



UNIVERSITY OF WYOMING

Career Guide

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



ACES | Advising • Career • Exploratory Studies
Business | Johnson Career Center
Engineering & Applied Science | Career Services

What is EPIC?

- ✓ 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

College to Career transitioning to your post-graduation plan

- 1 First time users start by creating a profile.
- 2 Click the "New User? Register Here" link to create a new account.

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



Advising • Career • Exploratory Studies Center

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

Johnson Career Center

187 Business | (307) 766-4807 | jcc@uwyo.edu
www.uwyo.edu/business/johnson-career-center/

College of Engineering and Applied Science

2085 CEAS | (307) 766-2398 | aljones@uwyo.edu
www.uwyo.edu/ceas/resources/student-services/jobs/

School of Energy Resources

338 Energy Innovation Center | 307-766-6879 | pamelah@uwyo.edu
www.uwyo.edu/ser/academic-programs/career-services/

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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 towards 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.

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 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."
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?

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 an appointment at Career Services and use your online tools (www.uwyo.edu/aces/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! 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



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



idealist

Non-profit jobs. Idealist is about connecting – people who want to do good – with opportunities for action and collaboration.



one search. all jobs.

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



Provides resources to help the right people find the right Federal employment opportunities across the United States and around the world.



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



GOINGLOBAL

Provides country-specific career and employment information. Search for jobs in more than 30 countries and over 50 USA metropolitan areas.



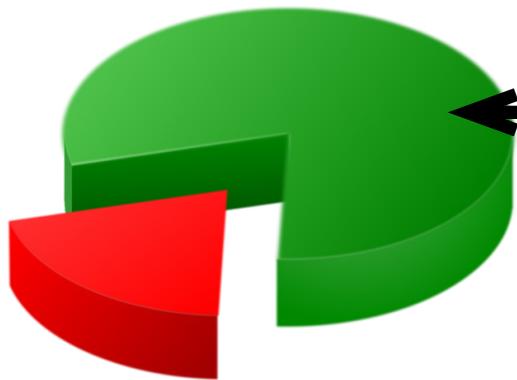
The most advanced company information database. Find out who employs your major!



What Can I Do With This Major?

Learn 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.

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
- 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 Elevator Speech.** Prepare a few sentences to pitch yourself to people you meet. ***Complete the "elevator speech" milestone in EPIC.***
- 2 Be Nice.** Get involved in interesting activities. Form lasting and mutual relationships, 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, people who graduated before you, anyone you come in contact with - and tell them what you want to do and why (your elevator speech). What does your mom's best friend's sister-in-law's cousin do for a living?
- 5 Informational Interviewing.** Ask for advice and insight. Don't call and say, "Do you have any jobs?" Instead, 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.
- 6 Talk with Professors.** They have interacted with thousands of students who are now out there working for companies.
- 7 Join LinkedIn.** Start making connections. ***Complete the LinkedIn milestones in EPIC.***
- 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, mail a letter, or a 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 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. Smith:

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 UW Alumni Association, and am writing 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,
Jolie 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'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 for your convenience. I look forward to further discussing my qualifications with you in an interview. Thank you for your consideration.

Best,
Jolie 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.



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)



Add 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, exclude high school)



Exclude details like your marital status and birthday



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 1st 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 UWAumni www.linkedin.com/groups/58998)

LinkedIn is an ART, not a SCIENCE. It takes time and finesse, 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: Seeking a Marketing Analyst position starting Summer 2018 with XYZ Wyoming

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 Accounting, May 2018
University of Wyoming; Laramie, WY GPA: 3.2

RELEVANT COURSEWORK or RESEARCH & PROJECTS or LAB EXPERIENCE (Optional)

List any important courses by name, titles of research, presentations, publications, knowledge of lab equipment and skills.

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.

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 Content & Organization (order each section and list content from most to least relevant)

Education Section (contains complete college information, including associates degree, but usually not high school info)

Reverse Chronological Order (more recent first)

Consistent Tenses (present tense for current position and past tense for older positions)

Job Descriptions (bullet points that highlight skills, abilities, and competencies rather than duties (see page 11); quantify with numbers)

Consistent Margins (can be adjusted to save space, but keep even)

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

Employer Resume 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.
- **"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 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

Fundamental Awareness

(basic knowledge)

Novice

(limited experience)

Intermediate

(practical application)

Advanced

(applied theory)

Top attributes employers look for on a resume

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

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

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
Diagnosed
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
Bolstered
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
Bolstered
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
Bolstered
Clarified
Corrected

Eliminated	Inspected	Persuaded	Educated	Briefed
Expedited	Located	Promoted	Encouraged	Cared
Facilitated	Maintained	Purchased	Enforced	Charged
Fixed	Mapped	Raised	Evaluated	Clarified
Implemented	Met (deadlines)	Recommended	Executed	Coached
Installed	Methodized	Recruited	Exercised	Comforted
Performed	Obtained	SERVICE	Expedited	Communicated
Prepared	Organized	Attended	Facilitated	Conducted
Prioritized	Planned	Cared	Fired	Coordinated
Produced	Prioritized	Catered	Followed (through)	Demonstrated
Programmed	Processed	Delivered	Hired	Educated
Promoted	Programmed	Entertained	Implemented	Empathized
Ran	Reorganized	Facilitated	Instructed	Enabled
Reduced	Reproduced	Listened	Led	Encouraged
Repaired	Retrieved	Maintained	Maintained	Enlightened
Serviced	Revamped	Prepared	Met (deadlines)	Guided
Set	Revised	Procured	Monitored	Helped
Transported	Scheduled	Provided	Motivated	Implemented
Upheld	Set	Satisfied	Organized	Improved
Used	Simplified	Served	Oversaw	Influenced
Utilized	Solved	Supplied	Planned	Informed
ORGANIZATION	Streamlined	SUPERVISION/ MANAGEMENT	Prepared	Inspired
Accumulated	Structured	Administered	Regulated	Interpreted
Arranged	Synthesized	Allocated	Reinforced	Investigated
Assembled	Updated	Approved	Responded	Observed
Built	PERSUASION	Arranged	Retained	Perceived
Catalogued	Aided	Assigned	Reviewed	Persuaded
Clarified	Advertised	Authorized	Scheduled	Restored
Classified	Auctioned	Bolstered	Set	Shared
Coordinated	Bolstered	Coached	Supervised	Solved
Correlated	Enlisted	Conducted	TEACHING & COUNSELING	Spoke
Detailed	Facilitated	Decided	Adapted	Stimulated
Developed	Helped	Delegated	Advised	Strengthened
Facilitated	Improved	Directed	Advocated	Substituted
Filed	Led	Dispatched	Aided	Supported
Gathered	Maintained	Distributed	Assessed	Sustained
Graphed	Motivated		Bolstered	Taught
Identified	Negotiated			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

JASON JOB HUNTER

Jason.J.Hunter@uwyo.edu

(307) 760-7666 Cell

School Address:

2529 Overland Road
Laramie, WY 82070

Permanent 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 Communications, Graphic Arts minor **Graduation May 2019**
University of Wyoming (UW), Laramie, WY
Coursework included: Advertising, Graphic Design, Public Speaking

SKILLS

- Adobe Illustrator, MS Publisher, InDesign, PhotoShop
- Access, Word, Excel, PowerPoint
- Conversational Spanish

WORK EXPERIENCE

Aug. 2017-Present

Sales: FedEx Kinko's, Laramie, WY

- Work front counter and production printing two and four-color overlays.
- 16-20 hours per week while being a full-time college student.

Summer 2017

Orientation Leader: UW Admissions, Laramie, WY

- Worked with parents of incoming UW students.
- Used verbal communication skills and training to lead tours and present information on University departments and programs.

Summer 2016

Graphic Designer: WOW Inc., Burbank, CA

Internship: Designed work including multimedia, production, four color printing.

HONORS AND ACTIVITIES

- ASUW Senator, Arts & Science, 2016-2017
- Student Activities Chair, 2016-2017
- Dean's List

PORTFOLIO

www.JJHunterPortfolio.com and available upon request

Alexander Agriculture

Aag@mail.com www.linkedin.com/aag

134 7th St. Laramie, WY 82070 (307) 766-0000

Education

Bachelor of Science in Agriculture, August 2018

Animal Science minor, GPA 3.25

University of Wyoming, Laramie, WY

Associate of Science in Animal Science, May 2016

Eastern Wyoming Community College, Torrington, WY

Related Work Experience

Student Worker, University of Wyoming Experiment Station,
Laramie, WY, Jan. 2017-Present

- Monitor animal health and safety
- Developing skills in animal production for pigs, sheep, cattle and goats

Rodeo Intern, WYO Rodeo, Sheridan, WY, Summer 2015

- Participated in event planning and implementation
- Directed vendors and visitors in a timely manner

Other Work Experience

Hampton Inn Front Desk Agent, Laramie, WY,

Sept., 2016-Present (20 hours per week)

- Respond to variety of customer service issues
- Train new employees

King Ropes Retail Associate, Sheridan, WY, 2015

- Assisted customers in purchasing western apparel
- Maintained over \$10,000 in cash flow

Agriculture Family Ranch Hand, Ranchester, WY, 2007-2016

- 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

Betty Business

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

Education

College of Business | University of Wyoming | Laramie, WY | December 2017

- **Major:** Bachelor of Science in Marketing | Dean's List – Fall 2015 & 2016
- **Concentration:** Supply Chain Management
- **Minor:** Information Management

Experience

Intern | Urgent Care | Cheyenne, WY | June 2017 – August 2017

- Reduced 41% of supplies costs by improving ordering processes & managing suppliers
- Doubled sales during Fall Sports Physicals by developing a successful marketing campaign
- Increased customers satisfaction by improving clinical procedures & training employees

Intern | University of Wyoming Union Marketing Coordinator | August 2016 – May 2017

- Increased office recognition by managing email campaigns & creating social media content
- Improved website using Google Analytics & HTML resulting in better user flow & engagement
- Established KPIs to track the performance of marketing practices, collect data & evaluate

Projects

WYO Apparels | Supply Chain Student Association | University of Wyoming | Spring 2017

- Started an apparels business to fundraise money for the Supply Chain Student Association
- Reduced costs by more than 50% by managing suppliers & creating successful partnerships

Big Hollow Food Coop (BHFC) | Logistics | University of Wyoming | Spring 2017

- Built Excel based Ordering System for 400+ products that simplified ordering process
- Recommended solutions to inventory control issues & developed forecasts for top produces

Institutional Marketing | Systems Analysis & Design | University of Wyoming | Spring 2017

- Constructed a dashboard for analyzing past marketing campaigns & aid future decisions
- Used data mining tools to create a user-friendly interface from complex data

Mining Purchasing & Supply Chain Management | University of Wyoming | Fall 2016

- Evaluated feasibility of Lithium business using analytical skills & supply chain concepts
- Presented findings in the Innovation Summit, UW & to the local Chamber of Commerce

Leadership Activities

Volunteered in TEDxCheyenne | Cheyenne, WY | June 2016

Member of Alpha Kappa Psi Professional Business Fraternity | Spring 2016 – Present

Member of the Supply Chain Student Association | Fall 2015 – Present

- 3rd place in State University Supply Chain Case Competition | Ogden, UT | Spring 2016
- Operation Stimulus Conference & Case Competition | Denver, CO | Spring 2017

Marketing Officer of the American Marketing Association | Fall 2015 – Present

- 38th & 39th AMA International Collegiate Conference | New Orleans | Spring 2016 & 2017

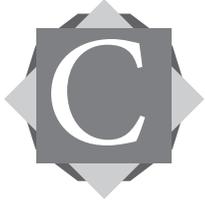
Member of the Global Business Club | Spring 2014 – Fall 2014

- International Business Conference | Denver | Spring 2014

Skills

Technical: Data Analysis | HTML & Web design | Video Making | Graphic Design

Languages: Fluent in both Arabic (native language) & English



Clara Communications

1764 5th, Laramie, WY 82070 (307) 721-0001 cc@gopokes.com

Public Relations ★ Graphic Design ★ Journalism

Relevant Skills

Illustrator, In Design, Photoshop, Microsoft , Excel, Word, PowerPoint, Spanish, CPR Certified

Education

B.A. Communications, Public Relations emphasis; May 2018

University of Wyoming, Laramie, WY GPA: 3.4

Study abroad experience; Wellington, New Zealand

Student Projects and Publications:

- 5 journalistic articles, Branding Iron
- Public relations campaign, Spring Campus Blood Drive
- National Park Travel Brochure, Senior Project

Relevant Experience

Journalist, Branding Iron, 2016-Present

- Report on various campus events
- Developing proficient written and personal communication skills
- Online and print content

Public Relations Intern, Rocky Mountain Charity Network, 2015-2016

- 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, 2016

Bronson Literary Essay Award, 2015

Dean's List, 2 Semesters

Cheney Scholarship

Rocky Mountain Scholarship

Check out Clara's
online portfolio!



Community Activities

Social Chair, Theta Theta Gamma Sorority, 2017, 49 members

Secretary, Society of Professional Journalists, 2016

Volunteer, UW Big Event, 2017

Volunteer, Black Dog Animal Rescue, 2017

Other Experience

Bartender, Chili's, Laramie, WY; 2016-Present

Delivery Driver, Pizza Hut, Laramie, WY; 2015-2016

Sunshine Summer Camp, Lincoln, IL; Summer 2015

1000 15th Street
Laramie, WY 82070
307.745.0000
eee@yahoo.com

Ellen E. English

EDUCATION

BA English, University of Wyoming(UW), Laramie, WY; May 2018
Psychology minor, GPA 3.54

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

PRINT EXPERIENCE

Sports Editor | The Branding Iron (UW campus newspaper) Aug. 2016 - Present
Laramie, WY

- Edit articles and perform layout and design task.
- Supervise, train, hire, and maintain 10 staff.

Sports Columnist | The Branding Iron (UW campus newspaper) Aug. 2015 - May 2016
Laramie, WY

- Wrote weekly sports column and humor column.

Sports Writer | Casper Star Tribune (Largest newspaper in Wyoming) Aug. 2014 - Aug. 2015
Casper, WY - Laramie Office

- Worked as stringer for the sports department covering University of Wyoming football games.

Feature Writer | Alumnews (Monthly news-magazine for UW Alumni) Sept. 2014- Aug. 2015
Laramie, WY

- Wrote various feature articles.

AWARDS

Rocky Mountain Collegiate Press Association Awards:

- Second Place: Sports News, May 2017
- Third Place: Sports Feature, May 2016
- Honorable Mention: Sports Column 2015

National Scholar Athlete (National Football Foundation and College Hall of Fame)

OTHER WORK EXPERIENCE/VOLUNTEER

Food Service Worker | McDonald's Restaurant, Laramie, WY 2015 - 2017

- Customer Service for 200+ customers per day. Prepare food items according to customer request. Operate cash register with 100% accuracy.
- Employee of the Month, October 2016 & April 2017.

Volunteer The Big Event | SLCE University of Wyoming 2015, 2016, 2017

- Helped community members complete projects (yardwork, painting, cleaning).

Tara Teacher

(307)001-0042 | 95 North 38th Street, Apartment 4, Laramie, WY 82070 | tarat5@aol.com | linkedin.com/tt

EDUCATION: Bachelor of Arts, Secondary Education Social Studies June 2017

University of Wyoming, Laramie, WY, GPA 3.81

CERTIFICATION: Wyoming Social Studies Comprehensive 6-12 Endorsement, Wyoming Coaching Endorsement, Prevention and Care of Athletic Injuries, Fundamentals of Coaching, one credit hour by the Wyoming Coaches Association, American Heart Association in First Aid and CPR.

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

TEACHING EXPERIENCE

Resident Teacher, University of Wyoming Lab School ACSD1 Laramie, WY,

Spring 2017

5th-8th Grade Social Studies and English, 8th Grade Literature

- Created materials, curriculum, lessons plans, rubrics and assessments for 5th-8th grade Social Studies, 5th-6th grade English and 8th grade literature classes to meet proficiency standards in a variety of different mediums including oral, written and project based assessment in order to modify instruction and to ensure progress.
- Designed and implemented curriculum structured around Literacy Common Core standards and Wyoming social studies standards that served as the framework for learning outcomes.
- Collaborated with science and math educators within the school to develop a fully integrated middle school learning experience to teach about the collective goal of understanding pollution and garbage from the perspective of multiple subject areas.
- Coordinated the first ever Lab School Geography Bee and moderated the final school competition.
- Established positive parent and student communication through a variety of platforms including PowerSchool, Schoology, email and parent teacher conferences.

Practicum Teacher, Johnson Jr. High LCSD1 Cheyenne, WY,

Spring 2016

7th Grade Geography

- Created lesson plans that were administered to six different geography classes.
- Guided students to analyze a variety of different primary and secondary source documents to teach about Gandhi's nonviolent movements that promoted equality in India.
- Assessed students' knowledge through a variety of different multiple choice quizzes, writing assignments and through interactive assessment tools like getkahoot.com.
- Used a variety of different instructional methods including presentation explanation, discussion, and inquiry to teach lessons on world culture, cultural geography and civil rights.

OTHER EXPERIENCE

Food Catering Assistant / Cashier Moon Market – Lawrence, KS

Summer 2015

- Managed transactions, trained employees, organized catering events

Summer Camp Counselor Lawrence County YMCA – Lawrence, KS

Summer 2014

- 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 (2016) and Guatemala (2015)
- Laramie youth basketball coach and referee
- Martin Luther King Jr. Day of Service
- Engineers Without Borders "Run Josh Run" charity event

HONORS/ACTIVITIES

- Wyoming Scholars Scholarship
- University of Wyoming Presidents List
- College of Education Deans List

Erin Engineering

307-766-2398
erin.engineering@gmail.com

776 N. 18 St., Apt A
Laramie, WY 82070

Education

B.S. Chemical Engineering, Mathematics and Spanish minors; expected May 2019

University of Wyoming(UW) Laramie, WY

- **ABET accredited program; CHE major GPA 3.59, Cumulative GPA 3.25**
- **Software Proficiency:** Aspen, Excel, HYSYS, LabView, Mathcad, Matlab, Outlook, Word
- Will take FE Exam academic year 2018-2019

Current Work

UW Dept. of Chemical Engineering; Laramie, WY Aug 2017 - Present

- Teaching Assistant for two sophomore engineering classes; grade up to 85 student assignments each week
- Verbal communication skills are used on a daily basis to help students understand engineering math and chemical concepts
- Work 15 hours a week while being a full-time college student

Engineering Internships

Stone Mountain Materials; Liberty, WY Summer 2017

- 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

Smithfield Midstream; Alaura, WY Summer 2016

- Supported the operating functions at a plant processing 1.4 Bcf natural gas
- Interacted with multi-disciplinary teams and delivered two technical presentations
- Received OSHA, H2S response, EHS safety certifications and training

Other Work

Private Tutor; Laramie, WY Aug 2017 - Present

Tutored math, science, Spanish and engineering courses for students of various nationalities

Cassidy Ranch LLC; Buffalo Ridge, MT Summers: 2014, 2015

Independently completed various projects for family ranch that maintains over 250 beef cattle

Professional Groups

American Institute of Chemical Engineers, since 2015

Engineers without Borders student chapter, since 2015

Volunteer Service

Children's Miracle Network: Raise awareness in the community and help with fundraising, since 2016

Big Brothers Big Sisters: Assist with fundraising events and organizing mentor parings, since 2015

Taught English (as a second language) to local children: Santiago, Guatemala, June 2015

Habitat for Humanity, 2015

Family, Community, and Career Leaders of America (FCCLA): Developed projects to cultivate relations between younger and older generations, assisted the elderly in the community, and started and anti-bullying program in the local elementary school, 2013 - 2014

Honors and Awards

Wyoming Hathaway Scholarship

UW President's List (Honor Roll)

Outstanding Freshman in the UW Chemical Engineering Department

Phillip Pharmacy

(307)755-0000
ppharm@gmail.com

9999 Lefthand Lane
Laramie, WY 82070

EDUCATION:

Pharm.D., May 2018, University of Wyoming, Laramie, WY

PROFESSIONAL ROTATIONS:

Nuclear Pharmacy, Syncor, Denver, CO: April 2018

Home I.V., Poudre Care Connection, Fort Collins, CO: March 2018

Retail Pharmacy, Walgreens, Fort Collins, CO: February 2018

Bureau of Prisons, United States Penitentiary, Florence, CO: January 2018

Ambulatory Care, Family Medicine, Fort Collins, CO: December 2017

Institutional, United Medical Center, Cheyenne, WY: November 2017

Retail Pharmacy, Wal-Mart, Laramie, WY: October 2017

Acute Care, Poudre Valley Hospital, Fort Collins, CO: July - October 2017

WORK EXPERIENCE:

May 2014 - August 2016 **Pharmacy Technician**, Walgreens Pharmacy, Laramie, WY
Distributed medication under supervision. Assisted patients and answered phones. Delivered medications. Stocked shelves. Entered patient data into computer.

January 2013 - May 2014 **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, 2013 - 2015

Recipient, Presidential Scholarship for Academic Excellence

Member, Laramie Flycasters 2013 - present

LICENSURE:

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

Additional Application Materials

WRITING SAMPLE

- Can be a past reporter writing assignment from class.
- 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 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 word 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 consultant to determine your industry's expectations.



SUBMITTING YOUR APPLICATION

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.

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.pdf.
- 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.

References

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

Joe Cowboy

233 Harney, Laramie, WY 82070
(307) 555-5555 JCowboy@gmail.com

REFERENCES

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

**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: Janet is my current supervisor at Coal Creek Coffee

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 the due date.

CV/ Vita/ Curriculum Vitae

What is a Vita and how do I write one?

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.

A Vita or a Resume? How do I choose? A vita or CV is typically used in academia, primarily for people with graduate level 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 in a vita. We believe you should simply consider all suggestions carefully and incorporate only those that make sense to YOU. Utilize headings as a way to organize information; vita headings are more extensive. 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 common practice 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.) and discipline, date you received 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 publications.

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

Pending Publications:

Last name, First name., other authors. (Year produced). Title. Manuscript submitted for publication.

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", \$00,000

20XX - 20XX

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

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 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.

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:

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

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.

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 to write out all your qualifications again.
- **Reading a Novel.** Long blocks of text with irrelevant information will certainly be skipped over. A maximum of 4-5 short paragraphs should be enough.
- **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.

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

Cover Letter Components

A cover letter introduces the resume and your chance to pitch yourself. It 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)
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.

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."

BODY PARAGRAPHS:

- **Show that you can do the job** 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 e-mail address for contact.

"Sincerely" or "Respectfully,"

Signature

Your Name (Typed)

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"

Sample Job Description

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

Note items in bold.

These are points of significance to be emphasized in the resume and cover letter

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.

Sample Cover Letter

Joe Cowboy
233 Harney, Laramie, WY. 82070
(307) 555-5555 JCowboy@gmail.com

March 1, 2018

Mr. John Smith
Human Resources Manager
Design My Home
1 Beacon Street
Denver, CO 02116

Note items in bold.

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

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

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

Career Fairs

Before the Fair:

- Prepare your resume and get it reviewed by Career Services staff.
- Check the Handshake 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 questions 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 **Handshake** to see which employers are conducting interviews in the future.

2017 Fall Fairs

Pharmacy Fair

September 19, 2017

BIG Fair

September 27, 2017

Engineering & Science Fair

September 27, 2017

Nursing & Health Professions Fair

October 18, 2017

2018 Spring Fairs

BIG Fair

February 21, 2018

Engineering & Science Fair

February 21, 2018

Teacher Fair

March 9 & 10, 2018

More career fair information at:
uwyo.edu/aces

**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 a Handshake profile and find event specifics: register for events, time, and location.**
- Add reminders to you calender so you don't forget.**
- Complete EPIC Career Fair milestones.**
(<https://epicwyo.tuapath.com>)
- Develop specific questions for each company to show 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.**
- Consider using a professional portfolio or folder to hold your resume.** 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 company representatives are there to specifically learn about you.

Thank You Letters

Thank you letters help you stay on the employer's mind, reiterate your interest, strengths, **and introduce additional relevant information.**

- E-mail: within 24 hours
- Mail letter or card: In addition to e-mail (optional but encouraged)
- Send individual notes to each person you interact with (if possible)
- Send after any significant interaction with an employer (career fair, employer panel, networking event, interview)

Joe Cowboy

233 Harney, Laramie, WY 82070
(307) 555-5555 JCowboy@gmail.com

March 1, 2018

Dear Mr. Doe:

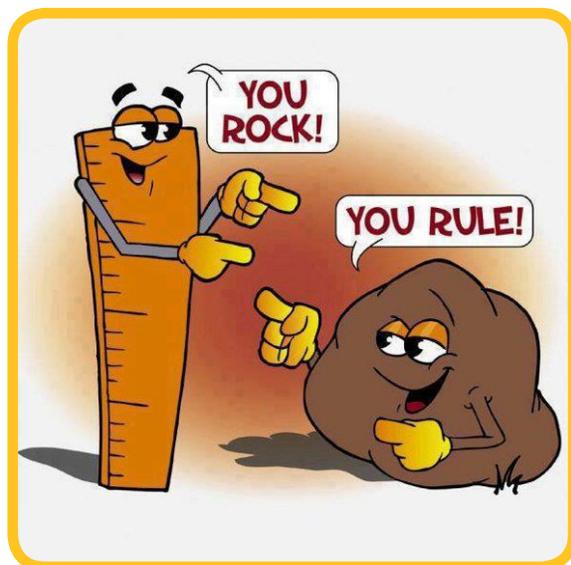
It was a pleasure to meet you this morning. Thank you for your willingness to interview me for the Communications Associate job at Aspen Laboratories. Your team really seems to enjoy working there, and I'd be fortunate to count myself among them.

I was particularly interested in the upcoming projects you mentioned 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 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



Dress for Success

Men

- A two-piece matched suit and tie is always the best and safest choice. 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. Mickey Mouse).
- 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 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 suit 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, etc.)
- Shoes should be closed-toe and neutral in color (black, brown, navy). Flats or two-to-three inch heels are appropriate.
- Style long hair in a way that is not distracting - pulled back or pinned up and secured in place is a good bet. Short hair should be styled neatly.



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.

How to 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 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!** Career services provides free interview prep. Even going over sample questions can make the difference.
- **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 the salesman and the 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. 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.
- **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 so they can see your interest.



Your interview is a 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.

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?

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.

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

Ways to prepare for a behavioral based interview:

- Recall recent situations that show favorable behaviors or actions, especially involving course work, 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; instead give a detailed account of one event.
- Discuss your specific role within the one event.

Keep in mind there aren't right or wrong answers. Interviewers are trying to understand how you behave in a given situation. Listen carefully, be clear and detailed when you respond. Most importantly, be honest.

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?

STRENGTH - Focus on strengths that 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 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."

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.**

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?

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.
- 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.

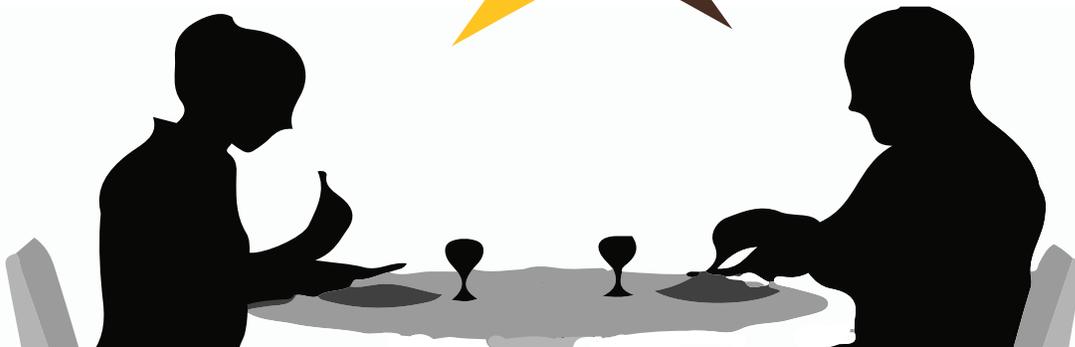
Table Conversation Dos and Don't

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.



Phone & On-line Interviewing

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.** 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 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 after 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 (See page 32).
- 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; 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 Career Services 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, 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 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 CAREER SERVICES 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

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

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 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



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

Bureau of Labor Statistics Salary Info



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

CNN Money Cost of Living Calculator



<http://money.cnn.com/calculator/pf/cost-of-living/>

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- Selecting or changing majors
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- Degree evaluation
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- Online job postings
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