

UNIVERSITY OF WYOMING

# CAREER GUIDE

Providing University of Wyoming students and alumni the tools to take ownership of their futures

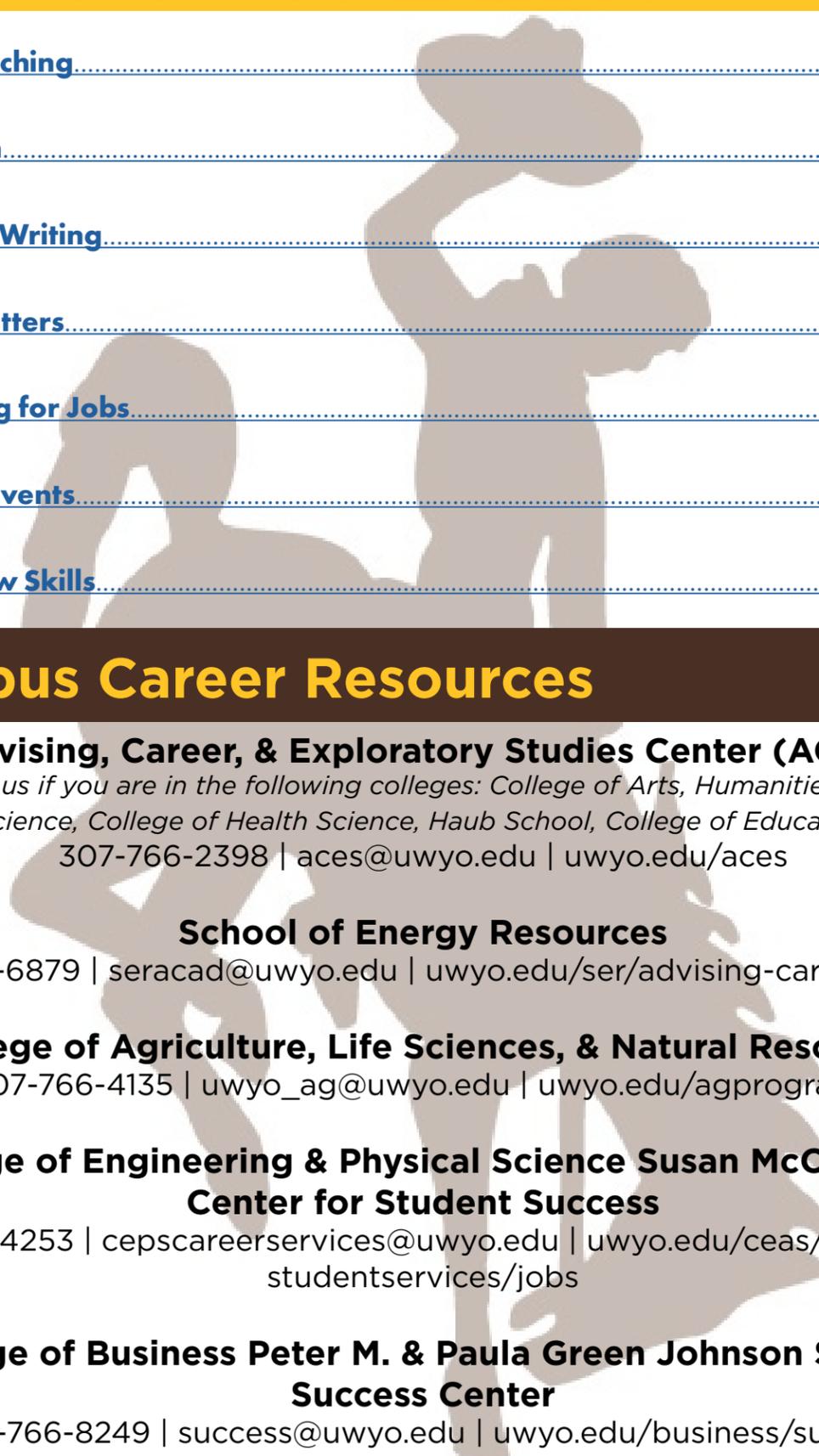


UNIVERSITY  
OF WYOMING

Career Services

*THE WORLD NEEDS MORE COWBOYS.*

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## Campus Career Resources

### Advising, Career, & Exploratory Studies Center (ACES)

Contact us if you are in the following colleges: College of Arts, Humanities, & Social Science, College of Health Science, Haub School, College of Education  
307-766-2398 | [aces@uwyo.edu](mailto:aces@uwyo.edu) | [uwyo.edu/aces](http://uwyo.edu/aces)

### School of Energy Resources

307-766-6879 | [seracad@uwyo.edu](mailto:seracad@uwyo.edu) | [uwyo.edu/ser/advising-career-center](http://uwyo.edu/ser/advising-career-center)

### College of Agriculture, Life Sciences, & Natural Resources

307-766-4135 | [uwyo\\_ag@uwyo.edu](mailto:uwyo_ag@uwyo.edu) | [uwyo.edu/agprograms](http://uwyo.edu/agprograms)

### College of Engineering & Physical Science Susan McCormack Center for Student Success

307-766-4253 | [cepscarerservices@uwyo.edu](mailto:cepscarerservices@uwyo.edu) | [uwyo.edu/ceas/resources/student-services/jobs](http://uwyo.edu/ceas/resources/student-services/jobs)

### College of Business Peter M. & Paula Green Johnson Student Success Center

307-766-8249 | [success@uwyo.edu](mailto:success@uwyo.edu) | [uwyo.edu/business/success](http://uwyo.edu/business/success)

# Career Competencies

What does it mean to be “**career-ready**”? How can you demonstrate to a potential employer that you have the skills or behaviors of a new professional? The National Association of Colleges and Employers – an organization that brings together higher education career services and industry hiring authorities – established a list of **competencies** that college graduates should be able to perform successfully.

Through your coursework, experiences outside the classroom, part-time or full-time jobs, volunteer work, or education abroad opportunities, you have increased your abilities in these areas, and can discuss these abilities on your resume or in an interview.

### Career & Self Development

Proactively develop oneself and one’s career through continual personal and professional learning, awareness of one’s strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one’s organization.

*Examples:* Attending Career Fairs or industry tours, developing a LinkedIn profile, conducting informational interviews, creating and updating your resume

### Equity & Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

*Examples:* Use of inclusive language, classes that explore diversity, attending allyship training, education abroad opportunities

### Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

*Examples:* Membership in professional organizations, involvement in student organizations, goal setting, internships or practicums, assignment of increasingly challenging tasks in a job

For more info, go to:

[naceweb.org/career-readiness-competencies](http://naceweb.org/career-readiness-competencies)

### Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside an organization.

*Examples:* Class presentations and group projects, writing papers and essays

### Critical Thinking

Identify and respond to needs based on an understanding of situational context and logical analysis of relevant information.

*Examples:* Research and analysis, case studies, literature reviews, ethical dilemmas

### Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.

*Examples:* Elected or appointed positions in student organizations, peer tutoring, training co-workers, involvement in athletics or intramurals, leading discussions or groups in class

### Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

*Examples:* Group projects and activities, laboratory work, study groups

### Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

*Examples:* Google Analytics, Zoom, Microsoft Office Suite, research databases, social media

# How to Find a Job

Job searching is time-consuming and can be overwhelming! Sometimes it is difficult to even get started when the possibilities are so numerous.

**Be enthusiastic, self-confident, and persevering. You got it!**

**1. Break it into small, achievable goals.** Dedicate a couple of hours a week to your job search and identify your timetable. This keeps you on track and working toward 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** by answering the following questions honestly:

<b>WHO?</b>	Who do you want to work for? Who do you know? Who are the other people you need to consider in your decisions?
<b>WHAT?</b>	What size of employer appeals to you? What type of employer would you enjoy? 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.
<b>WHY?</b>	Why would you take the job --- future career goals, compatible work environment, opportunity for advancement, or more responsibility?
<b>WHERE?</b>	Where do you want to live? Where do you want to start? Where do you want to go?
<b>HOW?</b>	How will you start to look for a job? How will you identify potential employers? How will you evaluate opportunities and offers?

**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.** Research interesting employers. Start with an appointment at Career Services and use your online tools ([www.uwyo.edu/aces/career-services](http://www.uwyo.edu/aces/career-services)).

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

**7. Follow up!** Keep track of your job search and keep going!  
\*\*\*Remember to send thank-you notes.\*\*\*

**8. Finally.....You are hired! Way to go!**

# Online Job Search



Handshake is an online tool dedicated to connecting students and alumni with job and internship opportunities.

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

[www.wyoming.joinhandshake.com](http://www.wyoming.joinhandshake.com)



Online job seeker/workforce services system for employment in Wyoming.

[www.wyomingatwork.com](http://www.wyomingatwork.com)



Non-profit jobs. Connecting people who want to do good with job opportunities for action and collaboration.

[www.idealists.org](http://www.idealists.org)



Compilation of millions of jobs from thousands of company websites, job boards, and newspapers for a one-stop search.

[www.indeed.com](http://www.indeed.com)



Resources to help the right people find the right federal employment across the United States and around the world.

[www.usajobs.gov](http://www.usajobs.gov)



Find employment opportunities and apply online via company career sites to cut out the middle man.

[www.usnlx.com](http://www.usnlx.com)



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

[www.buzzfile.com](http://www.buzzfile.com)

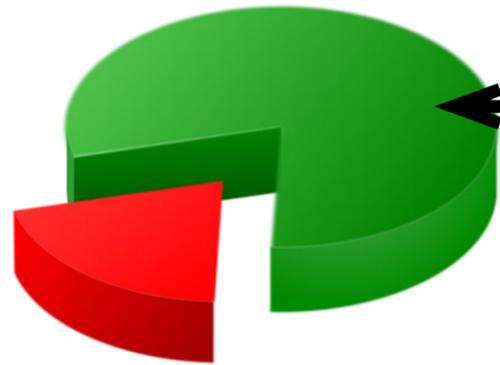


**What Can I Do With This Major?**

Learn typical career areas and employers that hire people with each major, and strategies to be a marketable candidate.

[www.uwyo.edu/aces/career-services/job-search.html](http://www.uwyo.edu/aces/career-services/job-search.html)

# 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!

- Talking to your fellow classmates
- Attending a student meeting
- Asking a professional in your field for advice about how to get your foot in the door

1. **Elevator Speech.** Prepare a few sentences to pitch yourself to people you meet. Learn more about your elevator speech in SOAR!

2. **Connect.** Get involved in interesting activities, form lasting and mutual relationships, and offer assistance and support to others.

3. **Be Enthusiastic and Positive in Communications.** Take the initiative; you never know where the person working with you on your class project will be working two years from now.

4. **Tell EVERYONE You are Looking for a Job.** Start with people you know -- family, friends, doctors, hairstylists, professors, alumni, anyone you come in contact with -- and tell them what you want to do and why (your elevator speech).

5. **Informational Interviewing.** Ask for advice and insight from a professional. Explain you are a student, and they were recommended as someone who has a lot of experience and expertise about the field. People are very open when they are treated like an expert. Don't call and ask "Do you have any jobs?"  
Learn more about informational interviewing in **SOAR**.

6. **Talk with Professors.** They have interacted with thousands of students who are now out there working for companies. What are their careers?

7. **Join LinkedIn.** Start making connections. Learn more about LinkedIn Learning.

8. **Follow up.** 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 email or post a LinkedIn message as an opportunity to express interest in a specific organization and to market yourself.

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

## Inquiry By Email (Requesting an informational interview)

Dear Ms. Smith:

As a junior majoring in psychology at the University of Wyoming, I am interested in a career path in human resources. I received your information from the UW Alumni Association, and I'm hoping to speak with you regarding your background and career path, as well as any advice you have for someone in my position. Would you be able to set aside time for a brief informational meeting or call?

My resume is attached. I look forward to hearing back from you soon!

Joe Cowboy

## LinkedIn Connection Request

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,

Joe Cowboy



## Career Fair Follow-Up Message

Hello Ms. Sanders:

Thank you again for your time at the UW Career Fair yesterday – I really enjoyed learning more about the Communication Associate role at XYZ Wyoming, 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 am excited to learn more about the internships you are offering.

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

Thank you for your consideration and your time,

Joe Cowboy

# LinkedIn Checklist

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

**Make your profile stand out from your competition.**

- Upload a professional profile picture**
- Customize your public profile URL**
- Create a summary section** (establish your personal brand and highlight your knowledge, skills, and interests)
- Customize your professional headline** (include the industry and location you are interested in)
- Add work experience** (provide a description of what you do, what you have accomplished, your skills, and the value you bring)
- Generate a list of at least 5 skills** (minimum)
- List your University of Wyoming education** (and other education experiences; exclude high school)
- Consider adding additional sections as you grow in your education and professional life** (projects, organizations, certifications, volunteer experience, honors and awards, causes, interests)
- Have at least 40 first level connections** (request connections from classmates, instructors, advisors, employers)
- Request recommendations from coworkers, employers, and organization leaders**
- Join 3 groups relevant to your dream career field** (PLUS the UWAlumni [www.linkedin.com/groups/58998](http://www.linkedin.com/groups/58998))
- Exclude details like your marital status and birthday**

Visit: [www.university.linkedin.com/linkedin-for-students](http://www.university.linkedin.com/linkedin-for-students)

# Resume Components

**\*optional\*** **First Name Last Name**  
[Address • City, State, ZIP Code] • Phone • Personal email (not UW email) • LinkedIn URL

## OBJECTIVE OR SUMMARY

Only add if resume is not accompanied with cover letter, like at a job fair. A branding statement is another option.

**Example:** Seeking a Marketing Analyst position starting Summer 2022

## EDUCATION (Required)

List all degrees, certifications, additional training, study abroad, research, special projects.

**Example:** Bachelor's Degree, University of Wyoming, Laramie, WY, Graduation Date  
Emphasis, Minor, GPA (if above 3.0 or if requested)

## SKILLS (Optional)

Present only skills, abilities, or accomplishments that are relevant to your reader.

**Example:** Adobe Photoshop and InDesign. Full professional proficiency Spanish.

## RELEVANT COURSEWORK (Optional)

List any important courses by name

## EXPERIENCE (Required)

Reflect skills, strengths, accomplishments, or achievements. Back up with evidence. Present most relevant information first. Experience can include volunteer and co-curricular activities as well as paid jobs. Quantify details to add magnitude: "Which resulted in an increase of 30 new members," or "Planned training program for 35 participants."

**Example:** Salesperson/Management Intern  
Company, Laramie, WY | Summers years

- Earned 2016 top sales associate award for customer service
- Researched market trends and presented findings to top management

## HONORS & AWARDS (Optional)

List scholarships, Dean's & President's list, honors, and awards.

**Example:** Dean's list | dates

## ACTIVITIES or VOLUNTEER SERVICE or INTERESTS (Optional)

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

**Example:** President, Student Organization, University of Wyoming, dates

- Organized annual fund raising event, raising \$10,000

Student Athlete, University of Wyoming, dates

# Emma Cowboy

307-555-1234 | email@something.com

## EDUCATION

Bachelor of Science – Computer Science, Minor in Mathematics      *Expected May 2025*  
 University of Wyoming | Laramie, WY

- GPA – 3.2/4

## TECHNICAL EXPERIENCE

**Data Science Intern** | Oracle      *May 2022 – August 2022*  
 Cheyenne, WY

- Worked on multiple stages of data science projects including data pipeline, aggregation, and feature engineering.
- Developed models for data visualization solutions.
- Consulted with product and service teams to identify questions and issues for data analysis and experiments.
- Communicated analytical findings to service and business managers.

## SKILLS

- Python, SQL, R, JavaScript
- Windows OS, Mac OS, Linux OS
- Strong written and verbal communication skills
- Leadership
- Task management

## OTHER EXPERIENCE

**Shift Manager, Barista** | Starbucks Coffee      *September 2021 – May 2022*  
 Laramie, WY

- Took orders and payment from customers.
- Managed multiple food and drink orders at once while maintaining timely and quality service.
- Coordinated with coworkers to handle high order volumes accurately and efficiently.
- Conducted regular inventory ensuring appropriate stocking and order of supplies.
- Responsible for closing shift duties including counting the cash drawer, shutting down equipment, cleaning, and locking up the building.

**Landscape/Maintenance Worker** | University of Wyoming      *May 2021 – September 2021*  
 Laramie, WY

- Provided lawncare, landscaping, and minor maintenance around apartments and residence halls.
- Repaired sprinkler systems
- Maintained flower beds
- Responsible for driving university utility vehicles around town and to work sites.

# Jane Cowboy

307.555.3333 | jmcowboy@email.com

*Hard-working, conscientious student with an entrepreneurial mindset and ability to manage multiple time demands. Seeking internship opportunities that allow for expansion of skillset into financial services and customer relationships.*

## EDUCATION

University of Wyoming, Laramie, WY      Anticipated graduation date: Fall 2023

- Bachelor of Science, Agricultural Business
- Bachelor of Science, Economics
- Minor in Blockchain Technology

Cumulative GPA: 3.667/4.0

## EXPERIENCE

**Owner**, Mybiz (2021-present)

Started a clothing brand business, the proceeds of which benefit college athletes and local charities. Manage all aspects of the business including in-person sales, social media promotion, design, production, and distribution via website.

*Skills: Marketing, Licensing, Bookkeeping, Networking, Sales*

**Ranch Hand**, Family Ranch LLC (2014-2021)

Work on family ranch during the summer months. Developed a strong work ethic and ability to adapt to constant change and demands.

*Skills: Crop Irrigation and Production, Livestock Management, Equipment Maintenance*

**Equipment Manager**, University of Wyoming Sports Team (2018-2020)

Issued and repaired player gear; set up and put away equipment for practices and games. Trained newer employees on proper procedures, and supervised staff at all times. Engaged in frequent communication with external personnel in athletics.

*Skills: Communication, Organization, Leadership*

**Special Education Paraprofessional**, Saddlestring County School District 1 (Jan. 2021-May 2021)

Provided assistance in the classroom to students with special educational needs. Coordinated with teachers to tailor help to student needs; received substitute teacher certification.

*Skills: Patience, Adaptability, Listening and Communication*

## AWARDS AND ACTIVITIES

- Financial Portfolio Management Club Member
- Academic Dean's Honor Roll, Fall 2018 to present
- Wyoming Hathaway Performance Scholarship
- Tensleep County Commissioners Scholarship
- Farm Credit Services of America Scholarship

## TECHNICAL SKILLS

Microsoft Excel, Microsoft Powerpoint, Website Design and Management

# Jenny Cowboy

jcowboy@uwyo.edu | {Phone} | {LinkedIn}

## EDUCATION

**University of Wyoming, School of Energy Resources** Laramie, WY  
 Bachelor of Science, Energy Resource Management & Development, 3.7 GPA, Expected Graduation May of 2023  
 Concentration: Professional Land Management (Petroleum Landman)

### Academic Awards:

- Dean's List
- Nielson Bridge Scholarship (2019)
- Nielson Energy Scholarship (Present and 2020)
- Denver Association of Professional Landmen Scholarship (Present)
- Wyoming Association of Professional Landmen Scholarship (Present)

### Activities:

- Student Chapter of Energy Resources, President *May 2021 – Present*
  - Organize meetings and events to create a meaningful atmosphere with opportunities for PLM students to learn and network while maintaining a meaningful atmosphere
  - Travel to events such as AAPL's and WAPL's annual meetings along with NAPE to explain and grow UW's land program along with network
- Liaison for Wyoming Association of Professional Landmen (WAPL) *May 2021 – Present*
- Student Chapter of Energy Resources, Treasurer *May 2020 – May 2021*
- Ethical Leadership Certification from NASBA, Center for Public Trust *August 2020 – Dec. 2020*

## EXPERIENCE

**Three Crown Petroleum** CO/WY  
*Freelance – Petroleum Landman Consultant* December 2021

- Ran title primary seeking unleased acreage or expiring leases
- Prepared reports for sections covered to summarize findings of OGLs, release, partial releases, extensions, and or open acreage

**University of Wyoming Foundation** Laramie, WY  
*Summer Internship – Petroleum Landman* June 2021 – August 2021  
*The University of Wyoming Foundation is a 501(C)(3) with oil and gas royalties and minerals in Colorado, Louisiana, Mississippi, Montana, North Dakota, Oklahoma, Texas, Utah, and Wyoming*

- Organized and managed the royalty and mineral interests held by the Foundation across nine states
- Created an accounting royalties schedule to manage and track monthly royalty checks, an ownership report of producing and non-producing interests, and an operator list with current operators
- Discovered money in suspense for assets unknown previously to the Foundation
- Reviewed all division orders and well applications sent to the Foundation

## SKILLS AND ATTRIBUTES

- Microsoft Excel
- Honest
- Hardworking

# John Cowboy

(307) 555-5555 | JCowboy@uwyo.com/JCowboy@hotmail.com

School Address:  
 307 Pistol Pete Dr.  
 Laramie, WY 82070

Home Address:  
 100 Osage Drive  
 Pinedale, WY 82601

## OBJECTIVE

Summer employment or internship, utilizing communication and graphic arts background to develop multimedia presentations. Willing to relocate for the summer.

## EDUCATION

**B.S. in Communication, Graphic Arts minor** **Graduation May 2022**  
 University of Wyoming (UW), Laramie, WY  
Coursework includes: Advertising, Graphic Design, Public Speaking

## SKILLS

- Social media content management
- Adobe Illustrator, MS Publisher, InDesign, Photoshop
- Access, Word, Excel, PowerPoint
- English, Conversational Spanish

## WORK EXPERIENCE

**Sales:** FedEx Kinko's, Laramie, WY Aug. 2020-Present  
 • Work front counter and production printing two and four-color overlays.  
 • 16-20 hours per week while being a full-time college student.

**Orientation Leader:** UW Admissions, Laramie, WY Summer 2020  
 • Worked with parents of incoming UW students.  
 • Used verbal communication skills and training to lead tours and present information on University departments and programs.

**Graphic Designer:** WOW Inc., Burbank, CA Summer 2019  
**Internship:** Designed work including multimedia, production, four-color printing.

## HONORS AND ACTIVITIES

- ASUW Senator, Arts & Sciences, 2019-2020
- Student Activities Chair, 2018-2019
- Dean's List

## PORTFOLIO

- www.JCowboyPortfolio.com and available upon request

# Tex Cowboy

1234 Your Street, Laramie, WY 82072 | 307-555-1234 | email@something.com

## **OBJECTIVE**

Current sophomore seeking summer internship in the field of electrical engineering.

## **EDUCATION**

### **Bachelor of Science - Electrical Engineering**

University of Wyoming | Laramie, WY

- GPA - 3.0/4

*Expected May 2025*

## **EXPERIENCE**

### **Shift Manager, Barista** | Starbucks Coffee

Laramie, WY

*September 2021 - Present*

- Take orders and payment from customers.
- Manage multiple food and drink orders at once while maintaining timely and quality service.
- Coordinate with coworkers to handle high order volumes accurately and efficiently.
- Conduct regular inventory ensuring appropriate stocking and order of supplies.
- Responsible for closing shift duties including counting the cash drawer, shutting down equipment, cleaning, and locking up the building.

### **Sales Associate** | Walmart

Laramie, WY

*December 2020 - May 2021*

- Provided customer support in the electronics section.
- Assisted with unloading and stocking of merchandise.
- Delivered prompt, professional customer service to all customers.

## **SKILLS**

- MATLAB
- CSWA SolidWorks certified
- Microsoft Excel, Word, and PowerPoint
- Strong written and verbal communication skills
- Leadership
- Task management

## **EXTRACURRICULAR ORGANIZATIONS**

**Engineers Without Borders** | Active member

*August 2020 - Present*

**Green Dot Bystander Intervention** | Completed Student Training

*February 2022*

# Ima Cowboy

## **Contact**

1234 South Street  
Laramie, WY 82071  
307-555-1234  
email@internet.com

## **Objective**

Motivated Elementary Education graduate seeking the role of Elementary teacher at [WYO] Elementary School. Experience includes teaching classes at [WYO] Elementary School for 80 days over a 16-week period. Skills include classroom management, co-teaching, utilizing whiteboard technology, and differentiated instruction.

## **Education**

Bachelor of Arts  
Elementary Education  
University of Wyoming  
Laramie, Wyoming  
August 2018 - May 2022  
**GPA: 3.5**

## **Experience**

### **Student Teacher, Wyoming School, Laramie, WY**

January 2022 – May 2022

- Taught math, reading, and social studies lessons to classes of up to 22 students, planned lessons, and tailored curriculum and instruction to the needs of individual children
- Planned activities to drive development and growth of students, including academic games that combined academic content lessons and sports to drive student engagement
- Attended meetings with parents to discuss student progress, learning challenges, and behavioral conduct in the classroom

### **Teacher's Assistant, Wyoming Pre-school, Cheyenne, WY**

January 2020 – December 2021

- Provided classroom management support to the teacher in classes with up to 25 preschool students and ensured a safe and positive learning environment for children
- Delivered support to the teacher for the implementation of lesson plans and activities
- Resolved conflicts amongst students and taught emotional coping skills to aid personal growth and development

## **Key Skills**

Communication  
Classroom Management  
Co-Teaching  
Differentiated Instruction  
Collaboration

## **Certifications**

Elementary Education  
State of Wyoming, 2022  
  
Special Education, K-12  
State of Wyoming, 2022

# Jo Cowboy

307.555.4444 | jocowboy77@email.com | she/her/hers

*Reliable, hardworking undergraduate student with a solid background in customer service, leadership, and working with people of all ages; seeking a position providing more challenging levels of skill development and responsibility while still helping people.*

## Education

University of Wyoming, Laramie, WY August 2020-present  
Major: Pre-Social Work; Minor: Communication

## Skills Summary

**Customer Service:** Proficient in providing assistance to others, in both retail/food service and human service settings, with age ranges from toddlers to the elderly.

- Coordinated with fellow team members to ensure operations ran smoothly
- Developed entrepreneurship and sales skills working in a family business
- Expected to maintain safety and cleanliness standards in multiple settings

**Leadership & Involvement:** Continually seek out opportunities for personal development and advancement through extracurricular activities.

- Worked as a Peer Host/Mentor for incoming college freshman, organizing activities and providing advice and guidance
- Supervised freshmen in the residence halls, mediating roommate disputes and ensuring residence halls rules were being followed
- Contributed to sorority's recruitment week, fundraising events, and social media presence

**Teaching & Training:** Comfortable with teaching and caring for people of all ages; experienced in giving presentations to peers on a variety of topics.

- Designed lessons for school-age children that were informative and interactive (for example, dinosaurs, outdoor skills)
- Delivered presentations to freshmen on topics like study skills and career exploration; assisted faculty with other course material; spoke with parents of freshman to answer questions
- Trained new employees on tasks like stocking, cleaning, food preparation etc.

## Activities and Organizations

Member of XYZ Sorority, University of Wyoming September 2020-present  
*Selected as Chair for Diversity, Equity & Inclusion for 2021-2022 academic year*

Volunteer for The Big Event, University of Wyoming October 2021  
*Helped community members in need of assistance with property upkeep*

## Related Experience

*Teacher's Assistant;* Local Day Care in Laramie WY September 2021-present  
*Peer Mentor;* LeaRN program at the University of Wyoming June-December 2021  
*Educational Assistant;* Social Service Agency, Laramie WY January-May 2021  
*Floor Associate;* Retail Establishment, Laramie WY August-December 2020  
*Team Member;* Fast Food Place, Laramie WY January-August 2020

# Jay Cowboy

(307) 555-5555  
JCowboy@gmail.com307 Pistol Pete Dr.  
Laramie, WY 82070

## EDUCATION:

**Doctor of Pharmacy Candidate** University of Wyoming, School of Pharmacy May 2022  
GPA: 3.9

**BS Pre-Professional Pharmacy Program** University of Wyoming (UW) May 2018  
Minor: Aging Studies and Honors GPA: 4.0

**LICENSURE:** Licensed Pharmacy Intern (P)(I), Wyoming (#1111) and Colorado (#9999)

## WORK EXPERIENCE:

**Pharmacy Internship** Mayo Clinic, Rochester, MN (10 weeks) April 2022  
• In central pharmacy and emergency department to complete medication reconciliations. Completed 25-30 medication reconciliations each day. Worked in central pharmacy

**Pharmacy Technician** Walgreens Pharmacy, Laramie, WY May 2019 - August 2020  
• Distributed medication under supervision. Assisted patients and answered phones. Delivered medications. Stocked shelves. Entered patient data into computer

**Adult and Geriatric Medical Specialties** Ivinson Medical Group, Laramie, WY January 2019  
• 120 hours of shadowing and journal article research focused on Aging Studies

## PROFESSIONAL ROTATIONS:

**Geriatrics, Wyoming PACE**, Cheyenne, WY: February 2022 (4 weeks)  
• Review patient charts, clinic visits for medication therapy management to educate and improve geriatric patients adherence

**Advanced Community, VA Medical Center**, Cheyenne, WY: January 2022 (4 weeks)  
• Assisted filling prescriptions. Counseling mental health, home based care, and anticoagulation patients

**Advanced Institutional, SageWest Health Care**, Riverton, WY: December 2021 (4 weeks)  
• Monitored daily therapy and recommended treatment modifications in comprehensive care conferences and answering drug information questions from healthcare team

**Ambulatory Care Salud Family Health Centers**, Longmont, CO: November 2021 (4 weeks)  
• Patient visits in anticoagulation clinic, monitored warfarin therapy along with other disease states. Completed SOAP notes on 7-10 patients per week

**Internal Medicine I and II Wyoming Medical Center**, Casper, WY: October 2021 (4 weeks)  
• Monitored 3-7 patients, recommended therapy changes to family medicine team. Collaborated with peer and faculty to write "Polypharmacy" review article for The Journal of Family Practice

## UPCOMING PROFESSIONAL ROTATIONS:

**Retail Pharmacy**, Wal-Mart, Laramie, WY: March 2022  
**Acute Care**, Poudre Valley Hospital, Fort Collins, CO: April 2022

## HONORS & ACTIVITIES:

- **Historian & "Pharmacy Phrolic 5K" Chair, Rho Chi Society**, UW, 2020-present
  - Recipient of "Breakout Achievement Award." Volunteer
- **ASUW College of Health Sciences Student Senator**, UW, 2017-2018
- UW Division I Women's Soccer, 2018-2021, **Captain (2020-2021)**
  - Academic All-Conference, Scholar Athlete Honors, and four-year letter winner
- Presidential Scholarship for Academic Excellence
- Wyoming Student Society of Health-System Pharmacists/ASHP Breakout Achievement Award

## PRESENTATIONS:

- The Dangers of Vaping: Are People Just Blowing Smoke?, UW, November 2021
- Opioids: The Good, The Bad, and Everything In-Between, UW, October 2021
- Professionalism in Pharmacy School, UW, August 2021

# Resume Checklist

Resumes are focused professional and academic life summaries. Resumes are subjective; there is no perfect format and different styles appeal to different types of employers.

- Error Free** (no inconsistencies, spelling, or grammar mistakes; all could instantly disqualify you)
- One Page** (unless you have extensive relevant experience)
- Easy to Read** (with clear font choices)
- Prominent Name & Contact Info** (up-to-date and easy to find)
- Clear & Organized Content** (order each section and list content from most to least relevant)
- Reverse Chronological Order** (most recent first)
- Consistent Tenses** (present tense for current position and past tense for older positions)
- Use Bullet Points** (highlight skills, abilities, competencies, and relevant duties)
- Consistent Margins** (can be adjusted to save space, but keep even)

Many employers spend **10 seconds** reviewing your resume. Make your best qualities easy to find.

# Employer Pet Peeves:

- **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.
- **No Jargon, Acronyms, or Abbreviations.** The person reviewing may be unfamiliar with some terms.
- **No "References available upon request."** Have a separate page of references.

**Your resume is an advertisement.  
Employers are the target and you are the product.  
Have your resume reviewed!**

# Transferable Skills

Transferable skills are abilities, attributes, and personal qualities obtained during your studies 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 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

## LABEL YOUR PROFICIENCY

- **Fundamental Awareness** (basic knowledge)
- **Novice** (limited experience)
- **Intermediate** (practical application)
- **Advanced** (applied theory)

### Competencies employers seek on a candidate's resume

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

### 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  
overcame  
promoted  
reduced  
restored  
stimulated  
strengthened  
upgraded

#### ANALYSIS & PROBLEM SOLVING

abstracted  
analyzed  
appraised  
briefed

clarified  
compared  
computed  
correlated  
critiqued  
debated  
defined  
determined  
dissected  
evaluated  
examined  
identified  
interviewed  
investigated  
judged  
maintained  
mapped  
monitored  
observed  
perceived  
ranked  
read  
reasoned  
related  
researched  
reviewed  
screened  
scanned  
solved  
studied  
summarized  
surveyed  
synthesized  
verified  
visualized

#### ASSISTANCE

advised  
assisted  
collaborated  
contributed  
consulted  
cooperated  
enlisted  
facilitated  
fostered  
helped  
participated  
referred  
served  
strengthened  
supported  
sustained

#### COMMUNICATION

addressed  
advertised  
answered  
briefed  
communicated  
corresponded  
debated  
explained  
expressed  
facilitated  
interpreted  
interviewed  
lectured  
listened  
narrated  
prepared

presented  
publicized  
recorded  
responded  
spoke  
wrote

#### CREATION & DEVELOPMENT

acted  
adapted  
authored  
built  
charged  
clarified  
composed  
conceived  
corrected  
created  
designed  
developed  
devised  
discovered  
drafted  
eliminated  
established  
expanded  
expedited  
initiated  
innovated  
instituted  
integrated  
introduced  
invented  
launched  
modified

originated  
perceived  
performed  
planned  
prioritized  
produced  
promoted  
proposed  
recommended  
reduced  
restored  
refined  
revamped  
set  
shaped  
simplified  
solved  
styled  
streamlined  
substituted  
visualized

#### OPERATIONS

adjusted  
adapted  
clarified  
corrected  
eliminated  
expedited  
facilitated  
fixed  
implemented  
installed  
performed  
prepared  
prioritized

produced  
programmed  
promoted  
ran  
reduced  
repaired  
serviced  
set  
transported  
upheld  
used  
utilized

#### 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

#### PERSUASION

aided  
advertised  
auctioned  
enlisted  
facilitated  
helped  
improved  
led  
maintained  
motivated  
negotiated  
persuaded  
promoted  
purchased  
raised  
recommended  
recruited

#### SERVICE

attended  
cared  
catered  
delivered  
entertained  
facilitated  
listened  
maintained  
prepared  
procured  
provided  
satisfied  
served  
supplied

#### SUPERVISION/ MANAGEMENT

administered  
allocated  
approved  
arranged  
assigned  
authorized  
coached  
conducted  
decided  
delegated  
directed  
dispatched  
distributed  
educated  
encouraged  
enforced  
evaluated  
executed

exercised  
expedited  
facilitated  
fired  
followed (through)  
hired  
implemented  
instructed  
led  
maintained  
met (deadlines)  
monitored  
motivated  
organized  
oversaw  
planned  
prepared  
regulated  
reinforced  
responded  
retained  
reviewed  
scheduled  
set  
supervised

#### TEACHING & COUNSELING

adapted  
advised  
advocated  
aided  
assessed  
briefed  
cared  
charged

clarified  
coached  
comforted  
communicated  
conducted  
coordinated  
demonstrated  
educated  
empathized  
enabled  
encouraged  
enlightened  
guided  
helped  
implemented  
improved  
influenced  
informed  
inspired  
interpreted  
investigated  
observed  
perceived  
persuaded  
restored  
shared  
solved  
spoke  
stimulated  
strengthened  
substituted  
supported  
sustained  
taught  
trained  
validated

### Words that Describe your Personal Traits

active	determined	fair	methodical	reliable
adaptable	diplomatic	forceful	objective	resourceful
adept	disciplined	honest	outgoing	self-reliant
broad-minded	discreet	innovative	participate	sensitive
competent	efficient	instrumental	personable	sincere
conscientious	energetic	logical	pleasant	successful
creative	enterprising	loyal	positive	tactful
dependable	experienced	mature	productive	versatile

# Additional Application Materials



## WRITING SAMPLE

- Can be a past report or class writing assignment.
- Should be no more than two to three pages while expressing a complete thought.
- Do not submit with grading or comments.
- 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.
- Include prompt when provided one.

## UNOFFICIAL TRANSCRIPT

- You can view and print your unofficial transcript or order official transcripts from WyoWeb.
- If you need to send electronically, you will either print and scan or snip each page and paste into a PDF document.

## INDUSTRY SPECIFIC

- 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 services staff member to determine your industry's expectations.

## APPLICATIONS BY EMAIL

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

## 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.  
Example: JCowboyResume.pdf or JCowboyCoverLetter.pdf.
- Saving as a PDF prevents your formatting from getting jumbled.
- Some online application systems cannot process PDFs, so always follow specific system instructions.

# References

- Employers generally ask for three to four professional references.
- Ask each contact if they will serve as a **strong** positive reference for you and how they prefer to be contacted.
- Have a reference page that is separate from your resume.
- Choose past/current supervisors (internship, summer job, or volunteer experience), professors, and colleagues (the more recent, the better).
- List your references in order of relevance and priority.
- Let references know you are job searching and that they may be contacted; provide them with your resume and a job description.
- Ask if your reference will share a recommendation on your LinkedIn profile.

## Joe Cowboy

307 Pistol Pete Dr, Laramie, WY 82070  
(307) 555-5555 JCowboy@gmail.com

## REFERENCES

Top Reference Name

Reference's Job Title

Employer

Phone Number

Email Address

Relationship: (supervisor, friend, faculty, etc.)

**Send references  
a copy of your  
resume and job  
description**

*(Example Reference Below)*

Ms. Janet Smith

Assistant Manager

Coal Creek Coffee

110 Grand Ave.

Laramie, WY 82072

(307) 745-7737

JSmith@cc.com

Relationship: Current supervisor at Coal Creek Coffee

## LETTERS OF RECOMMENDATION

- Commonly requested for graduate school and fellowship positions.
- Request two to three months in advance of the due date.
- Follow references guidelines.

# Curriculum Vitae/CV

**Vita:** A **comprehensive** biographical statement (generally three or more pages) and is identified with its extensive use of headings.

**A Vita or a Resume? How do I choose?** A vita, or CV, is typically used in academia, primarily for people with graduate and professional degrees, research, and consulting areas. 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. Consider all suggestions carefully and incorporate only those that make sense to **you**. Organize with 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. It used to be common practice that you included marital status, and children (even height and weight!); however, 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.) and discipline, date you received or plan to receive it, university/college name, city, and state. Include your dissertation and thesis titles. You can include GPA, minors, or area of concentration.

**Summary of Relevant Work Experience:** This section can be broken down into several subcategories (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. Bold the position title. List organization name, city, state, and dates of employment. List all information in reverse chronological order. Describe responsibilities with action verbs.

**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.

Granting Agency, "Title of Grant," \$Grant Value, Year

**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 (most recent comes first).

Last name, First initial., other authors. (Year, Month). Paper/Presentation Title.  
Name of Conference, City, State. Dates.

**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 publications.

Last name, First initial., other authors. (Year). Title. Journal, Volume (Issue), page numbers.

## Pending Publications:

Last name, First initial., other authors. (Year to be published). Title. Manuscript submitted for publication.

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

**Leadership/Professional Service:** Bold your position title, name of the organization, and give dates. (Remember to include membership on major committees, task forces, boards, elected offices, etc.)

**Special Awards and Honors:** This can be divided into subcategories, 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.

## Final Tips:

- **Be consistent**
- **Don't use double entries**
- **Don't mix chronological orders**
- **The job description is your road map!**



# Heading Examples:

- Abstracts
- Appointments
- Academic Service
- Academic Training
- Administration
- Appointments
- Areas of Expertise
- Assistantships
- Career Highlights
- Chapters
- College Activities
- Committees
- Credentials
- Endorsements
- Exhibits
- Graduate Practical
- Grants & Contracts
- Honors & Awards
- Internships
- Invited Addresses
- Language Competencies
- Licensure
- National Boards
- Outreach
- Postdoctoral Experience
- Memberships
- Professional Overview
- Professional Service
- Publications
- Recommendations
- Research Activities
- Reviews
- Scholarly Works
- Specialized Training
- Teaching Summary

# Cover Letter Basics

A cover letter introduces the resume and is your chance to pitch yourself. It proves that you can do the job and shows enthusiasm for the organization. Cover letters are sometimes more important than resumes.

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 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!

### Cover Letter Pet Peeves:

- **Resume Duplication.** The employer already has your resume. There is no need to write out all your qualifications again.
- **Reading a Novel.** Long blocks of text with irrelevant information will certainly be skipped over.
- **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. 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.
- **Unnecessary Sentences.** Get to the point while remembering that employers read dozens, if not hundreds or thousands, of cover letters per position.

**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 requirements for deciding what words are important.  
• Example: "Excel" not "Microsoft Office Suite"

**Most entry-level applicants have similar qualifications. The cover letter is your chance to stand out from the crowd.**

# Cover Letter Components

**Emma Cowboy**  
307 Pistol Pete Dr, Laramie, WY 82070  
(307) 555-5555 JCowboy@gmail.com

Date (Month Day, Year)

Name of Employer Contact (or HR Director)  
Job 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 work, internship, volunteer, leadership, or class experiences to illustrate you have the same or similar skills from the 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 email 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."*

*If you can't find it, omit it all together.*

# Sample Job Description

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

## JOB DESCRIPTION

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](mailto:j.smith@designmh.com).

# Sample Cover Letter

**Joe Cowboy**  
307 Pistol Pete Dr, Laramie, WY 82070  
(307) 555-5555 JCowboy@gmail.com

March 1, 2021

Mr. John Smith  
Human Resources Manager  
Design My Home  
1 Beacon Street  
Denver, CO 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 materials 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 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*  
Joe Cowboy

## Note items in bold and Match Symbols (\* • °+~)

These are points of significance on the job description that have been included in the cover letter as an example.

If the employer does not require a cover letter, but you apply through email, treat your email as your cover letter.

# Applicant Tracking Systems (ATS)

Many companies use applicant tracking systems to manage job applications. These systems analyze extracted information for criteria relevant to the position and assigns each candidate a ranking compared to other applicants. The higher the resume ranking, the more likely the application will end up being reviewed by a human reader.

- Include job title on the resume**
- Include a few, clearly defined sections and use ALL CAPS** (make it easy for the applicant tracking system to find and categorize the information)
- Incorporate relevant, targeted keywords and phrases for the type of position being sought** (“Photoshop” instead of “image-editing software”)
- Check your email after applying online.** (Some applicant tracking systems acknowledge submissions, but these automated responses may be diverted to your spam folder)

## ATS Pet Peeves:

- **Submitting multiple resumes to the same company.** Applicant tracking systems keep previous submissions. You can apply to multiple, related positions, but make sure the resume information is consistent, because the hiring manager will have access to the other versions.
- **Don’t include skills you don’t possess as an attempt to “trick” the applicant tracking system into selecting you. (Remember, the resume will eventually be reviewed by a human.)** A unique resume will set you apart from the competition.
- **Complex formatting can confuse ATS, because the ATS can’t “read” it.** Tables, multiple columns, text boxes, fancy templates, borders, colors or shading condensed or expanded text extra spaces between letters.
- **Images or graphics.** Inclusion of any colorful graphics may be enough to “choke” some applicant tracking systems.

# Career Fairs

## Before the Fair:

- Complete **SOAR** Career Fair milestones.
- Check the **Handshake** database to see what employers will be in attendance and which 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.
- Attend preparatory events hosted by Career Services.

## During the Fair:

- Be confident, act professionally, and be enthusiastic when talking with employers.
- Ask several questions about potential opportunities.
- Jot down notes after each interaction; it is 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 **Handshake** to see which employers are conducting interviews in the future.

## Fall Fairs

- **Pharmacy Fair**
- **STEM Fair**
- **BIG Job Fair**
- **Nursing & Health Professions Fair**

## Spring Fairs

- **STEM Fair**
- **BIG Job Fair**
- **Teacher Fair**

## Job Fair details available in

 **handshake**

[www.wyoming.joinhandshake.com](http://www.wyoming.joinhandshake.com)



**Make the Career Fair  
work for you**

# Career Event Checklist

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

**Create a Handshake profile and find event specifics: register for events, time, and location.**

**Add reminders to your calendar so you don't forget.**

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

**Prepare your resume.** Get it reviewed by Career Services staff.

**Print multiple copies of your resume.**

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

**Plan your professional attire.** Clothes should be clean, well fitting, and wrinkle-free; shoes shined, jewelry and fragrances are kept to a minimum, hair/nails/facial hair trimmed and professional, freshen breath, use deodorant.

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

**Collect employers' business cards for communicating afterwards.**

**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 company representatives are there to specifically learn about you.

# Thank-You Notes

Thank-you notes help you stay on the employer's mind. Reiterate your interest, strengths, and introduce additional relevant information after thanking them for the interview.

- Email within 24 hours.
- Mail a letter or card in addition to email (optional, but encouraged).
- Send individual notes to each person you interact with (if possible).
- Send a message of some sort after any significant interaction with an employer (career fair, employer panel, networking event, interview).

**Joe Cowboy**

307 Pistol Pete Dr, Laramie, WY 82070  
(307) 555-5555 JCowboy@gmail.com

March 1, 2021

Dear Mrs. Smith:

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

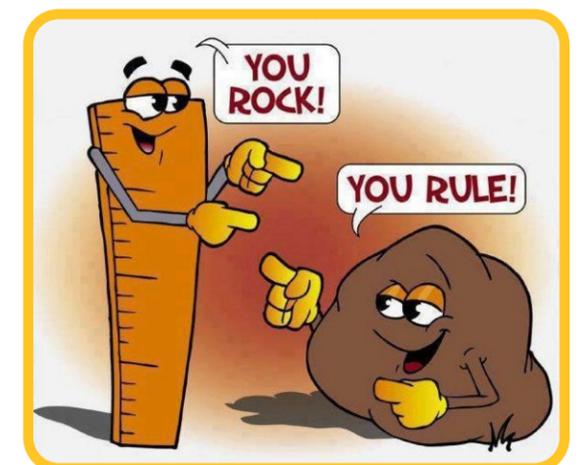
I was particularly interested in the upcoming projects you mentioned in our conversation and believe my internship at the UW's Institutional Marketing Office – especially with social media – provided me with a solid foundation to help spread the word about the good work going on at Aspen Laboratories.

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*

Joe Cowboy



# Dressing for Interviews: Guidelines for Everyone

Once the euphoria of being invited for an interview has worn off, the next thing to figure out is what to wear to the interview. Applicants should attempt to emulate the look of others in that same industry. Do people generally wear business suits, or dress more casually?



After booking the interview, take some time to research the employer's dress expectations, by browsing their website and existing social media. It's perfectly fine to contact the company as well, and just ask what employees doing that job tend to wear.

Broadly speaking, the guideline for interview apparel is to wear clothing that is comfortable for you, does not distract the interviewer, and projects an air of competence or professionalism reflective of the job. For example, someone interviewing to be an elementary school teacher would dress differently than someone interviewing to be a pharmaceutical sales representative.

According to thebalancecareers.com, following "the three P's" will ensure you're choosing appropriate items: **proper fit**, **polished**, and **professional**. Your appearance should be neat, clean and tidy. Other recommendations include:

- All clothing should be clean, ironed, and in good repair (no fraying, holes, or stains).
- Neutral colors like black, brown, navy or gray work best.
- Button-down shirts with slacks, a blazer, or tie is a classic look.
- Jewelry should be kept to a minimum—a statement piece of jewelry that communicates a bit of your personality is ok, as long as it's just one piece.
- Avoid ties, socks or other items with wild patterns.
- Limit, or avoid altogether, wearing perfume or cologne.



**Why care about how you look?**  
Looking professional for an interview not only **boosts your confidence**, it shows the employer how much you really want the job.

# Ace an Interview

**Good News!** If you've been asked to interview, your resume and cover letter 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 looking over their website, 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!** Career Services provides mock interviews. Even going over sample questions can make the difference.
- **Be on Time.** But, not too early.
- **Turn Off Your Cell Phone.** Not to vibrate; completely off.
- **Look Sharp.** This will make you feel more confident and professional.
- **Enthusiasm and Confidence.** If you are not excited and sure you can do the job, why would the employer hire you?
- **Know Your "Pitch."** You are selling yourself as a product in an interview. Be clear and specific about what you can offer 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.
- **Bring Your Own Questions.** Show that you are thoroughly interested in learning more about the organization.
- **Conclusion.** End on a good note. Thank them for their time and reiterate again that you are very interested in the position. Ask 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 so they can see your interest.



**Your interview is an opportunity to determine if there is a fit between your skills and the position the company is seeking to fill. If your answers aren't what the interviewer is looking for, this position may not be the job for you anyway.**

# Behavioral Interviews

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.

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.

**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

### Ways to prepare for a behavioral based interview:

- **Tell a Story.** Recall recent situations that reflect favorable behaviors or actions, especially involving course work, work experience, leadership, teamwork, initiative, planning, and customer service.
- **Paint a Complete Picture.** Be sure each story has a beginning, a middle, and an end. 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 account and discuss your specific role within one event.
- **Prepare.** Write your stories down so you remember the details you want to highlight.

### 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?

**Keep in mind there aren't right or wrong answers.**

# Answer Common Tough Questions

**1. Tell me about yourself.** It is okay 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?**

STRENGTH — Focus on strengths you have objectively demonstrated in previous experiences.

WEAKNESS — When talking about weaknesses, employers hate cliché answers like, “I just care too much,” or “I work too hard.” You are not expected to reveal your deepest secret! Instead, talk about a real weakness 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 six months, plans to run away to the circus, or thoughts about 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 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 reasons. Number them if you have a tendency to ramble: “The three 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.

### Interview Tip:

Think before you answer!  
It is perfectly fine to take a deep breath and collect your thoughts so that you have a clear and concise answer.

# Sample Questions

- Tell me a little about yourself./How would you describe yourself?
- Why did you choose the career for which you are preparing?/What led you to choose your major field of study? Your minor?
- Why are you seeking a position with our company?
- What do you know about our company?
- What is your perception of a typical workday/work-week in this position?
- What do you think it takes to be successful in a company like ours?
- In what ways do you think you could make a positive contribution to our company?
- Why should I hire you?
- What criteria are you using to evaluate the company for which you hope to work?
- If you were hiring a graduate for this position, what qualities would impress you?
- What do you see yourself doing 5-10 years from now?
- 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?
- What motivates you to put forth your greatest effort?
- How do you determine or evaluate success?
- Describe a situation in which you were successful.
- Which experience has prepared you most for this position?
- Which job have you liked best/least and why?
- What was the most difficult challenge you have had to handle in a job and what did you do?
- What have you learned from your mistakes?
- Describe an experience in which you worked as a part of a team.
- What two or three accomplishments/achievements are you most proud of and why?
- Give me an example of a time when you had to work under tremendous pressure. What was the outcome?
- What changes would you make in your last place of employment/college experience and why?
- How do you think your previous supervisors/professors would describe you?
- 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?
- Describe your most rewarding college experience.
- What college subjects do you like best/least and why?
- What have you learned from participation in extracurricular/community activities?
- How has your college experience prepared you for the career you are seeking?
- Are your grades an indication of your future performance? Why/Why not?
- Do you have plans for continued study for an advanced degree?
- Do you have a geographical preference and why? Are you willing to relocate?
- Are you willing to travel?

## Questions you can ask the interviewer

- How would you describe a typical day on the job/the nature of the position?
- What type of training can I expect in the first three months?
- What is your vision for this position? For the company?
- What are some of the difficulties facing your company now?
- What have been some of the best results produced by your people?
- What characteristics in applicants most impress you and your company?
- Is there anything else I can tell you about my qualifications?

# Know Your Rights

Interview preparation includes having a fantastic resume, an impressive interview outfit, and prepared responses to questions you anticipate being asked. However, are you familiar with your rights during the interview process, or have an understanding of what kinds of questions might be illegal?

The **Equal Employment Opportunity Act of 1964** is a federal law protecting the rights of applicants and employees during the interview, hiring, and employment process. Under this Act, it's illegal for a hiring authority to ask applicants questions about their:

- age
- the presence of a disability
- gender
- race
- height and weight
- religious affiliation
- citizenship
- marital status
- children
- sexual orientation
- or medical conditions/history of drug and alcohol use

Most employers do not ask illegal questions maliciously; they're either unaware that the questions are inappropriate or are trying to learn information they view as important. It's helpful to have some prepared responses if these questions come up during the interview. Here are some ideas:

- How does this pertain to the job?
- Why is this information needed?
- I do not feel comfortable discussing this topic in an interview.

From there, let your intuition guide you in determining the interviewer's intent with the question. If your gut tells you this may not be a welcoming place to work, trust that feeling!

For specific information pertaining to protected individuals, consult the Equal Employment Opportunity Commission ([www.eeoc.gov](http://www.eeoc.gov)).

## Sexual Harassment

As a University of Wyoming student, you are protected by University Regulations 4-2 and 4-3. These prohibit sexual harassment and/or misconduct. If you feel you have been the victim of these behaviors while on an internship, practicum, student teaching, or research experience, please immediately contact the Equal Opportunity Report and Response (EORR) office on the UW campus, at 307-766-5200 or [report-it@uwyo.edu](mailto:report-it@uwyo.edu).

For more Diversity, Equity, and Inclusion job search information, [visit the ACES site.](#)

# 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 and 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 server.
- 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.
- 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.

## 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:

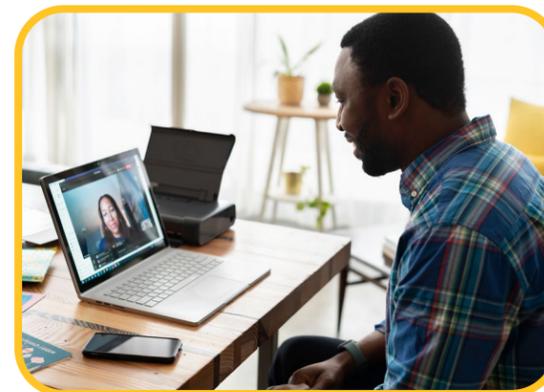
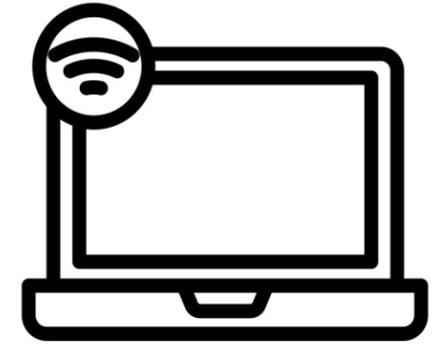
- **Discuss taboos.** This includes personal relationships, recent parties, politics, and religion.
- **Monopolize the conversation.**
- **Rudely disagree with them.** Be polite no matter what topics the employer brings up.



# Virtual Interviewing Tips & Recommendations

Phone or online (usually Skype or Zoom) interviews are very common and are used primarily as the method of choice for the initial interview, especially if you are in a different location. They can be difficult, however, because you will have less, or no, nonverbal feedback.

- **Check (and double check) your equipment and your WiFi signal.** 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 ACES for no charge.) Check what is on the wall behind you or any space visible in your camera.
- **Have job-related materials in front of you.** Resume, cover letter, job description, company info, etc. You can bring a "cheat sheet" if necessary, containing 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.
- **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.
- **Have a mirror within view, and smile.** You will improve your on-screen 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 interviewers are probably just writing down your answer.

# After the Interview

Usually it is a good idea to follow up after an interview if you are sincerely interested and believe the interviewer showed interest in you.

## 1. Thank-you letter. Send immediately after the interview.

- Thank you notes can be hand-written or emailed (See page 33).
- It is okay to send a thank you by email, particularly if that is how you have previously communicated with the interviewer.
- Include your thanks for the interview, reiterate your interest in the job, enthusiasm for the company, qualifications and skills, and a final thank you.

**2. Follow-up.** 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. Follow-up again.** If the interviewer tells you to take a specific action at a later date (i.e., submit an application), call or write only after you have done those things.

**4. A Job offer!** Notify that employer of your decision as soon as possible.

- 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 Career Services to make an appointment.

### Job Acceptance Ethics

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. 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, Career Services may withhold further services to the student, including participating in on-campus interviewing.

# All 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

## Perks

Perks with no monetary value 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 becoming well informed, confidently make your case for the kind of employment package you would like. Make sure you justify your terms and remind your employer 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

<http://www.jobsearchintelligence.com/NACE/jobseekers/salary-calculator.php>

### Bureau of Labor Statistics Salary Info

<http://www.bls.gov/>

### Money Geek Cost of Living Calculator

<https://www.moneygeek.com/cost-of-living-calculator/>



Knight Hall 222  
(307) 766-2398  
aces@uwyo.edu  
uwyo.edu/aces



access our career guide online

## Career Counseling/Exploration

- Explore values, personality, interests, family influence, calling, etc. and how they impact career decisions
- Discover a deeper understanding of yourself
- Overcome barriers to academic and career decisions
- Find ways to apply your passions and dreams
- Take career counseling assessments

## Job & Internship Search

- Online and in-person resume assistance
- Practice interviews
- Career fairs for employer connection and on-campus job interviews
- Internship assistance
- Career fair and career preparation workshops
- Job search strategies
- Online job postings
- Alumni assistance



**SOAR** is an interactive platform where students are encouraged to compile and articulate on competencies gained through high-impact experiences they have throughout their academic journey. These experiences can range from internships and part-time jobs to cross-cultural and international experiences to research and even service and civic engagement.

Learn more at [www.uwyo.edu/soar](http://www.uwyo.edu/soar)



**HANDSHAKE** is dedicated to connecting you with job and internship opportunities. Including: listings for jobs and internships, career fair schedules, employer information, on campus interview scheduling, and career event details.

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