipment well ahead of time. You do not want to lose the job because of technical difficulties or reception problems.

- Your environment is key. Make sure there are no distractions around you and that you are comfortable. Students can schedule a room for interviews with CACS for no charge. Check what is on the wall behind you or any space visible in your camera.

- Only have job related materials in front of you (resume, cover letter, job description, company info, etc.). You can bring a "cheat sheet" if necessary. Your cheat sheet could contain anything that could help prompt you on relevant interview questions.

- Take notes. Write down relevant information or potential questions for the employer. Also, make sure you get the names of everyone who interviews you for follow up and thank you notes.

- Try to match the interviewer’s speaking rate and pitch. Remember to stay within your personality range, but venture toward that portion of your range which most closely matches that of your interviewer. This is an excellent way to establish rapport quickly over distance.

- In prep for a telephone interview (or any telephone contact), try to have a mirror within view, and smile. You will improve your telephone presence 110 percent just by using this simple technique. You will find yourself coming across much friendlier, more interested, and more alert. If you are self-conscious about seeing yourself in the mirror, you can use the mirror as an occasional checkpoint. But for most people, seeing oneself reflected back gives the kind of feedback necessary to make instant modification toward a positive presence.

- Don’t be thrown off by long pauses or silence after you answer a question. The interviews are probably just writing down your answer.
After the Interview

Many positions are won as a result of careful and effective follow-up after the interview. Often jobs are not offered because the applicant did not display continued interest. Usually it is a good idea to follow up an interview if you are sincerely interested and believe the interviewer showed interest in you.

1. **Send a thank you letter immediately after the interview.**
   - Thank you notes can be hand-written or emailed.
   - It is okay to send a thank you by email, particularly if that is how you have previously communicated with the interviewer.
   - Each thank you letter should include a thank you for the interview, your interest in the job, your qualifications and skills, and a final thank you.
   - Keep your thank you letter short and simple, but do use it to reiterate your interest in the job, your enthusiasm for the company and to sell yourself as the ideal candidate.

2. If you have not heard back from the employer in their proposed time frame, wait a few weeks then write, a brief letter reminding the interviewer of your meeting, express your appreciation for it, and tell him/her again of your interest. (In some cases, it may be wise to write a second letter or email about a month later if you do not receive a response to your first letter. **Persist.**)

3. Use great care in writing a follow-up letter or email so you improve, rather than impair, your chances for employment. If the interviewer tells you to take a specific action at a later date (i.e., submit an application), telephone or write only after you have done those things and reflected on the things discussed during the interview.

4. If you receive a job offer, notify that employer of your decision as soon as possible.

5. Ask for an extension if they want a decision by a certain date and you need more time to visit other organizations before deciding. If you would like to discuss your options, please contact CACS to make an appointment.

Job Acceptance Ethics

**Accept a job offer in good faith.** When an offer is accepted, you should have every intention of honoring that commitment. Accepting an offer only as a precautionary measure is misleading to the employer and may restrict opportunities for other students who are genuinely interested in that employer. Students should recognize that the acceptance of a job offer may be a legally binding contract and that the employer may have the option to take legal action against the person who accepts more than one offer.

In addition, the Center for Advising and Career Services may withhold further services to the student, including participating in on-campus interviewing.

Sexual Harassment

As a University of Wyoming student, you are protected by University Regulations 1-5 and 1-44. These prohibit sexual harassment and/or misconduct. If you have feel you have been the victim of these behaviors while on an internship/practicum/student teaching/research experience, please immediately contact the office of Diversity and Employment Practices at 307-766-3459 or diversity-epo@uwyo.edu.

Please notify CACS when you accept employment
Let’s talk about money

This can be an uncomfortable but necessary conversation with a potential employer. While some job compensation packages are set in stone, many aspects of job acceptance are negotiable.

Salary
Don’t just pick a number that sounds good! Do extensive research on what is normally expected for your field (see links below).
- Industry standards for salaries
- Regional variations
- Cost of living adjustments
- State income tax

Benefits
Remember that salary is not the only important aspect to the negotiation.
- Health insurance
- Retirement packages
- Student loan repayment
- Vacation & sick days
- Relocation coverage
- Performance bonuses

Not all jobs are equal
Due to cost of living expenses, a professional making $50k in Laramie would need to make over $112k in Manhattan! -CNN Money

Perks
Perks do not necessarily have a monetary value, but they can have a big impact on your quality of life and job satisfaction.
- Company car
- Business travel
- Professional development
- Office size
- Company gym
- Childcare services

After being well informed, confidently make your case for the kind of employment package you would like. Make sure that you justify your terms and remind them about the skills you are bringing to their company. If you feel their offer is completely unreasonable, be prepared to respectfully decline employment.

Online Resources
NACE Job Seeker Salary Calculator

Bureau of Labor Statistics Salary Info
http://www.bls.gov/

CNN Money Cost of Living Calculator
To apply, visit st.alexius.org and click on careers.

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- Academic probation, reinstated, and academic renewal
- A&S transcription evaluation and degree checks

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- Career assessment (preferences, interests and values related to career choice)
- Exploring career options with different majors for various career fields
- Selecting or changing majors
- Online major/career information
- Degree evaluation
- Academic advising

Job & Internship Search
- Online and in-person resume assistance
- Internship search assistance
- Practice interviews
- Job search strategies
- Career fairs and career preparation classes
- Host companies on campus for job interview purposes
- Online job postings
- Alumni assistance