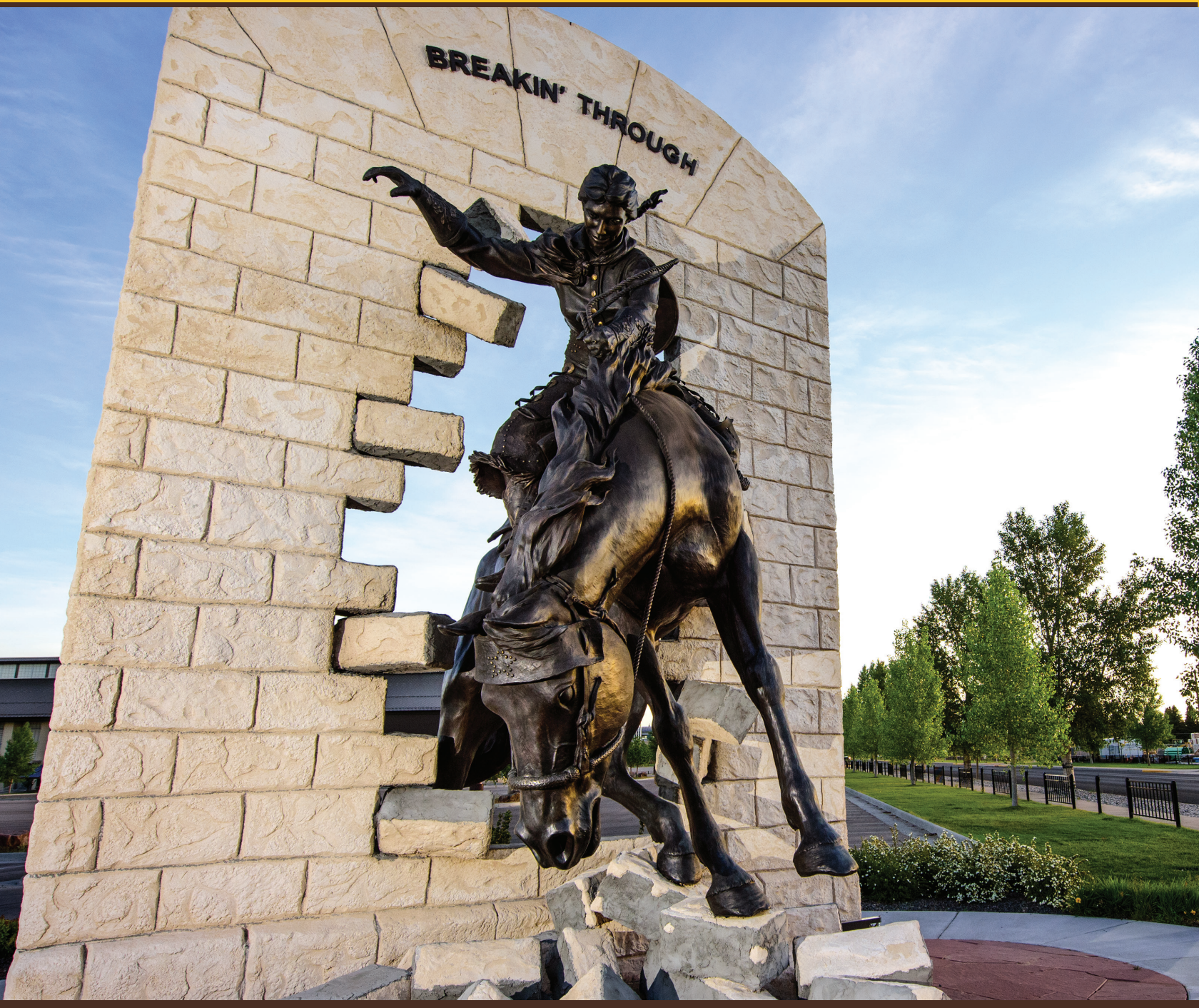
UNIVERSITY OF WYOMING

CAREER GUIDE

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



UW

Career Services

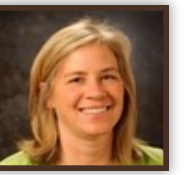
THE WORLD NEEDS MORE COWBOYS.

MEET YOUR CAREER TEAM

Join us for workshops and events to prepare for life after UW

UW Career Services

ADVISING • CAREER • EXPLORATORY STUDIES CENTER (ACES)
Jo Chytka, Director
Knight Hall 222 | 766-2398 | jchytka@uwyo.edu



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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 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:

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.** 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 excellent times 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

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

wyomingatwork.com	Online job seeker/workforce services system for employment in Wyoming. **www.wyomingatwork.com**
idealist	Non-profit jobs. Connecting people who want to do good with job opportunities for action and collaboration. **www.idealist.org**
indeed™ one search. all jobs.	Compilation of millions of jobs from thousands of company websites, job boards, and newspapers for a one-stop search. **www.indeed.com**
USAJOBS® "WORKING FOR AMERICA"	Resources to help the right people find the right federal employment across the United States and around the world. **www.usajobs.gov**
NLx National Labor Exchange	Find employment opportunities and apply online via company career sites to cut out the middle man. **https://usnlx.com**
GOINGLOBAL	Country-specific career and employment information. Search for jobs in more than 30 countries and 50 USA metropolitan areas. (Access on campus computer, then create an account) **https://online.goinglobal.com**
Buzzfile	The most advanced company information database. Find out who employs your major! **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**

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. ***Complete the "elevator speech" milestone in **EPIC**.***
2. **Be Nice.** 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 UW Cowboy2Cowboy informational interviewing in **EPIC**.
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. ***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 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 telephone 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.

- [x] **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)
- [ ] **Exclude details like your marital status and birthday**

Visit: www.university.linkedin.com/linkedin-for-students

RESUME COMPONENTS

First Name Last Name

Address • City, State, ZIP Code • Phone • Personal email (not UW email) • LinkedIn URL

OBJECTIVE OR SUMMARY (Optional and almost never used)
Only add if resume is not accompanied with cover letter, like at a job fair.

Example: Seeking a Marketing Analyst position starting Summer 2020

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(Above 3.0)

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

Joe 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 2021**
University of Wyoming (UW), Laramie, WY
Coursework includes: Advertising, Graphic Design, Public Speaking

SKILLS

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

WORK EXPERIENCE

Sales: FedEx Kinko's, Laramie, WY Aug. 2019-Present
- Worked 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 2019
- Work 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 2018
Internship: Designed work including multimedia, production, four-color printing.

HONORS AND ACTIVITIES

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

PORTFOLIO

- www.JCowboyPortfolio.com and available upon request

Joe Cowboy

JCowboy@mail.com www.linkedin.com/JCowboy
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Skills

GIS | Plant Identification | Video Editing
Meat Judging | Equestrian | Heavy Machinery
Microsoft Office | Databases |

Education

Bachelor of Science, College of Agriculture University of Wyoming (UW), Laramie, WY August 2021
Major: Rangeland Ecology and Watershed Management | Minor: Agroecology

Associate of Science in Animal Science Eastern Wyoming Community College, Torrington, WY May 2019

UW Rodeo Team Scholarship Athlete, four years

- Obtained strong time management and organizational skills due to extensive amounts of time in practices and traveling throughout fall and spring rodeo seasons and during the off-season (Traveled 10 weekends, averaged 20 hours of practice weekly).
- Maintained self-discipline between academic responsibilities as a full-time student and college rodeo athlete.
- Served as a mentor to new members assisting during practice and in the classroom.

Related Work Experience

Data Collection Intern, Pathfinder Ranches, Laramie, WY 2020-Present

- Captured NADIR photos at predetermined GPS points. Noxious weed mapping.
- Measured vegetation height of perennial and annual grasses, wildlife mitigation mapping.

Student Worker, University of Wyoming Experiment Station, Laramie, WY 2019

- Developed skills in animal production for pigs, sheep, and cattle. Monitored animal health and safety.

Rodeo Intern, WYO Rodeo, Sheridan, WY Summer 2018

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

Retail Associate, King Ropes, Sheridan, WY 2018

- Assisted customers in purchasing Western apparel. Maintained over $10,000 in cash flow daily.

Ranch Hand, Agriculture Family Owned Ranch, Ranchester, WY 2010-2018

- Oversaw over 400 head of cattle. Contributed to calving, branding and herding efforts.

Activities & Awards

- UW Society for Range Management
  1st place Extemporaneous Speaking (Topic: Wild Horse Management)
- UW Student Range Club - Vice President (2020/2021)
- Alpha Gamma Rho - President (2020/2021), Treasurer (2019/2020)
- UW AG Ambassador (2019/2020 & 2020/2021)
- Wyoming Collegiate Cattle
- Block & Bridle
- 4-H member - 10 years. National Finalist Agricultural Issues Team (2017)

Associations

- PRCA (Professional Rodeo Cowboys Association)
- USTRC (United States Team Roping Championships)
- NIRA (National Intercollegiate Rodeo Association)

Other Work Experience

- Bartender, Chili's, Laramie, WY; 2019-Present

Joe Cowboy |

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Education

College of Business | **University of Wyoming**(UW) | **Laramie, WY** | **December 2021**

- **Major:** Bachelor of Science in Marketing | Dean's List – Fall 2019, Spring 2020
- **Concentration:** Supply Chain Management
- **Minor:** Information Management

Experience

Intern | Urgent Care | Cheyenne, WY | June 2020 – August 2020

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

Intern | UW Union Marketing Coordinator | Laramie, WY | August 2019 – May 2020

- Increased office recognition by managing email campaigns & creating social media content
- Improved website using Google Analytics & search engine optimization (SEO)
- Established key performance indicators (KPI) to track the performance of marketing practices, collect data & evaluate

Projects

WYO Apparels | UW Supply Chain Student Association | Laramie, WY | Spring 2020

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

Big Hollow Food Coop (BHFC)| UW Logistics | Laramie, WY | Spring 2020

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

Institutional Marketing | UW Systems Analysis & Design | Laramie, WY |Spring 2020

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

UW Mining Purchasing & Supply Chain Management | Laramie, WY | Fall 2019

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

Leadership Activities

Volunteered for TEDxCheyenne | Cheyenne, WY | June 2020
Member of Alpha Kappa Psi Professional Business Fraternity | Spring 2019 – Present
Member of the Supply Chain Student Association | Fall 2019 – Present

- 3rd place in State University Supply Chain Case Competition | Ogden, UT | Spring 2019
- Operation Stimulus Conference & Case Competition | Denver, CO | Spring 2020

Marketing Officer of the American Marketing Association (AMA) | Fall 2019 – Present

- 38th & 39th AMA International Collegiate Conference | New Orleans, LA | Spring 2019 & 2020

Member of the Global Business Club | Spring 2016 – Fall 2018

- International Business Conference |Denver, CO| Spring 2018

Skills

Technical: Data Analysis | HTML & Web Design | Video Production | Graphic Design
Languages: Fluent in both Arabic (native language) & English

Joe Cowboy

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EDUCATION: **Bachelor of Arts, Secondary Education Social Studies** May 2021
University of Wyoming, Laramie, WY GPA 3.81

CERTIFICATIONS: 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: Microsoft Word, PowerPoint, Excel, Python Programming

TEACHING EXPERIENCE

Resident Teacher, University of Wyoming Lab School ACSD1 – Laramie, WY **Spring 2021**
5th-8th Grade Social Studies and English, 8th Grade Literature

- Created materials, curriculum, lesson 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 garbology 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 2020**
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, such as 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

Cashier, Moon Market Gas Station – Lawrence, KS Summer 2018 & 2019

- Managed transactions, assisted customers with purchases, trained employees

Summer Camp Counselor, Lawrence County YMCA – Lawrence, KS Summer 2017

- 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 (2019) and Guatemala (2018)
- 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 President's List
- College of Education Dean's List

Joe Cowboy

Public Relations Personality | Graphic Designer
Photographer | Editor | Journalist

Online Portfolio

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

EDUCATION

Bachelor of Arts English May 2021

Bachelor of Arts Communications (Public Relations Emphasis) May 2021

University of Wyoming (UW), Laramie, WY GPA 3.54

- **Psychology minor**
- Study abroad (Spring 2020) | Wellington, New Zealand. Studied country communication networks & researched effective techniques to reach rural populations
- Senior Project | National Park Travel Brochure

SKILLS

Adobe Creative Suite (Illustrator, InDesign, Photoshop), Digital Photography, Basic HTML, Microsoft Suite (Publisher, Excel, Word, PowerPoint), Bilingual English/Spanish, CPR/First Aid Certified

PRINT EXPERIENCE

Sports Editor/ Sports Columnist | *The Branding Iron* (UW campus newspaper)
Laramie, WY 2018 - Present

- Edit articles and perform layout and design of online and printed articles.
- Weekly sports column and humor column. Report on various campus events.
- Supervise, train, hire, and maintain 10 staff.

Public Relations Intern | Rocky Mountain Charity Network
Denver, CO 2019 - 2020

- Developed 10 graphic design pieces and authored press release for National Volunteer Month.
- Represented the organization to the public on five occasions.

Sports Writer | *Casper Star Tribune* (Largest newspaper in Wyoming)
Casper, WY - Laramie Office 2017 - 2018

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

Feature Writer | *AlumNews* (Monthly news-magazine for UW Alumni)
Laramie, WY 2017 - 2018

- Researched, conducted interviews, and wrote various feature articles.

AWARDS

Rocky Mountain Collegiate Press Association | Second Place: Sports News (2020), Third Place: Sports Feature (May 2019), Honorable Mention: Sports Column (2018)

Volunteer of the Year, Rocky Mountain Charity Network | 2020

Bronson Literary Essay Award | 2019

Employee of the Month| McDonald's | October 2019 & April 2020

OTHER WORK EXPERIENCE/VOLUNTEER

Food Service Worker| McDonald's Restaurant, Laramie, WY 2018 - 2020

- Customer Service for 200+ customers per day. Efficiently prepared food items, while monitoring inventory. Operated cash register with 100% accuracy.

Volunteer, The Big Event | SLCE University of Wyoming 2018, 2019, 2020

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

Joe Cowboy

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(307) 555-5555
JCowboy@yahoo.com

Education

Bachelor of Arts Psychology University of Wyoming, Laramie, WY May 2021

- **Minor: Sociology & History**
- Research: Effective study habits on mental health. **Supervisor:** Dr. Indiana Who
- Teachers Assistant: Intro to Sociology - Spring 2021

Skills: MANDT, CPR, First Aid, Gatekeepers Suicide Prevention, Safe Zone (LGBTQIA) Training
Technical Skills: Microsoft Office Suite, Google Docs, Google Analytics, Point of Sales Systems

Experience

Direct Support Staff, ARK Regional Services, Laramie, WY 2019-Present

- Assist individuals with developmental disabilities and acquired brain injuries at their home, or during their day to live, learn, work and play in the community.
- Communicate client needs to other staff in writing and in-person
- Participate in staff development, training, and be familiar with policy and procedure

Front Desk Agent, Hampton Inn, Laramie, WY 2019-2020

- Responded to variety of customer service issues
- Trained new employees on job expectations and best practices

Wait Staff/Bartender, Chili's, Laramie, WY 2019-2020

- Be familiar with menu and provide customer recommendations
- Ensured customer satisfaction in timely manner with friendly disposition
- Promoted to wait staff in 6 months. Employee of the month (5 months)

Camp Counselor, Sunshine Summer Camp, Lincoln, IL Summer 2017 & 2018

- Collabrated with team to ensure camper safety, keep track dietary restrictions and allergies
- Plan and facilitate group activities, resolve camper conflicts

Community Activities

Social Chair, Campus Sorority (49 members), 2021
Volunteer, UW Big Event, 2021

- Provide community support completing service projects and beautification

Volunteer, Black Dog Animal Rescue, 2021
Volunteer, Rocky Mountain Charity Network, 2020-2021

- File papers, assemble packets, stuff envelopes, assist staff with projects
- Help at fund raising events, provide animals with kindness and support

Member, Happy Jacks Student Singing Group, 2018-2021
Volunteer, Special Olympics 2017-2020

- Schedule practice and coordinate travel. Train athletes, track scores and enroll in competition.

Member, Intramural Water Polo - Champions (2020/2021)

Awards & Honors

Volunteer of the Year, Rocky Mountain Charity Network, 2020
Bronson Literary Essay Award, 2019
Dean's List, 2 Semesters
Cheney Scholarship
Hathaway Scholarship Top level recipient

Joe Cowboy

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

Education

B.S. Chemical Engineering, Mathematics and Spanish minors; expected May 2021
University of Wyoming (UW), Laramie, WY **(ABET accredited)**

- **CHE major GPA 3.59, Cumulative GPA 3.25**
- **Senior Design Project:** Team Leader creating simulated chemical company, following federal regulations
- **Software Proficiency:** Aspen, Excel, HYSYS, LabView, Mathcad, Matlab, Outlook, Word
- Will take FE Exam academic year 2020-2021

Current Work

UW Dept. of Chemical Engineering; Laramie, WY — Aug 2020 - Present

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

Engineering Internships

Stone Mountain Materials; Liberty, WY — Summer 2020

- 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 2019

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

Other Work

Private Tutor; Laramie, WY — Aug 2020 - Present

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

Cassidy Ranch LLC; Buffalo Ridge, MT — Summers 2017, 2018

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

Professional Groups

American Institute of Chemical Engineers, since 2018
Engineers without Borders student chapter, since 2018

Volunteer Service

Children's Miracle Network: Raise awareness in the community and help with fundraising, since 2019
Big Brothers Big Sisters: Assist with fundraising events and organizing mentor pairings, since 2018
Taught English (as a second language) to local children: Santiago, Guatemala, June 2018
Habitat for Humanity, 2018
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, 2016 - 2017

Honors and Awards

Wyoming Hathaway Scholarship
UW President's List (Honor Roll)
Outstanding Freshman in the UW Chemical Engineering Department

Joe Cowboy

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

EDUCATION:

Doctor of Pharmacy Candidate University of Wyoming, School of Pharmacy May 2021
GPA: 3.9
BS Pre-Professional Pharmacy Program University of Wyoming (UW) May 2017
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 2021
- 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 2018 - August 2019
- 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 2018
- 120 hours of shadowing and journal article research focused on Aging Studies

PROFESSIONAL ROTATIONS:

Geriatrics, Wyoming PACE, Cheyenne, WY: February 2021 (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 2021 (4 weeks)
- Assisted filling prescriptions. Counseling mental health, home based care, and anticoagulation patients

Advanced Institutional, SageWest Health Care, Riverton, WY: December 2020 (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 2020 (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 2020 (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 2021
Acute Care, Poudre Valley Hospital, Fort Collins, CO: April 2021

HONORS & ACTIVITIES:

Historian & “Pharmacy Phrolic 5K” Chair, Rho Chi Society, UW, 2019-present
- Recipient of “Breakout Achievement Award.” Volunteer

ASUW College of Health Sciences Student Senator, UW, 2016-2017
- UW Division I Women’s Soccer, 2013-2016, **Captain (2017 & 2018)**

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 2020
- Opioids: The Good, The Bad, and Everything In-Between, UW, October 2020
- Professionalism in Pharmacy School, UW, August 2020

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.

- [x] **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)

The attributes employers seek on a candidate's 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
- 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
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
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
adaptable
adept
broad-minded
competent
conscientious
creative
dependable
determined
diplomatic
disciplined
discreet
efficient
energetic
enterprising
experienced
fair
forceful
honest
innovative
instrumental
logical
loyal
mature
methodical
objective
outgoing
participate
personable
pleasant
positive
productive
reliable
resourceful
self-reliant
sensitive
sincere
successful
tactful
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 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.

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: JoeCowboyResume.pdf or JoeCowboyCoverLetter.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.
- Have a reference page that is separate from your resume.
- Choose past/current supervisors (internship, summer job, or volunteer experience), professors, and colleagues.
- 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
Reference's Employers Mailing Address
City, State ZIP Code
Phone Number
Email Address
Relationship: (If necessary)

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!), 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 produced). 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

Joe 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

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."

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)

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

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.

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
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

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.

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.

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.

- [x] **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 too.
- **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, or shading condensed or expanded text extra spaces between letters.
- **Images or graphics.** Inclusion of any graphics may be enough to "choke" some applicant tracking systems.

SPECIAL CIRCUMSTANCES

You know yourself better than anyone else. Think about which things might affect you when you get into the workforce. We have suggestions for a few circumstance, but you may need extra help before you graduate and find a job. Keep in mind that companies are required to abide by Equal Opportunity Guidelines (EOG); a visit to career services about your unique situation is always encouraged.

Disabilities

It is a personal decision to disclose information about your disability to an employer. It can explain to your employer about gaps in your background, but can create fear about prejudice. Utilize the services at UW (like UDSS) before you graduate; you will have to self-advocate after graduation. Remember you have legal protections through the Americans with Disabilities Act (ADA):

- Protects you from discrimination.
- Requires employers to provide reasonable accommodation to perform positions essential job functions.
- Protection from retaliation and confidentiality.

GLBTQ

Entering the workforce as a GLBTQ individual can be an intimidating experience, and uncertainty about your unique challenges can create anxiety. Currently, 20 states have nondiscrimination laws for your protection. Coming out is a personal decision and you need to spend time thinking about what kind of workplace will make you feel comfortable. There is no right answer.

- Research employers you are interested in; many may actually indicate that they are GLBTQ supportive.
- Utilize UW resources (like the rainbow room) while you are in school and have allies. If you have career questions about how your sexual orientation may effect your job search make an appointment with career services.

Veterans

Employers appreciate that veterans are hard workers and dependable employees. Transitioning from the military to civilian life and explaining your skills developed during your service can be difficult.

- Highlight your skills: patience, perseverance, teamwork.
- Many employers provide veterans' preference status (including USAJOBS.gov).

Utilize UW services and communities before you graduate!

CAREER FAIRS

Before the Fair:

- Complete **EPIC** Career Fair milestones. (https://epicwyo.tuapath.com)
- 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**
- **Engineering & Technology Fair**
- **BIG Job Fair**
- **Nursing & HealthProfessions Fair**

Spring Fairs

- **Engineering & Technology Fair**
- **BIG Job Fair**
- **Teacher Fair**

Job Fair details available in

handshake

www.wyoming.joinhandshake.com

CAREER EVENT CHECKLIST

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

- [x] **Create a Handshake profile and find event specifics: register for events, time, and location.**
- [ ] **Add reminders to you calender so you don't forget.**
- [ ] **Ask for time off so that you can attend the entire event.**

Upcoming events found in

handshake

www.wyoming.joinhandshake.com

- [ ] **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 are 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 LETTERS

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

- 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 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.

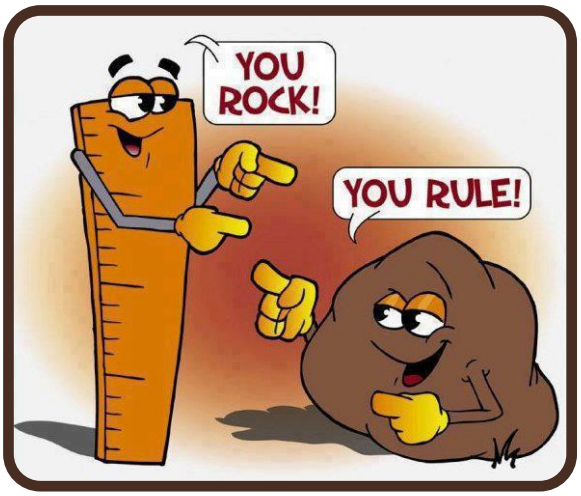
I was particularly interested in the upcoming projects you mentioned this afternoon and believe my internship at the UW's Communications Office – especially with social media – provided me with a solid foundation to help spread the word about the good work going on at Aspen Laboratories.

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.

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 free interview prep. Even going over sample questions can make the difference.
- **Be on Time.** But, not too early.
- **Turn Off Your Cell Phone.** Not to vibrate.
- **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.
- **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 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 straight-forward 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 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."

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 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 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 have 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?

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

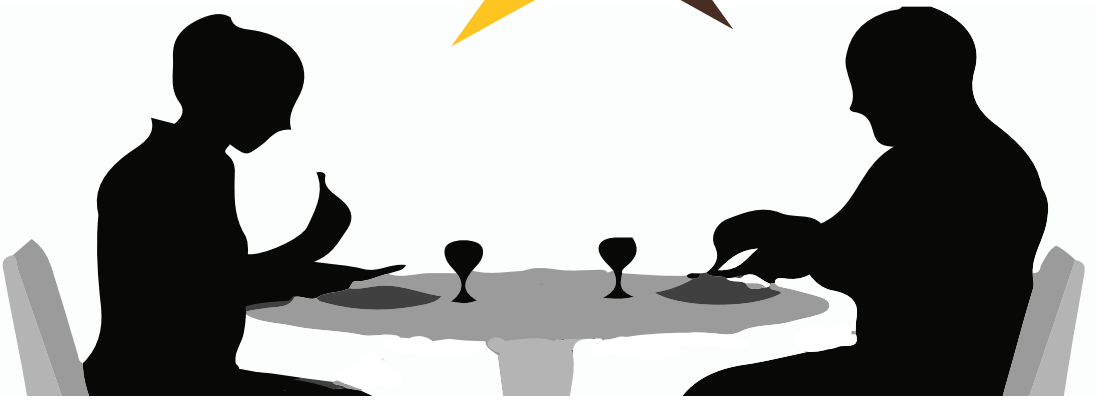
- Turn off your cell phone before sitting at the dining table.
- Be aware of how you are presenting yourself. Sit up straight and smile.
- Refrain from ordering alcoholic drinks (especially if under 21 yrs old!).
- Wait until everybody is served before you begin eating.
- Be polite to the server.
- Follow 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:

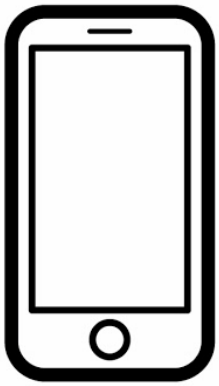
- **Discuss taboos.** This includes personal relationships, recent parties, politics, and religion.
- **Monopolize the conversation.**
- **Rudely disagree with them.** Be polite no matter what topics the employer brings up.



PHONE & ONLINE INTERVIEWING TIPS

Phone or online (usually Skype or Zoom) 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.

- **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 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 32).
   - 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), telephone 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.

Please notify Career Services when you accept employment.

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 307-766-6672 or diversity@uwyo.edu.

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

Not all jobs are equal

Check the cost of living in 30 countries and over 50 USA metropolitan areas.
https://online.goinglobal.com/

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 that 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/

ACES

Advising • Career • Exploratory Studies

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

Career Counseling/ Exploration

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

Job & Internship Search

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

epic

Free online career guidance and preparation at your pace.

handshake

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.