



# CAREER HANDBOOK

UNIVERSITY OF NEVADA, LAS VEGAS





UNLV | CAREER  
SERVICES

"There's no place that I'd rather be but here. It probably has been the best time that I've ever spent in the last couple of years. I love it here so much, and for the classes too! All the faculty are extremely receptive."

- Gabe Eisenhuth, MBS Class of 2023

# Put Your Heart in a Cutting-edge Career

## MS IN BIOMEDICAL SCIENCES

-  Work while you learn
-  Modality: HyFlex\*
-  Start Date: July 2023
-  Term: 10 months
-  Total Tuition: \$27,500
-  Get a competitive edge
-  Gateway to healthcare-related professional programs
-  Qualified students receive priority consideration with Roseman University's dental program

## MS IN PHARMACEUTICAL SCIENCES

-  Work while you advance your career
-  Modality: HyFlex\*
-  Start Date: July 2023
-  Term: 2 years
-  Total Tuition: \$66,000
-  Career prep for the biosciences industry:  
*Biotech | Nutraceutical | Pharmaceutical*
-  State-of-the-art technology and equipment
-  Only Master's degree program in pharmaceutical sciences in Utah & Nevada
-  Networking & internships with industry partners

\*Students can choose to attend classes in person, participate online, or do both, according to need or preference.

**ROSEMAN UNIVERSITY**  
COLLEGE OF GRADUATE STUDIES  
[roseman.edu](http://roseman.edu) | [@rosemanuhs](https://twitter.com/rosemanuhs)



# WELCOME!

The job search can be daunting and intimidating, but you are not alone in this journey. As you move into the next stage of your professional career, we want you to know that you have the support of UNLV Career Services, the UNLV Alumni Association, and employers who are part of our Rebel Family. We are here to mentor, guide, and walk you through the job search process, and we are invested in your future.

The road to career success is not always as easy as we might hope. You may encounter setbacks and struggles throughout the next few years, but remember that each situation you encounter and every decision you make is helping shape your professional life. By taking advantage of the resources that come along with being a Rebel, you can network with professionals already thriving in the field, build your career toolkit, and navigate through the professional world with the skill set you learned as a student at UNLV.

No matter where your career takes you, you will be equipped with the knowledge, drive, and determination to reach your goals. When roadblocks get in your way, use your network and your talents to navigate around them. And don't forget to celebrate your accomplishments with your Rebel Family!

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# UNLV CAREER SERVICES

-  University Gateway Building (GTW), Suite 200
-  Monday – Friday, 8am – 5pm
-  702-895-3495
-  [careerservices@unlv.edu](mailto:careerservices@unlv.edu)
-  [unlv.edu/careerservices](http://unlv.edu/careerservices)

     @unlvcareersvcs

UNLV Career Services is committed to your career success, and we are excited to help you on this journey as you transition from student to professional.

And your connection to UNLV Career Services doesn't end when you graduate. As a **Rebel Forever**, you always have access to our resources — at any time during your professional career. We want to be sure you have the knowledge and tools you need to navigate the increasingly dynamic workforce. No matter what stage of career preparation you are at, we offer a variety of resources to support you:

- One-On-One Career Counseling
- Internships, Part-Time and Full-Time Jobs and Career Postings on **Handshake**
- Presentations Targeted Toward Specific Professional Topics
- Hiring Events and Networking Opportunities with Employers and Alumni
- Career and Skill Assessments
- Professional Branding, Resume Building, and Interview Preparation





# DEVELOPING YOUR BRAND

Your **Personal Brand** is the identity you create for yourself and should reinforce who you are and what you stand for. It should be well-defined and have a consistent look, message, and presence in person and online.

Your **Professional Brand** is based on your professional merits and career accomplishments. It should showcase characteristics that are relevant to how you present yourself and interact with others, your knowledge, and your productivity in a business or work environment. It is how you demonstrate your skills, personality, and values in person and online. Your professional brand also includes how others perceive you in your career field. Your professional brand is what matters to potential employers, networking contacts, and anyone who can help launch or grow your career.

At UNLV Career Services, we provide you with the tools to effectively create, develop, and promote your professional brand.

## CREATING YOUR PROFESSIONAL BRAND

### Professional Branding Action Plan

- **Building your Brand** – Values Interests, Priorities, Skills (VIPS)
  - **Identifying Skills, Skills Inventory**
- **Developing your Brand** – Success Skills, UPskilling
  - Bridging the Skills Gap
- **Promoting your Brand**
  - **Resume** – The written representation of your professional brand
  - **Interview** – Verbally representing your professional brand
  - **Interview Attire** – A visual representation of your brand
  - **Networking** – Communicating your brand to others

Creating your professional brand is an ongoing process and is not meant to be permanent. As you progress through your career, you will develop new competencies and build skills. To have a competitive edge in an ever-changing career landscape, you should reevaluate your professional brand to promote yourself better and have a competitive edge.



# SUCCESS SKILLS

**Success skills:** Setting yourself up for success in your career and in life.

By identifying your unique expertise and abilities, you are distinguishing yourself as a skilled candidate and developing your professional brand.

## IDENTIFYING YOUR SKILLS

Understanding how you interact with the world around you and in what ways you perform best in situations. By knowing your skills, you will be able to grow as a well-rounded individual ready for success in many areas of life, one being your career. Overall, as a UNLV student or alumni, you will acquire a competitive edge in building a successful career while creating a fulfilling life through our Career Readiness & Life Design badges. Using tools such as self-assessments and personal skills inventory, you may narrow your decisions based on career compatibility and skill sets.

## Upskilling – Bridging the Skills Gap

For those unfamiliar with the term, the “skills gap” is the divide between the skills employers expect employees to have and the skills employees and job seekers actually possess. To bridge this gap, UNLV partnered with LinkedIn Learning and developed a pathway for Rebels to acquire and demonstrate proficiency in the most sought-after skills with our Career Readiness & Life Design badges.

### Badges

In the Career Readiness & Life Design program, you can earn digital badges in various career-related areas. Earning digital badges demonstrates that you possess the essential professional skills to land your dream job or show off your new skills to your current or future employer. You can find the Career Competencies & Life Design badges by logging in to WebCampus at [it.unlv.edu/webcampus](https://it.unlv.edu/webcampus) and clicking on the Student Resources button.

## CAREER READINESS & LIFE DESIGN BADGES OFFERED

	<p><b>COMMUNICATION</b> .....</p> <p>Learn how to improve oral, written, and interpersonal communication and become comfortable with delivering information to others that is engaging and relevant to the conversation. Be mindful of your tone and practice reflective listening to show engagement. This will allow you to make strong connections in your career.</p>
	<p><b>CULTURAL INTELLIGENCE</b> .....</p> <p>Allows you to look past stereotypes and find common ground with those who may have different opinions and beliefs than yours. You will learn to listen and gain knowledge from others sharing their experiences with you. Cultural intelligence allows for appreciating others' differences and acknowledging that there are different ways of thinking.</p>
	<p><b>PROFESSIONALISM</b> .....</p> <p>Professionalism is vital! You should combine accountability, consideration, personal brand management, and adaptability skills. Also, remember to assess the company culture and standards and dress accordingly.</p>
	<p><b>CRITICAL THINKING &amp; PROBLEM SOLVING</b> .....</p> <p>Learn how to problem solve, find solutions, and apply best practices in the workplace. Employers appreciate people who can work under pressure when needed and help delegate to create solutions for the overall integrity of the workplace. Employers also appreciate people who can reflect on their work and make thoughtful decisions to improve their performance.</p>
	<p><b>EMOTIONAL INTELLIGENCE</b> .....</p> <p>Learn to understand and manage your emotions. Being mindful of how your emotions affect others is critical for healthy discussions and productive conversations. Skills that are a part of emotional intelligence are self-regulation, self-awareness, empathy, social skills, and motivation which are all equally vital parts of career and professional development.</p>
	<p><b>LEADERSHIP SKILLS</b> .....</p> <p>Learn how to use inclusive language with those who look up to you for advice or supervision. Knowing your audience is a big step towards making a comforting and safe space for everyone. This skill will allow you to navigate and lead large groups of people in your career.</p>

## DEMONSTRATING YOUR SKILLS

Once you find your skill sets — own them! It will definitely show when you use your skills as strengths and continue expanding upon them. Employers are looking for confident and well-rounded candidates with academic skills, interpersonal skills, and the drive to succeed. Your career and professional future will depend on the quality of these skills. Taking the time to practice and fine-tune them now will help you achieve your goals. Find and own your strengths to help navigate your career success and life design plan.



# RESUMES

You are building your professional brand from the moment you begin deciding which skills to include in your resume and cover letter. Your resume is the written representation of your professional brand, not just a list of your prior work history. It is a one-page snapshot of your Values, Interests, Priorities, Skills (VIPS), and accomplishments. Use it to inform potential employers how your skills and experience can benefit them now and in the future.

## YOUR RESUME

The purpose of a resume is to get an interview. Typically, an employer will only spend 6-7 seconds looking at your resume before deciding whether or not to consider you for an interview. In most cases, a resume of one or two pages is sufficient to convey the most meaningful information. When designing your resume, it should be concise and consistent, so the information is easy to read. Each of your resumes will be different and should describe your experiences as they apply to the position. Remember to quantify your experiences to provide scope for your work to an employer.

### Resume Formatting Structure

- Use standard font styles such as Times New Roman or Arial (10 to 12 point).
- Section headings should be in bold and may be capitalized or underlined for emphasis.
- Use bullet points to highlight key information.

## YOUR CURRICULUM VITAE (OR CV)

If you are a graduate and postdoctoral student searching for academic and research positions, it is recommended that you have a CV. This comprehensive resume focuses more on education and includes specialized training, presentations, publications, research, posters, and conferences (see page 10 for CV sample).

## RESUME SECTIONS

### Contact Information

- Include your name, address (city/state only), telephone number, UNLV or professional email address, and LinkedIn address at the top of the resume.
- Bold your name to stand out by slightly increasing the font size (16 to 20 point).

### Education

- List your academic background in descending chronological order (most recent first).
- List each degree and the date you obtained that degree. If you are still working toward your degree, list the degree you are seeking along with your expected graduation date, emphasizing a particular major or concentration within your degree.
- List the full name of the college or university you are attending and the location. Include your GPA if it is at or above 3.0.

### Relevant Coursework

- List the classes you have taken that illustrate your academic background in a particular area.
- It is very common for people in technical fields to have an extensive “Projects” section.

### Work Experience

- List your job title and the name of the company on the left-hand side of the page. Use italics or bold font to make the title or company stand out.
- List the time period of your employment with the month and year on the right margin of the page for a cleaner look.
- Use strong, action-oriented words and short phrases to describe your experience (see the “Verbalizing Your Skills” section on page 8).
- Utilize bullet points to make the information flow, quantify results, and list accomplishments whenever possible.

### Activities, Honors, and Volunteer Experience

- List relevant leadership and volunteer experience just as you would in your work experience. Related unpaid experience is equally as important as work experience.
- Include your title, organization name, dates, and important skills.
- Describe your experiences in detail depending on the relevant skills you would like to highlight.

### Computer, Language, and Technical Skills

- List concrete skills, including language proficiency, computer, technical, laboratory, or others relevant to the position.
- Do not include soft skills such as communication, leadership, or problem-solving. Skills need to be more specific to add value to the resume presentation.



## EMPLOYMENT GAPS IN YOUR RESUME

Employment gaps are periods when you did not have formal employment during your professional career. A gap can range from several months to several years and occur voluntarily or involuntarily. Employment gaps on a resume can be a cause for concern if you don't explain the reason for your gap in employment and the experience you gained during that time carefully.

Because recruiters and hiring managers use your resume to form their first impression of you, correctly addressing employment gaps in your resume is important. Knowing how to include employment gaps in a positive light can help you strengthen the experience section of your resume.

### Addressing Gaps

- Incorporate transferable skills that you developed during your time off
- Use years instead of months on your resume
- List the reason for longer employment gaps as its own job
- Include experience gained during the gap when relevant

## REFERENCES

Do not include references on a resume. References should be submitted as a separate document when requested. When employers ask for a reference, they ask for the name of someone they can contact to learn more about you as a potential job candidate. It is important to choose your references selectively.

### Choosing Your References

- Select 3 to 5 individuals who know you professionally, such as a supervisor, professor, or advisor.
- Ask permission before listing someone as a reference to ensure they will give you a positive reference.
- Notify your references before an interview to inform them that a potential employer may contact them.
- Consider emailing each reference a copy of the job description for which you are applying and your resume.
- Diversify your references, such as one reference from an employer, one reference from a college professor, and one reference from a colleague who can speak for you as a professional.

### When to Include Your References

- When submitting your references with a resume, list them on a separate page with "References" as a heading.
- List each reference's name, job title, company, address, phone number, and professional email.
- Bring your list of references with you to interviews and have them available to include when submitting applications.

## RESUME TIPS

### Do

- Create a clean, professional appearance with a simple, well-organized format.
- Keep your resume to one or two pages.
- Begin phrases with strong action verbs that emphasize your accomplishments.
- Have a Career Counselor in Career Services review your resume periodically.
- Print hard copies on high-quality paper.

### Don't

- Use flashy graphics, clip art, or pictures.
- Exaggerate your experience or your job titles.
- Include personal information such as social security number, age, etc.
- Write from the first-person point of view.

Don't wait until the last minute to create or edit your resume. Resumes take time to prepare and refine. Always keep your resume updated with current information, positions, awards, and certifications.

**Bring a draft of your resume to Career Services for a thorough resume optimization.**

## VERBALIZING YOUR SKILLS

Use this list of more than 200 lead-off verbs to describe your skills to an employer when creating your resume and cover letter.

### COMMUNICATION/PEOPLE SKILLS

Addressed	Contracted	Edited	Interviewed	Observed	Reinforced
Advertised	Conveyed	Elicited	Involved	Obtained	Reported
Arbitrated	Convinced	Enlisted	Joined	Outlined	Resolved
Arranged	Corresponded	Explained	Judged	Participated	Responded
Articulated	Created	Expressed	Led	Persuaded	Sold
Authored	Debated	Formulated	Lectured	Presented	Solicited
Clarified	Defined	Furnished	Listened	Promoted	Specified
Collaborated	Developed	Helped	Manipulated	Proposed	Spoke
Communicated	Directed	Identified	Marketed	Publicized	Suggested
Composed	Discussed	Incorporated	Mediated	Read	Summarized
Condensed	Dispatched	Influenced	Moderated	Reasoned	Synthesized
Conferred	Distinguished	Interacted	Motivated	Reconciled	Translated

### CREATIVE SKILLS

Abstracted	Customized	Established	Initiated	Modified	Revitalized
Acted	Designed	Explored	Innovated	Originated	Shaped
Adapted	Developed	Fashioned	Instituted	Painted	Shared
Began	Devised	Formulated	Integrated	Perceived	Set
Combined	Directed	Founded	Introduced	Performed	Solidified
Composed	Discriminated	Generated	Invented	Photographed	Solved
Conceptualized	Displayed	Illustrated	Launched	Planned	Synthesized
Condensed	Drew	Imagined	Memorized	Published	Visualized
Created	Entertained	Imported	Modeled	Revised	Wrote

### MANAGEMENT/LEADERSHIP SKILLS

Accentuated	Controlled	Established	Increased	Oversaw	Restructured
Administered	Converted	Evaluated	Initiated	Performed	Reviewed
Advanced	Coordinated	Executed	Inspected	Planned	Salvaged
Analyzed	Cut	Expanded	Instituted	Presided	Saved
Appointed	Decided	Fine-tuned	Led	Prioritized	Scheduled
Approved	Delegated	Generated	Managed	Produced	Secured
Assigned	Developed	Handled	Merged	Quadrupled	Selected
Attained	Directed	Headed	Moderated	Recommended	Streamlined
Chaired	Doubled	Hired	Motivated	Recovered	Strengthened
Considered	Eliminated	Hosted	Navigated	Recruited	Supervised

### DATA/FINANCIAL SKILLS

Administered	Audited	Corrected	Forecasted	Measured	Reconciled
Adjusted	Balanced	Decreased	Increased	Netted	Reduced
Allocated	Budgeted	Detailed	Speed	Planned	Researched
Analyzed	Calculated	Determined	Maintained	Prepared	Retrieved
Appraised	Computed	Developed	Accuracy	Programmed	Solved

## HELPING SKILLS

Adapted	Attended	Developed	Furthered	Motivated	Resolved
Adjusted	Cared	Diagnosed	Guided	Perceived	Safeguarded
Advised	Clarified	Directed	Helped	Prevented	Sensitivity
Advocated	Coached	Educated	Integrated	Provided	Serviced
Aided	Collaborated	Encouraged	Insured	Referred	Simplified
Answered	Contributed	Ensured	Intervened	Rehabilitated	Spoke
Arranged	Cooperated	Expedited	Led	Related	Supplied
Assessed	Counseled	Facilitated	Listened	Rendered	Supported
Assisted	Demonstrated	Familiarized	Mentored	Represented	Used teamwork

## ORGANIZATIONAL/DETAIL SKILLS

Accomplished	Compared	Executed	Maintained	Purchased	Scheduled
Achieved	Compiled	Facilitated	Met deadlines	Recorded	Screened
Approved	Completed	Filed	Monitored	Registered	Standardized
Arranged	Configured	Followed through	Obtained	Reserved	Submitted
Catalogued	Corrected	Generated	Operated	Responded	Supplied
Charted	Corresponded	Implemented	Ordered	Retained	Systematized
Classified	Dispatched	Incorporated	Organized	Retrieved	Tabulated
Coded	Distributed	Logged	Provided	Routed	

## RESEARCH SKILLS

Analyzed	Critiqued	Examined	Indoctrinated	Observed	Studied
Branded	Decided	Experimented	Inspected	Organized	Solved
Catalogued	Detected	Explored	Interpreted	Perceived	Summarized
Clarified	Determined	Extracted	Interviewed	Published	Surveyed
Collected	Diagnosed	Extrapolated	Invented	Recognized problems	Synthesized
Compiled	Differentiated	Formulated	Investigated	Researched	Systematized
Compared	Documented	Gathered	Linked	Scanned	

## TEACHING SKILLS

Adapted	Communicated	Empowered	Focused	Instructed	Simulated
Adopted	Conducted	Enabled	Guided	Invented	Stimulated
Advised	Coordinated	Encouraged	Individualized	Motivated	Taught
Benchmarked	Counseled	Enlightened	Influenced	Persuaded	Tested
Briefed	Critiqued	Evaluated	Informed	Schooled	Trained
Clarified	Decided	Explained	Initiated	Shaped	Transmitted
Coached	Developed	Facilitated	Instilled	Shared	Tutored

## TECHNICAL SKILLS

Adapted	Computed	Determined	Maintained	Rectified	Restored
Applied	Conserved	Developed	Operated	Redesigned	Solved
Assembled	Constructed	Engineered	Overhauled	Re-engineered	Specialized
Automated	Converted	Fabricated	Printed	Regulated	Standardized
Built	Debugged	Fortified	Programmed	Remodeled	Studied
Calculated	Designed	Installed	Rebuilt	Repaired	Upgraded

## MANUAL SKILLS

Assembled	Built	Drove	Moved	Pulled	Skilled
Bound	Controlled	Fed	Operated	Punched	Tended
Bent	Drilled	Handled	Performed	Retooled	Worked

**Anne Bachmann**  
University of Nevada, Las Vegas  
702-895-3495 | rebel@unlv.nevada.edu | Las Vegas, NV

#### Education

**Doctor of Philosophy in Biological Sciences**  
University of Nevada, Las Vegas

December 2024

**Masters of Science in Molecular Biology**  
University of Nevada, Las Vegas

December 2017

**Bachelors of Science in Bio-Chemistry**  
San Diego State University

May 2014

#### Research Interests

- Bacterial physiology and pathogenesis
- Virology and viral pathogenesis
- Bacterial research in general in a changing future landscape

#### Research & Teaching Experience

##### Research Assistant

University of Nevada, Las Vegas

- Perform literature review for upcoming research projects
- Engage in laboratory activities related to lab setup and conduction
- Monitor lab and equipment safety per university regulations

March 2018 - December 2021

##### Teaching Assistant

University of Nevada, Las Vegas

- Taught undergraduate chemistry classes and supervised laboratories
- Graded assignments and analyzed student conclusions
- Designed experiments for students and class discussion
- Maintained productive relationships with other teachers and scientists

January 2016 - December 2016

#### Internship Experience

##### Intern

Las Vegas Valley Water District

- Develop and implement water filtration experiments for the county
- Attend field experiment trips with intern supervisor to develop technical skills
- Network with professionals in the community by utilizing interpersonal skills

August 2018 – December 2017

#### Leadership Experience

##### Member

- Cultivate strong networking skills by participating in conferences
- Engage in volunteer initiatives with fellow team members in the community
- Learn more about how to advance career as a woman in STEM

August 2018 - December 2021

#### Publications

Bachmann, A., (2019). **Bacterial physiology in public health development.** Journal of Science Research.  
Bachmann, A., (2017). **Chemical reactions in sealed environment.** Journal of Scientific Technology

#### Conferences

**Pittcon Conference & Expo** – March 21, 2019 – Innovations and laboratory challenges  
**Healthtrust University Conference** – July 23-25, 2018 – Healthcare education, management sessions

#### Technology & Skills

Fluent Spanish & English | Laboratory Equipment | Data & Analytics | Google Suites | Microsoft Office  
Canva | Adobe | InDesign

#### Professional Associations

National Science Foundation – **Member since 2019**  
American Society for Microbiology – **Member since 2018**  
American Public Health Association – **Member since 2017**

#### Employment History

##### Laboratory Supervisor Summerlin Hospital UHS

May 2020 – Present

- Manage staff laboratory experiments and studies
- Work with hospital staff on weekly reports of findings and outcomes
- Complete various tasks requested from doctors, nurses, and general staff
- Organize lab layout for efficiency and effectiveness
- Conducting experiments under defined conditions to verify/reject various types of hypotheses

##### Lab Assistant Trident Care

June 2018 – April 2020

- Coding specimens for chemistry, hematology, and urine analysis
- Process automated lap testing and record results in system
- Assisted manager on additional tasks including research from grants
- Labeling, storing, and managing stock samples
- Supports laboratory staff by maintaining glassware, logs, and record books

##### Medical Laboratory Technician HCA Healthcare

May 2017 – May 2018

- Create lab setups for incoming studies
- Decipher resulting experiments and input data into files
- Develop new technical procedures for laboratory for efficiency
- Design and executing lab testing according to standard procedures
- Trained incoming staff on systems and procedures

#### Volunteer Experience

**Volunteer Goodwill** – Assisting with intake of products and helping representatives at retail counter

**Volunteer Assistant** – Southern Nevada Health District – Helped with data collection

**Volunteer** – Ronald McDonald House – Worked with children for 5 weeks during holidays

#### References

Not displayed but listing of 3 different individuals: Name, Title, Company, phone, email



## Madison Cromwell

San Francisco, CA · (415) 123-4567 · rebel@unlv.nevada.edu · linkedin.com/in/username

### EXPERIENCE

2019-Present **SAP**

San Francisco, CA

#### *Senior Data Scientist*

- Develop customer segmentation algorithm in R which increased sales leads by 32% leading to an increased market share.
- Increased digital sales by improving e-commerce experience on existing websites through 25+ A/B tests, resulting in 200% increase in online orders the following year, ahead of schedule by 6 months.
- Established strategy dashboards and charts informing and compiling multiple strategies and market and user insights, improving data visibility by 45%.
- Collaborate with data engineers and team leads to create solutions increasing company's growth by 18%.

2014-2019

**PepsiCo**

New York, NY

#### *eCommerce Data Scientist (2015-2019)*

- Designed, executed, and optimized digital marketing campaign on Google AdWords; led to 20% increase in ROI.
- Updated existing data streamlining processes, resulting in a 18% redundancy reduction.
- Organized a 2-day data conference with 100+ attendees, promoted event, secured attendance, liaised with sponsors, generating \$40K revenue.
- Created and presented models for potential holdings to senior managers, achieving 20% higher returns compared to previous years.
- Coached 30 summer interns and launched a mentorship program for new joiners in the Berlin office.

#### *Associate Data Scientist (2014)*

- Promoted within 6 months of strong job performance - ahead of schedule by 6 months.
- Led consolidation of 5 data systems into 1, resulting in 60k in annual savings.
- Developed a prototype to identify essential influencers on social media clustering techniques over 150,000 data points in Python.
- Predicted stock price with a 15% higher efficiency rate than traditional methods.

2012-2014

**John Deere & Company**

El Paso, TX

#### *Associate Data Scientist*

- Implemented demand forecasting models, improving data forecast and accuracy by 45%.
- Utilized web scraping techniques to help the firm download public data, including 10,000 company descriptions and quotes, resulting in 50% increment in research efficiency.

### EDUCATION

2021-Present **University of San Francisco**

San Francisco, CA

*Master of Data Science; Minor in Business Analytics*

- Awards: Bill & Melinda Gates Fellow (only 5 awarded to class).

2008-2012

**University of Nevada, Las Vegas**

Las Vegas, NV

*Bachelor's in Marketing; Major in Web Analytics*

### OTHER

- Languages: English (native), French (intermediate, fluent).
- Technical Skills: Microsoft Access, SQL, Python, Agile Project Management, Excel.
- Certifications: Project Management Professional (PMP) (August 2016).
- Volunteering: Volunteered 25 hours/month at ABC Foundation (2012-2014).

## Leslie Franklin

Las Vegas, NV | 702-895-3495 | rebel@unlv.nevada.edu

### Education

#### **Bachelor of Science in Mechanical Engineering**

May 2025

*University of Nevada, Las Vegas*

GPA: 3.97

Dean's Honor List | Fall 2021 | Spring 2022

### Relevant Coursework and Projects

**3D Modeling with Solidworks** focuses on parametric, feature-based solid modeling with Solidworks software package.

- Gained Computer Aided Design experience in utilizing a parametric feature-based approach to creating parts, models, and assemblies.
- Learned how to analyze designs for structural integrity and proper configurations according to engineering standards.

**Introductory Engineering Experience** focuses on professional ethics, technical communication, the design process, and technology's impact on a global society.

- Gained practical experience through engaging in the design process: define a problem, brainstorm, research, develop a design, and making a prototype.
- Advanced interpersonal communication and critical thinking skills gained through working as a part of a group for the design process.

### Work Experience

Bather | *Petsmart*

January 2020 – July 2020

- Provided customer service to over 20 daily customers and improved the customer experience.
- Implemented time management skills in a fast-paced environment by using my ability to prioritize and multitask over 10 daily grooming clients.
- Able to resolve issues using my critical thinking, analytical, and communication skills.

Nanny | *Private Family*

January 2019 – December 2020

- Assisted with daily care, nurturing, and play. Played sports, including tennis and swimming. Ensured physical activity of children 330 days per year.
- Coordinated daily activities and scheduling. Did light laundry. Cooked nutritious meals. Received weekly commendations for meal quality.
- Drove children to and from school. Maintained perfect driving record. Tutored children in mathematics and grammar.

### Skills

Solidworks | Microsoft Office | Organization | Interpersonal Communication | Time Management

## Warren F. Lancaster

702-895-3495 | [rebel@unlv.nevada.edu](mailto:rebel@unlv.nevada.edu) | [linkedin.com/in/warren-lancaster/](https://www.linkedin.com/in/warren-lancaster/) | [github.com/WarrenL2](https://github.com/WarrenL2)

### Education

#### University of Nevada - Las Vegas

May 2023

Bachelor of Science in Computer Science, GPA: 3.96

Minor in Mathematics

### Professional Experience

#### Software Engineer Intern, Paradigm IoT, Las Vegas, NV

February 2022 – Present

- Employed embedded systems programming principles to port functionality between BLE chips with different libraries
- Hosted static website on AWS S3 bucket; integrated OpenSea API to access and display information from the largest NFT marketplace
- Implemented user-uploaded profile pictures on React-JS website via Axios calls to middle-ware and S3 image links

#### Software Development Intern, Youlpass, Las Vegas, NV

June 2021 – February 2022

- Designed and implemented custom React Native UI components for Android/iOS app; centralized global application state with React-Redux and Redux-Saga
- Synchronized mobile and web application states via Axios and Socket.IO; managed database with MongoDB and Mongoose
- Worked with multiple React Native libraries such as Native Base, Ant Design, and React Navigation; utilized Flexbox layout providing a consistent UI on various screen sizes

#### Teaching Assistant, University of Nevada - Las Vegas

August 2020 – December 2020

- Tutored a section of 24 students in intermediate C++ concepts such as object-oriented programming, pointers, recursion, and data structures for a semester of Computer Science II
- Managed grading of coursework and held weekly office hours
- Provided detailed feedback and guidance, resulting in over 70% of students meeting the threshold for satisfactory performance of the class (score of 70% and above) on the ABET assessment

### Projects

#### Automated Random Number Guesser | Quartus, FPGA

May 2020

- Created a 1v1 number guessing game with pseudo-random number generation, 7-segment display output, three-bit memory for round data, and multiple comparators and counters to calculate player scores
- Implemented using Quartus for schematic design; uploaded and tested on the DE-0 FPGA Board
- 1st Place Winner of the Spring 2020 UNLV Junior Design Competition, where 1st-3rd year engineering students work in teams to present their designs to a panel of judges

#### To-Do List React App | Javascript, CSS, React-Redux

May 2021

- Developed a To-Do List React App with local storage and to-do filtering
- Managed global app state via React-Redux store with reducers in separate files, and implemented a dark theme with button hover animations through CSS styling
- Deployed site on GitHub Pages which is publicly accessible through my GitHub

### Technical Skills

**Languages:** C/C++, Javascript, Python, HTML/CSS

**Frameworks:** React Native, React, Discord.py

**Developer Tools:** VS Code, Git, JTAG, Github, Bitbucket, Jira, Confluence

**Libraries:** Axios, Socket.IO

## Francesca Suarez

Las Vegas, Nevada | 702-895-3495 | rebel@unlv.nevada.edu

### Education

#### **Bachelor of Arts in Criminal Justice**

University of Nevada, Las Vegas

May 2022

GPA 3.50

#### **Associate of Arts in Criminal Justice**

College of Southern Nevada

Graduated with honors

May 2020

GPA: 3.40

### Relevant Project Experience

#### CRJ 441: **Social Science in Law**

Spring 2022

- Examined empirical research and determined substantive legal issues
- Used social science as a tool for legal analysis

#### CRJ 432: **Criminal Justice Process**

Summer 2021

- Learned about case briefs and completed one on United States v. Patrick Lawrence Henderson
- Learned to examine the important parts in a criminal case law

#### CRJ 270: **Introduction to Criminology**

Spring 2020

- Analyzed criminological theories for criminal justice policy development
- Evaluated factors and conditions that contribute to crime and delinquent behavior

#### CRJ 235: **Legal Method & Process**

Fall 2019

- Located and interpreted state and federal criminal case laws
- Applied basic legal research skills to criminal scenarios

### Work Experience

Personal Interpreter

February 2016 - Present

Las Vegas

- Provide spoken and written interpretation services for non-English speaking Hispanics in medical, educational, and employment environments
- Use my bilingual and interpretation skills to facilitate communication between patients and their medical professionals
- Assist with interpreting mail (bills, insurance policies, and other correspondence), help with making payments as well as contacting the companies whenever there is a problem

Volunteer for Transportation Security Administration (TSA)

April 2019

Las Vegas

- Assisted a TSA Officer with canine training carried a concealed training aid through a zone where a Canine Team was conducting search activity
- Performed other duties assigned in compliance with federal and local rules and procedures

Volunteer for Opportunity Village

November 2016

Las Vegas

- Volunteered at their Magical Forest event and helped in different booths serving the public
- Helped with organizing the booths and managed things like collecting the money in some booths as well as guiding people to other booths

### Skills

Bilingual : Spanish and English |Customer Service |Detail Oriented |Active Listening |Teamwork

### Activities

Honors Society at CSN and UNLV

June 2020

FEMA: Active Shooter Certificate

April 2018



**Andrea Lucchese**

Las Vegas, NV | 702-646-4321 | rebel@unlv.nevada.edu

**Education****Bachelors of Science in Business Administration, Management***University of Nevada, Las Vegas*

Human Resource Management Concentration

May 2023

GPA: 3.50

**Relevant Coursework and Projects****Employment Law**

- Studied over 100 legal issues faced by employee HR Specialist departments
- Ability to create a safe, fair, and legal work environment following federal regulations (EEO/Affirmative Action, ADA, FLSA, FMLA)
- Learned about Employee Relations, Legal Documentation, Safety, and Case Management

**Staffing & Development**

- Understanding job analysis and gain the ability to evaluate employee case management
- Comprehended over 100 legal issues and requirements in the hiring process as an HR specialist
- Using Windows and Excel learned about payroll, database management, compliance

**Work Experience****HR Specialist Intern**

January 2023 - Present

*Prime Now, LLC*

Boulder City, NV

- Work with human resources bi-weekly to ensure employee recruitment retention through successful training and onboarding
- Ensure that the company aligns with state and federal regulations (i.e., EEO/Affirmative Action, ADA, FLSA, FMLA)
- Able to influence others and provide guidance to employees using a follow up standard work process

**Barista**

June 2017 - May 2019

*Starbucks*

Pahrump, NV

- Provided customer service to over 100 daily customers and improved the customer experience
- Implemented time management skills in a fast-paced environment by using my ability to prioritize over 100 daily orders
- Able to resolve issues using my critical thinking, analytical, and communication skills

**Leadership Experience****Member**

September 2021 - Present

*Human Resource Student Association (HRSA) SHRM Student Chapter*

- PHR and CPDM certification

**Member**

October 2020 - Present

*Society for Human Resource Management*

**George R. Taylor**

123 Rebel Road • Las Vegas, NV 89154  
702-456-7890 • rebel@nevada.unlv.edu • www.linkedin.com/in/ltaylor

**EDUCATION**

University of Nevada, Las Vegas (UNLV) Las Vegas, NV  
Bachelor of Science, Hospitality Management May 2023  
Concentration: Meetings and Events Management GPA: 3.7  
Minor: Finance

California State University, Northridge Northridge, CA  
Acquired Core Requirements for Transfer 2018 - 2019

**HOSPITALITY EXPERIENCE**

Renaissance Hotel Northridge, CA  
Intern, Front Desk May - August 2021

- Made and canceled 65-90 guest reservations per day
- Checked in/out up to 70 guests per day using Opera property management system
- Provided customer service including answering questions, directing guests and providing solutions at five star standard
- Coordinated with housekeeping to ensure early check-in for VIP guests

UNLVino/AussSome Las Vegas, NV  
Volunteer, UNLV Fundraising Event January - April 2020

- Created a 5 step task to ensure proper execution of events by 15 team members
- Invited 300 guests to the event through warm calls to Alumni and booked 60 reservations
- Developed a seating plan for 2000 alumni guests
- Introduced and explained 3 newly released red wines to 100 guests

Magic Trade Show Las Vegas, NV  
Interpreter January 2019

- Registered over 250 attendees from 20 countries for a 1,000 attendee conference
- Translated Korean/English for Blaine Personnel

Cisco Global Sales Meeting Las Vegas, NV  
Convention Attendant July 2018

- Directed traffic flow for Convention Connection, a 500-attendee event
- Answered questions and provided direction to 3 convention spaces to a diverse group of guest

**RELATED WORK SKILLS**

- Fluent in Korean and conversational in Spanish
- Microsoft Word Certification, Proficient in Microsoft Excel and PowerPoint
- National Restaurant Association: ServSafe Certification
- CPR Certified

**ACTIVITIES/ACHIEVEMENTS**

- UNLV: Dean's List 2017 - Present
- UNLV: Eta Sigma Delta, Member 2017 - Present
- California State University Northridge: Phi Beta Delta Honor 2016 - 2017

**Astrud Gilberto**

Las Vegas, NV | 702.895.3495 | rebel@unlv.nevada.edu

**Education**Bachelor of Science in Nursing  
*University of Nevada, Las Vegas*

May 2022

- GPA: 3.8
- Dean's List: Fall 2018-Spring 2022
- Millenium Scholarship, UNLV Grant
- Study Abroad: Khon Kaen, Thailand

Associates of Arts Degree  
*College of Southern Nevada*

July 2018

- GPA: 3.7
- Honors List

**Experience**

Student Nurse

February 2022- April 2022

University Medical Center, UMC- Preceptorship: Emergency Department  
*Las Vegas, NV*

- Educated patients, families and caregivers on diagnosis and prognosis, treatment options, disease process and management and lifestyle options
- Collaborated with physicians to quickly assess patients and deliver appropriate treatment
- Provided direct patient care, stabilized patients and determined the next course of action
- Administered medications via oral, IV and intramuscular injections and monitored responses
- Implemented medication and IV administration, catheter insertion and airway management
- Administered medications and treatment to patients and monitored responses while working with healthcare teams to adjust care plans
- Answered codes quickly and orchestrated efficient, skilled medical care
- Teamed on emergency interventions involving serious head injuries, gunshot wounds and thoracic trauma

Student Nursing Clinical Hours

January 2021- April 2022

- Fundamentals of Nursing Clinical Hours: 90 hours at University Medical Center (UMC)
- Medical Surgical Clinical Hours: 135 hours at Summerlin Hospital Medical Center
- Community Clinical Hours: 90 hours in partnership with the Southern Nevada Health District
- Gerontology Clinical Hours: 135 hours at Summerlin Hospital Medical Center
- OB Clinical Hours: 67.5 hours at Summerlin Hospital Medical Center
- Pediatrics Clinical Hours: 90 hours at Summerlin Hospital Medical Center
- Psych Clinical Hours: 90 hours at Desert Parkway Leadership Clinical Hours: 45 hours

Intern/ Art Therapist Assistant

January 2020-March 2020

Chivalsip Organization  
*Khon Kaen, Thailand*

- Utilized art therapy to help over 15 pediatric cancer patients cope with their undergoing chemotherapy
- Created engaging activities and planned events such as painting sessions, dance parties, and musical events

**Volunteer Experience**

Student Nurses Association- 16 hours

January 2022- April 2022

Aguilas Centro Familiar Cristiano

January 2013-February 2019

- Bible Study Mentor - Led activities and lesson plans to increase engagement and knowledge of the Bible
- Praise and Worship Team Member - Performed for over 300 people and worked with a 25 member team

**Skills**

- Bilingual - Spanish
- Medication administration through oral, IV, IM route as well as starting IVs
- Foley catheter insertion
- Patient education
- BLS and ACLS training

Madison L. Parker

Las Vegas, NV | 702-895-3495 | rebe@unlv.nevada.edu

Education

Bachelors of Liberal Arts in Psychology  
University of Nevada, Las Vegas  
Sports Psychology Concentration  
Minor of Health Sciences in Kinesiology

May 2024  
GPA: 4.0

Associates of Liberal Arts in Psychology  
College of Southern Nevada  
Sports Psychology Concentration

May 2022  
GPA: 3.8

Relevant Work and Projects

Photography Freelance

- Studied editing videos, as well as courses on Udemy for better skill adaptations.
- Worked with hundreds of people and clients, using platforms like Instagram and Facebook for networking.
- Ability to create a productive and fun environment for clients.
- Learned about legal documents in order to protect the photograph as well as the clients.

Volunteering, Cheyenne Animal Shelter

- Worked with event coordinators to create fundraising events towards animal medical care, supplies, and adoptions.
- Photographed events and animals in accordance to website demands towards increasing safe and easier adoptions.
- Worked with staff on the procedures in aiding with active animal adoptions
- Skill in responsibility, organizations, and providing safe and clean environments.

Work Experience

Lab Technician  
Rove Brand

- Work with a close team to formulate products based on state and federal laws.
- Maintained proper training with NV Metric, and kept up to date documentation; CCB State of Nevada Licensing.
- Understanding law regulations and instruction to prepare a sterile environment for creating products based upon specialized formulations.
- Worked responsibly and delicately with safety equipment, tools, and software in communications with other labs and branches in accordance to state standards and demands.
- Understanding demands for partnered businesses by upholding top tier order and shipping procedures.
- Understanding that products were at times under strict time limits and responsibly working in fast paced environments to meet those deadlines, even if working overtime to complete the task.
- Was able to influence others and provide guidance, team work, brainstorming, and feedback with coworkers using a follow up standard work processes.

Team Member & Product Specialist  
Vapor Rage

May 2019 - September 2019

- Understanding law regulations and instruction to prepare a sterile environment for creating products (vapor e-liquid) based upon order requests.
- Provided customer service to daily customers by improving the customer experience through education on the science of up to date technologies of devices, tools, and usage of products.
- Implemented time management skills in a fast-paced environment in formulating products for daily specific orders.
- Ability to memorize ingredients and flavor profiles for taste, servicing, and upholding maximum sales based on daily expectations with customer interactions.
- Able to resolve issues using my critical thinking, analytical, and communication skills.
- Daily responsibilities including: money handling, cleaning, handling stock, and creating e-liquid.

Internet Sales Consultant  
Automation USA Henderson

February 2018 - November 2018

- Uphold responsible and exceptional consumer experiences considering motor vehicles, the customer purchasing process and customer selling for an upgrade.
- Abilities to ensure complete communication in person, on the phone, messaging on any and all communication platforms, and online in order to target customer needs.
- Setting up scheduled appointments, or ability to work on the spot.
- Facilitating every step of a vehicle sale from vehicle appraisal to test drives, to finance applications.
- Maintaining knowledge of each product and service solutions to enhance customer care and easy paperwork completions.

Earlier Part-Time Experiences Include:

- Crew Member for Island Fish Poke; Summer 2020
- Airport Attender for McCarran Airport; Summer 2019
- Sales Associate for Nordstrom Rack; 2016 - 2018
- Hostess for Texas Roadhouse; 2013 - 2014
- Crew Member for Cold Stone Creamery; 2013 - 2014

Leadership Experience

Member

The National Society of Leaders and Success

- Certificate of Recognition

October 2021 - Present

Member

Phi Theta Kappa

- Certificate induction to Honors Society

March 2022 - Present



## Gretchen Parsons

Las Vegas, NV | (702) 895-3495 | [rebel@unlv.nevada.edu](mailto:rebel@unlv.nevada.edu)

### Education

**Bachelor of Science in Kinesiology**  
University of Nevada, Las Vegas

Minor: Dance

May 2024  
GPA: 3.92

### Certifications

*CPR(2021) | Stop the Bleed(2019) | Certified Nursing Assistant(2018) | Skill Attainment in Nursing Assistant(2018-2019) | Nursing Assistant Training Program(2018-2019) | Nursing Assistant Certificate of Skill Attainment(2019) | Health Information and Technology for the CNA (2019) | Principles of Telehealth for the CNA (2019) |*

### Honors and Awards

*UNLV Nursing Dean Honor Roll  
UNLV College of Sciences Dean's List  
UNLV College of Engineering Dean's Honors List  
UNLV Chair's Rising Scholars List*

### Work Experience

Facility Attendant, **Student Recreation and Wellness Center**

- Practiced respectfulness to patrons, family members, and staff
- Calculated transactions after every shift to demonstrate attentiveness to detail

Physical Therapist Technician, **Optimal Therapy**

- Observed and learned exercises for the patients
- Worked with a variety of age ranges

Building Manager, **Student Recreation and Wellness Center**

- Supervised 8 student staff as well as the building
- Set up for events on campus as well as recreational activities such as volleyball, basketball, etc.

Student Technician, **Student Health Center**

- Building computers for use for the building
- Engaging and improving my technological skills
- Exhibitor, **Consumer Technology Association**
- Applied customer service, respect, and patience to patrons
- Solved problems with coworkers while being efficient with my time

### Internship Experience

CNA Intern, **Spanish Hills**

- Observed different types of healthcare professionals to enhance skills in the field while practicing skills related to being a Certified Nursing Assistant such as basic medical practices.
- Arrived on time to each shift and was present throughout the internship
- Asked questions about qualifications and previous history of the various healthcare professions at the hospital
- Practiced performing vital signs on patients when the nurses were busy
- Contacted leadership when I had a question and patient's concerns

### Leadership Experience

Volunteer Group Leader, **Spring Preserve**

- Communicated with Springs Preserve Volunteer Committee to plan events and workshops and recruited people to volunteer for different events in the community

Podcaster, **Rain Check**

- Schedule topics and organize group conversations to record and post.
- Edits the audio before recording as well as recording sponsorships

Event Operations Chair, **Rebel Dance Marathon**

- Schedule what needs to be completed before the Main Event which is Dance Marathon
- Communicate with other organizations outside of the school to create a fun event

### Volunteer Experience

Volunteer, **UNLV Cares Program**

- Participate in the ongoing community outreach with at-risk populations in southern Nevada during COVID-19
- Engaged in the dissemination of resources, materials, and information to assist vulnerable populations

### Performing Experience

Dancer, **CultureShock Las Vegas**

- Volunteered to help clean the studio as well as to watch the children to make sure they don't hurt each other
- Promotes prevention of smoking, vaping, and use of drugs to young children and teenagers through sponsorships
- Obtained gigs at the Mandalay Bay and Resorts World as well as shooting videos for DEA Foundation

Dancer, **Raven Fynesse Music Video**

- Learned choreography within 2 - 3 rehearsals
- Communicated with manager to schedule rehearsals and when to shoot the video
- Demonstrated breakdancing moves to use in the music video

Dancer, **Parade of Mischief**

- Coordinated and worked together with younger dancers
- Entertained an audience using props given
- Improvised during traveling moments in the music

Dancer, **The Village Dance Collective**

- Attend rehearsals at least twice a week for 3 hours at a time
- Develop professionalism and time management skills for prepare for dance performances
- Practice and create choreography for future performances

# COVER LETTERS

## COVER LETTERS

A cover letter can be a critical component of any job application and help candidates stand out from the rest of the applicants. You'll have a competitive advantage when you can demonstrate that you are an excellent fit for the company right in your cover letter.

It is important to create a well-crafted cover letter to complement your resume. A cover letter lets you say what you cannot address on your resume. It allows you to express your enthusiasm about the position to the employer and that your skills and experience make you the best person for the job.

## COVER LETTER TIPS

### Do Your Homework Before Writing a Cover Letter

Start by researching the company to understand its mission and core values. This can be accomplished by reviewing their website, LinkedIn, and other social media channels. Demonstrate how your goals align with theirs and what you like about the company culture in your cover letter.

### Use Keywords from the Job Posting

Job descriptions contain keywords you will want to incorporate throughout your cover letter. Start by making a list of the most frequently used words in the job posting. Repeat this practice for any cover letters you write so that the language is specific to the particular positions.

### Construct Your Cover Letter

Hiring managers and recruiters can be time-constrained, especially when reviewing many job applications simultaneously. Make sure you keep your cover letter length to a single page.

Your Name  
Personal Address  
City, State, Zip Code  
Phone  
Email

Here is a suggested format to follow for your cover letter.

Date

Recipient Name  
Recipient Title  
Recipient Company Name  
Business Address  
City, State, Zip Code

Salutation

- Specify the position for which you are applying and how you learned of the position
- If referred by a specific person, mention the name here
- State your reason for applying and why you are interested

- Refer the employer to the enclosed resume
- Highlight your skills and qualifications and how you have demonstrated them
- Provide evidence of researching the organization
- Specify your accomplishments and why the organization should hire you

- Express the fact that you are qualified for the position
- Explain how you can be contacted and invite the reader to contact you
- Reiterate your interest and express your desire to meet for an interview

Closing Line

Signature

Typed Name

## SAMPLE COVER LETTER

Charlotte K. Toms  
123 Rebel Road  
Las Vegas, NV 89154  
(702) 456-7890  
cktoms@gmail.com

Charlotte K. Toms  
123 Rebel Road  
Las Vegas, NV 89154  
(702) 555-1234  
tomsk@gmail.com  
Recruitment Manager  
E & J Gallo Winery  
2500 S. 25th Avenue  
Los Angeles, CA 90040

Ms. Francis Gregory  
Recruitment Manager  
E & J Gallo Winery  
2700 S. Eastern Avenue

Ideas, Inc., CA 90040. Application to the Hospitality Coordinator position with E & J Gallo Winery. My interest in

E & J Gallo Winery comes from your company's commitment to the environment, your evolving portfolio of wines, and most importantly the fact that you have been a family-run business for over 80 years. Having worked

for a family-run business during my internship last summer, I understand the added time and exceptional service. Please accept my application to the Hospitality Coordinator position with E & J Gallo Winery. My level that goes into the daily operations of a family business. E & J Gallo Winery continues to hold a reputation interest in E & J Gallo Winery comes from your company's commitment to the environment, your across the world as being an innovator in the winemaking industry. It has been a family-run business for over

evolving portfolio of wines; and most importantly the fact that you have been a family-run business for over 80 years. Having worked for a family-run business during my internship last summer, I understand the ~~acutely~~ acutely and ~~exceptional~~ exceptional service that you provide. Moreover, the traditions of a family-owned business like yours just finished Winery continues to hold a reputation across the world as being an innovator in the winemaking industry. I am excited to hold a front desk internship at a five-star, family-owned business where I worked with over 800 guests per day. My

[illegible]

I am eager to join the E & J Gallo Winery team to learn more about the company's vision as well as contribute to the company's growth. Enclosed is my resume for your reference. Please contact me to the company 858-7890. Enclosed is my resume for your reference. Please contact me anytime at (702) 456-7890 anytime at (702) 456-7890 or ctokinos@gmail.com. I look forward to hearing from you soon. Thank you for ctokinos@gmail.com. I look forward to hearing from you soon. Thank you for your consideration.

Sincerely,

CH Jones

Charlotte KKToms



# INTERVIEWING

An interview is your chance to convey your professional brand to others. You must communicate your skills and express your personality and values clearly, whether in person or online. Likewise, your interview attire is a visual representation of your professional brand. Choose an appropriate outfit that you are comfortable in, reflects your personality, and projects confidence.

## PREPARING FOR YOUR INTERVIEW

Interviews provide a potential employer the opportunity to learn more about you and for you to learn more about an employer. At this point, the employer has reviewed your resume and is familiar with your qualifications. They are looking more at your soft skills, such as interpersonal skills, teamwork, and professionalism. The interview allows you to showcase your communication skills by articulating the qualifications that make you the best candidate for the position and the company.

Employers are looking for a good fit, someone with the right background and personality for the company. Attitude and personality are just as important as qualifications. Be yourself, and be your best self. Preparing for an interview is equally as important as the interview itself and will help you feel relaxed and confident during the interview.

### Know Yourself

Spend some time reviewing your qualifications and accomplishments by looking over your resume. Reach out to Career Services about taking a self-assessment so you can learn about your personal attributes and skills. Think about your career goals and where you see yourself down the road.

### Research the Company

Doing your homework not only impresses the recruiter but also helps you choose the most suitable company for you. Demonstrating that you have researched a company can set you apart from other candidates. Employers want people who know something about their company before they step into the interview room.

## Prepare Answers to Interview Questions

Review a list of common interview questions and practice your answers. Not every interview will be the same, but preparing answers to some common questions will help you focus on the most important information to convey. You can practice your interviewing skills in front of a mirror or role-playing with a Career Counselor or close friend who can give you constructive feedback. You can also participate in a videotaped mock interview through Career Services. The important thing is not to memorize your answers but to become familiar enough with the information so that you can confidently express yourself to the employer.

## Prepare Questions to Ask the Employer

At the end of almost every interview, the employer will ask you if you have any questions for them. This is a great time to demonstrate your knowledge of the company and your enthusiasm for the position. Asking intelligent questions lets the interviewer know that you are interested, which could set you apart from other candidates. It is always a good idea to prepare a few questions in advance.

- What do you like most about working for this company?
- What is the office environment like? Culture and community?
- What are your company's goals in the next 3-5 years?
- What qualities are you looking for in a successful candidate for this position?
- Could you describe a typical day in this position?
- Who are the people I would be working with in this position, and what are their roles?

## Questions to Avoid

Avoid asking questions about salary, vacation, holidays, and sick-day schedules. Let the employer initiate this discussion. You want to show your interest in the employer and position, not your personal desires. These items are often discussed once you are seriously considered for the position.

## Virtual or Phone Interview Tips

Phone and virtual interviews are used to screen candidates early in the interview process as a streamlining technique before inviting candidates for an on-site interview. They can be with one person or a panel of people and can last anywhere from 10 minutes to one hour.

- Give yourself a minimum of 30 minutes when scheduling your interview. You do not want to cut the interviewer off or rush through your interview because you have not allocated enough time in your schedule.
- Make sure your phone or laptop is fully charged or is plugged in.
- Create a quiet place free of distractions from pets, visitors, television, children, or other phone calls. If necessary, you may use the Career Services facilities for your interview.
- Have your resume, job description, questions for the interviewer, pen, paper, and other prepared notes in front of you. However, do not get distracted by shuffling documents during the interview.
- Make a note of everyone on the other end of the interview when they introduce themselves and use their names throughout the interview whenever possible.
- Do not interrupt your interview to take another call during a phone interview.
- Be aware that walking around the room may affect your signal.
- Answer the call with your name to avoid an awkward start to the interview.
- Smile when you talk — the interviewer will hear your enthusiasm.
- You cannot count on clues from an interviewer's body language, so avoid being too long-winded. Pauses are a normal part of phone interviews and are often because the interviewer is trying to avoid interrupting you. Stay focused, calm, and friendly.

## Additional Virtual Interview Tips

- Create a professional username.
- Set up your camera to view an area that is neat, clean, and ideally has neutral decor.
- Adjust lighting in the room to highlight your face from the front.
- Avoid using a virtual background.
- Test your audio and video before your interview to make sure your equipment is working properly.
- Make sure you have a strong internet connection.
- Do a trial run with a friend or family member, so that you can make sure your equipment is working.
- Log in at least five minutes early so you can be calm and centered when the interview begins.
- Dress professionally from head to toe as you would for an in-person interview. Doing so will make you feel more confident.
- Resist the urge to look at your video and focus instead on the interviewer. Avoid wandering eyes.
- Keep your camera on for the entire video.
- Use positive body language, including good posture, hand gestures, and facial expressions, just as you would for an in-person interview.

## In-Person Interview Tips

- Dress professionally and be well-groomed.
- Arrive at least 10 minutes early for your interview.
- Bring extra copies of your resume and your reference list.
- Carry a portfolio for taking notes or carrying handouts.
- Present positive body language by smiling and making eye contact.
- Shake hands to make a good impression and remember and use people's names.
- Treat everyone with whom you come in contact respectfully, including the front-desk receptionist.
- Make small talk easily so you will come across as easy-going and relaxed.

# DRESSING PROFESSIONALLY

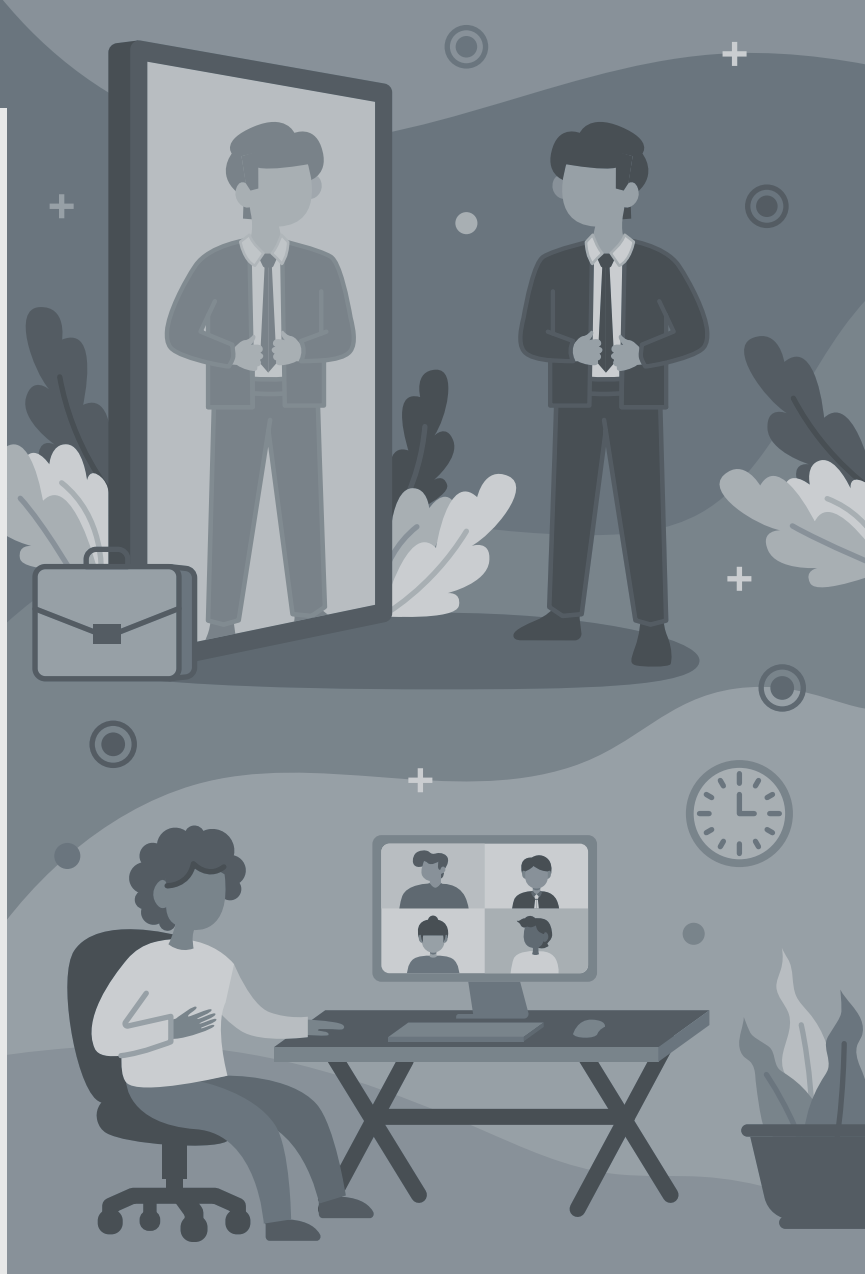
Most experts agree that 80 percent of an interviewer's opinion of a candidate is based solely on their first impression. Professional dress, positive body language, and a well-groomed appearance are important components of that first impression.

Dress codes vary by company and industry, making it difficult to decide the most appropriate interview attire. Some employers have adopted business casual dress policies for everyday wear, but that does not necessarily mean you should dress casually for the interview. Find out how professionals within a particular company or field dress by reviewing company websites, visiting the office, or asking someone who works in that industry. You may be concerned that you are not the suit-and-tie type. Your individuality is important, but you will have plenty of opportunities to display your unique style once you have the job. Use the interview to determine the company's culture, including dress policies, but do not give the employer any reason to select someone else over you before they have had a chance to get to know you.

It is also very important to avoid strong fragrances and wear deodorant, but do not wear perfume, cologne, or aftershave. The interviewer may have a different taste than you, and you want to avoid overpowering the room. Being well groomed and showered, having clean nails and a neat hairstyle are always crucial. And make sure your breath is fresh by bringing some mints. Also, remember, less is more — keep your look simple. Wear minimal jewelry and consider concealing body piercings or tattoos depending on the company culture.

Shined shoes and fresh clothes that are crisply ironed are also important. Wear your interview clothes once or twice before the interview, so you know how you feel while walking, sitting, and standing — make sure it fits well. Dressing professionally will give you confidence.

Avoid items that scream “student”, such as backpacks, large water bottles, and other campus gear. Also, turn your cell phone off! Even a cell phone on vibrate is enough of a nuisance and distraction during an interview to turn off a potential employer.



## AUTHENTICITY/PROFESSIONAL ATTIRE IN THE WORKPLACE

Your professional brand includes all aspects of yourself, including your skills, experiences, education, personal characteristics, and appearance. You should be able to be your authentic self in any role, career path, and workplace. Being able to be your whole self at work creates a much richer, more open environment for everyone involved. For you, this may mean dressing authentically, which can encourage a culture of inclusion amongst your colleagues and staff.

The pandemic has changed workplace fashion. Remote working has changed the way we perceive professional attire. Take note of how other employees, including your manager, are dressed and base your degree of professional attire accordingly, which will give you an insight into the implied dress code boundaries.



## BUSINESS CASUAL

You may be invited to a recruiting event where the recommended dress is business casual. Business casual is not as formal as an interview suit, but not as casual as what you wear to class. If there is ever any doubt on attire expectation, dress up rather than dress down — but do not confuse dressing up with semi-formal or formal attire.

**Men:** Khakis, trousers, or suit pants can be paired with a knit shirt or a collared, long-sleeved shirt that does not demand a tie. Add a belt, hard-soled shoes, and dark-colored socks, and you will be well within the range of appropriate business casual dress.

**Women:** Tailored shirts or blouses paired with skirts or slacks are appropriate business casual choices. Other choices include a jacket or sweater set. Shoes should not expose the toes.



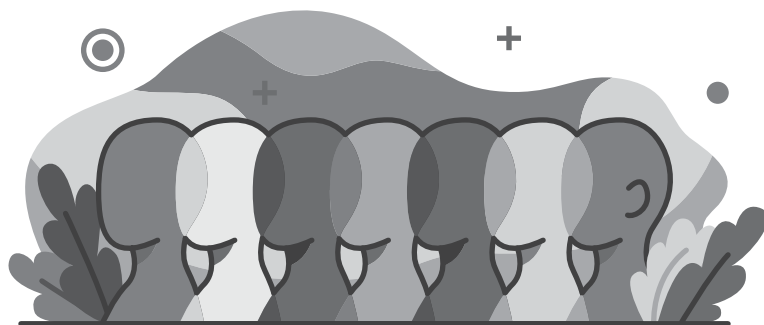
## GENDER-NEUTRAL ATTIRE

For some, gender identity may inform their self-expression, and day-to-day attire may not conform to a traditional gender norm. Regardless of one's gender identity, gender-neutral clothing is considered appropriate for anyone in the workplace, for example, a button-down shirt. You can dress it up or down with slacks, blazers, or ties.

Whether you are a woman who prefers less traditional feminine apparel, a man who prefers a more androgynous look, or a gender-nonconforming or transgender person, you can create a polished and professional wardrobe. Create a wardrobe that reflects your professional responsibilities and personal identity, while aligning with your professional brand.

## CULTURAL ATTIRE

There are many reasons why people wear culturally specific styles in the workplace. For many, fashion is an intrinsic part of their culture or religious belief system, influencing their style and appearance. Professionals often consciously incorporate specific styles and accent pieces as a matter of cultural pride.



## ANSWERING INTERVIEW QUESTIONS

It is normal to be nervous during an interview. Take a deep breath and keep the tone conversational. Some interviewers may ask you a set of predetermined questions, while others may be more conversational and ask open-ended questions based on your resume. Find a good balance between listening and speaking.

### Be Specific: Use the Situation, Task, Action, Result (STAR) Method

Do not just say, "I'm a good manager." Give an example of how you have demonstrated good management skills. Describe a **Situation**, the **Tasks** that needed to be done in the situation, the **Actions** you took, and the **Results** of those actions. Using examples is one of the most important components of good interviewing!

### Sample Interview Questions

Career Services can help you learn how to be more comfortable during an interview and how to answer interview questions. Our Career & Professional Development Specialists can tailor your mock interview to your specific situation. Additionally, we have a program called StandOut which offers very specific interview training with feedback.

## STANDOUT®

StandOut is the video interview practice platform that uses advanced cognitive computing and AI to improve your job interviewing skills.

- Conduct practice interviews curated by your school
- Use the AI-driven response analysis to understand how well you're seen and heard
- Share practice interview responses with career advisors for feedback and counseling
- Create your own practice interviews from over 140 career and industry categories
- Utilize the StandOut video library containing over 3,200 interview questions

## RESPONDING TO PERSONAL QUESTIONS

Most professional interviewers are trained to ask only those questions that relate to the applicant's ability to do the job; however, you should be aware of your rights as an applicant.

- ✓ ACCEPTABLE
- ✗ UNACCEPTABLE

### NATIONAL ORIGIN

- ✓ Are you authorized to work in the U.S.?
- ✗ Are you a U.S. citizen?
- ✗ Where were you born?
- ✗ What is your native tongue?

### AGE

- ✓ Are you over the age of 18? (21 if required by law)
- ✗ How old are you?
- ✗ What is the date of your birth?

### MARITAL AND FAMILY STATUS

- ✓ Would you be willing to travel as necessary?
- ✓ Would you be willing to relocate?
- ✗ Are you married?
- ✗ Do you have any children?
- ✗ Have you made child care arrangements?

### MEMBERSHIP

- ✓ Are you a member of any professional or trade associations related to the position?
- ✗ Are you a member of any social, religious, or political organizations?

### DISABILITY

- ✓ Do you have any disabilities that would prevent you from performing the duties of the job?
- ✓ Please describe your disability for the purpose of assessing any accommodations that need to be made.
- ✗ Do you have any disabilities?
- ✗ Have you had any recent or past illness or operations?
- ✗ How is your health?

### ARREST RECORD

- ✓ Have you ever been convicted of a crime that is reasonably related to the job in question?
- ✗ Have you ever been arrested?

### PERSONAL

- ✓ Are you able to lift 50 pounds? (if relevant to the position)
- ✗ What are your height and weight?

### MILITARY

- ✓ In what branch of the armed forces did you serve?
- ✓ What training or education did you receive in the military?
- ✗ Were you honorably discharged from the military?

**When faced with an illegal/personal question, you essentially have three choices:**

1. Answer the question, assuming you do not mind sharing the information.
2. Refuse to answer the question, knowing that you may risk appearing uncooperative or confrontational.
3. Answer the underlying job-related question.  
(recommended by Career Services)

**Question:** Are you planning to have a family?

**Intent:** Are you willing to travel or relocate?

**Answer:** I am committed to my career and willing to travel or relocate if needed.

## FOLLOWING UP AFTER THE INTERVIEW

It is always important to follow up with a company after an interview. Sending a thank-you is not only professional and polite, but it could give you the edge that sets you apart from other candidates. Thank you letters are used to express appreciation to an employer for the opportunity to interview. Additionally, it can remind the employer of your qualifications and reiterate your interest in the position.

If you would like to communicate your need to withdraw, perhaps you have accepted another offer or are certain you would not accept an offer from the potential employer, politely and professionally withdraw your name from consideration.

### Discussing a Job Offer

Verify the terms of your employment in writing. Most companies will send a communication as a standard practice. Ask the employer when you will receive a letter verifying the offer. It should confirm your salary, start date, location, job title, benefits information, and pre-employment requests such as completing a drug test.

You should also send a communication verifying your acceptance with the same information. Send a communication to affirm your employment decision, confirm employment logistics, and express your appreciation for the opportunity. Contact Career Services if you have any salary questions or concerns. Our professionals can help manage a job offer or multiple offers and provide advice. Additionally, they can detail the cost of living indexes for different locations to help the decision process.

### If You Do Not Get the Job

If you do not get the job, do not think you wasted your time. Keep in mind that you have made important contacts within the company. You can send the hiring manager or human resources a note or email to thank them for their time and ask them to keep you in mind for future positions.

# INTERVIEW CHECKLIST

## Get Ready for Your Interview

- ☐ Complete a mock interview at Career Services

## Be Ready for Questions and Ask Your Own

- ☐ Research the organization
- ☐ Practice answering some common interview questions
- ☐ Prepare examples to answer situational and behavior-based questions
- ☐ Make a list of at least three questions to ask at the end of your interview

## Prepare for the Day of the Interview

- ☐ Arrive early enough to allow yourself time to settle in:
  - **In-Person:** Research the time it takes to commute to your interview to arrive at least 10 minutes early.
  - **Virtual:** Test your audio and video before your interview, and log in at least 5 minutes early.
- ☐ Try on your interview clothes to be sure they fit well and look professional
- ☐ Review the qualifications and work skills you listed in your resume so you'll be more relaxed, confident, and ready to answer questions.
- ☐ Bring extra copies of your resume and reference list to in-person interviews.

## During the Interview

- ☐ Remain positive throughout the entire interview process

## After the Interview

- ☐ Send a thank-you message to your interviewers within 24 to 48 hours



# NETWORKING

## **Networking:**

**Making connections and building relationships.**

Think the only way to network is to go to an in-person event and try to make small talk? Good news — there are even more ways to network online! Use social media platforms, such as LinkedIn and Handshake, to connect with professionals in your field and build your network. Remember that you are always representing your brand when you're networking and cultivating career contacts, whether attending an in-person event or connecting on social media.

## **SOCIAL MEDIA**

### **Using Social Media Wisely**

Social media can be an effective way to grow your professional network and a powerful tool in your job search. It can help you find job opportunities and connect with people who can assist you in your search. But with the wrong content, social media can also cost you a job opportunity or even your job.

Most employers use social media in their recruitment efforts and for researching candidates during the application process. When a hiring manager searches your name, you want to ensure the content is professional and represents you well.

### **Create Your Online Presence**

You only get one first impression — make it a good one. Present yourself online just as you would in person. Use an appropriate profile photo, do not use profane language, avoid grammatical and spelling errors, and do not make negative, insulting, or charged posts. Employers are looking for positive and professional team members to serve as an extension of their company.

Make a professional impact online by showing interest in your prospective field. Share industry insights and post links to interesting stories. Showcase your professional qualifications, experiences, and skills on your social media accounts and keep your information current.

Your profiles should include keywords that a recruiter or hiring manager might look for in a search engine. Research the types of jobs you are looking for and include keywords in your online profiles so you stand out.

### **Research and Engage Online**

Social media is not just for recruiters. It is also an effective way to research a company or industry professionals, so you are prepared when you interview or are networking. Follow a company's social media accounts to stay current on their news and to research professionals with whom you may interview.

Professional networking sites were designed to connect professionals. Feel free to use these functions to your advantage. Be mindful of when a company posts information by commenting, liking, or sharing. Join groups that pertain to your field of interest to network and broaden your knowledge of the field and industry trends.

Be sure to connect with your fellow UNLV alumni, who can provide valuable insights about companies you may be interested in and provide connections within those companies. Follow the many UNLV social media accounts and the UNLV Alumni Association Facebook and LinkedIn groups to leverage this resource.

### **Protect Your Online Presence**

Once your social media accounts are set up, it is important to keep your information and privacy settings up to date. Social media sites can change their privacy policies, so do not assume that private settings mean everything is private. Considering anything you put online will never go away, approach content as if it will be public.

It is a good idea to search yourself occasionally, so you know what is on the internet when people search for you. If anything questionable shows up, remove it if you can. A few recommendations to minimize harmful content would be to delete any unprofessional posts, untag yourself from questionable pictures, and remove any derogatory third-party links. Even if your privacy settings are on, it does not mean a recruiter cannot find it.

## Maximize Your Job Search With LinkedIn

Think of LinkedIn as a more dynamic and visual representation of your resume. It provides a snapshot of your professional experience and interests so you can make a solid first impression when networking with contacts online. LinkedIn has over 800 million members worldwide and is the go-to resource for professional networking.

### Create an Effective LinkedIn Profile

#### ► PROFILE URL

When you first set up your LinkedIn profile, change the URL to something easy to remember and type, such as your name.

#### ► HEADLINE:

Keep your headline short and engaging. Employers should know what you are looking for right away. For example, "UNLV honors student bringing fresh, innovative marketing skills to the workplace."

#### ► PHOTO:

Upload a photo of yourself professionally dressed with a plain background.

#### ► SUMMARY:

Your summary is a short version of your qualifications and goals. Describe what motivates you. You can focus on your soft skills in this section to enhance the other elements of your profile.

#### ► EDUCATION:

Include the degree you are seeking or have earned and your declared major(s) and minor(s). Show off your GPA, test scores, honors, and awards if they are relevant to the type of job you are seeking. High school should not be listed once you are in college.

#### ► EXPERIENCE:

List your work experience, including part-time employment, internships, involvement with clubs or organizations, and volunteer work. Photos or examples of your projects are a great addition.

#### ► SKILLS:

Include keywords that represent your skills and that potential recruiters may be searching. You can find relevant ones in job listings and profile

## Build your Network with LinkedIn

#### ► START BUILDING

Assemble a network of people you know or have interacted with and who are in professional positions. When asking them to connect with you, send a personalized invitation.

#### ► GET CONNECTED

Join groups to reach out to potential networking contacts. Start with your university and industry groups.

#### ► BE ACTIVE

Post updates regularly to help you stay on your network's radar and to build your professional image. Mention your projects or the professional events you are attending.

## SOCIAL MEDIA IN THE WORKPLACE

There are advantages and disadvantages of using social media in the context of professionalism.

### Pros:

- Connect to other people all around the world
- Instant communication
- Great opportunities for networking

### Cons:

- Privacy Issues
- Misrepresentation due to:
  - Indiscriminately posting personal information
  - Cyber hacking

## HANDSHAKE

Handshake works similar to a social media platform. Many of the functions and information are similar to using LinkedIn.

Handshake pays attention to your activity, jobs, and the locations where you are looking for employment. Be sure your information is accurate and complete since the platform will use your information to send you job recommendations and notifications. And the more active you are on Handshake, the stronger your recommendations!

Need help with your Handshake or LinkedIn profile? Schedule an appointment with a Career Counselor for help.



# GRADUATE SCHOOL

Graduate school enables students to take an advanced course of study in a specific academic field or profession. Graduate school is for students who already possess a bachelor's degree, and many graduate students continue in their undergraduate or related fields. Graduate programs can be academic, professional, or a combination. Academic programs are focused on original research and scholarship in a specific field, while professional degrees provide advanced career training for specific professions.

## Universities offer different types of degree programs

- **Certificate Programs** are typically short, tightly focused programs designed to teach students skills in a specific area of specialization.
- **Master's Degrees** offer a high-level, specific course of study in an academic discipline or professional practice.
- **Doctoral Degrees** are the highest degrees attainable in most fields and are for students who wish to attain academic mastery of a specific subject.
- **Professional Degrees** provide training and coursework to prepare students for a career in a specific field or profession.

## WHY ATTEND GRADUATE SCHOOL?

Students attend graduate school for various reasons, including significantly increased earning potential, job opportunities, and career advancement. Graduate school also allows students to build their academic portfolio, prepare to enter academia, or receive job training for a specific career. Many jobs even require a graduate or professional degree for accreditation or licensure purposes.

## HOW TO CHOOSE A PROGRAM

The next important decision to make after you decide to attend graduate school is which program you will apply to. Choosing a program is a complex decision that asks you to consider your future career path, the kind of work or research you want to do, and how long you want to be in graduate school. Students can expect to spend between one and five years in graduate school, depending on the degree. Certificate programs are generally the shortest, with many taking about one year to complete. Master's and professional degrees usually take two to three years, while doctoral programs take three to five years or longer.

When choosing a program of study, many graduate students continue in the same field as their undergraduate degree, but others change course entirely and study a new subject. Some programs require specific degrees or prerequisites, while others regularly take students from various undergraduate majors. If you are still deciding which program is right for you, consider your strengths, undergraduate background, work experience, and skill sets. Determine the best degree program for the career you are interested in pursuing. You can also reach out to professionals in your chosen field to discuss it in more detail or shadow them through a typical workday.

Many universities and graduate programs offer face-to-face and online recruitment events for interested students. These are great places to get more information about a program, learn about the admissions process, and ask questions. Many programs have designated faculty and administrative coordinators who are excellent resources for program-specific inquiries.



## WHAT ARE GRADUATE SCHOOLS LOOKING FOR?

Each graduate program will have its own criteria for evaluating applications, but generally speaking, they take a holistic approach to assessing applications. They want to understand who you are as a scholar, professional, person, and colleague.

Graduate schools admit only the strongest applicants to their programs. Applications receive an extensive departmental review that considers a combination of factors, including academic degrees and records, the statement of purpose, letters of recommendation, test scores, and relevant research or work experience.

There are many steps you can take now to improve the strength of your application. Start by making sure you get the most out of your undergraduate experience. While grades are very important in graduate school applications, so are things like campus involvement in relevant clubs and professional organizations, relationships with faculty mentors, and relevant research or work experience.

Graduate programs also look for applicants with specific goals, research agendas, and career plans. Your application materials must demonstrate your understanding and commitment to the program and field. They are looking for applicants who can translate knowledge from the classroom to real-world environments.

## ABOUT THE APPLICATION PROCESS

Required application materials for graduate school can vary widely between universities and programs, so it is essential to understand the requirements before applying.

Most universities also charge a nonrefundable application fee, which varies depending on the university. Some universities offer fee waivers for applicants who meet certain criteria.

### Common Elements of Graduate School Applications:

- Application and Application Fee
- Transcripts from all Postsecondary Institutions
- Letters of Recommendation
- A Personal Statement or Statement of Purpose
- Test Scores from Standardized Tests, such as the GRE, GMAT, LSAT, MCAT
- Resume/Curriculum Vitae (CV)
- Writing Sample or Portfolio, which is typical for creative writing, art, and architecture programs
- In-Person or Virtual Interview

Check with each university and program for specific application material requirements.

## BUILD YOUR GRADUATE SCHOOL APPLICATION

You will want to start working on your application materials early in this process. While some application materials, like transcripts, are easy to acquire, other aspects, like drafting a personal statement and preparing for standardized tests, will require more time.

### Transcripts

- Order transcripts from all postsecondary institutions attended
- Use a foreign credential evaluation agency (if required) if the institution is outside the U.S.

### Standardized Tests

- Determine which, if any, standardized tests you need to take
- Schedule tests well in advance to have plenty of time to study
- Gather study materials and stick to a study schedule

### A Personal Statement

- Keep your statement brief and adhere to the guidelines provided
- Describe how your interests fit with the degree program
- Get feedback on your draft, and be sure to edit and proofread

### Letters of Recommendation

- Contact potential recommenders at least two months in advance
- Provide recommenders with drafts of your personal statement, resume, or writing sample

### Writing Sample or Portfolio

- Check for any supplemental materials needed for the degree program
- Make sure your writing sample demonstrates proficiency in your chosen field
- Make sure your portfolio aligns with industry and program standards

### Resume or Curriculum Vitae (CV)

- Tailor your resume or Curriculum Vitae (CV) for the degree program
- Demonstrate relevant experience with examples and showcase your skills



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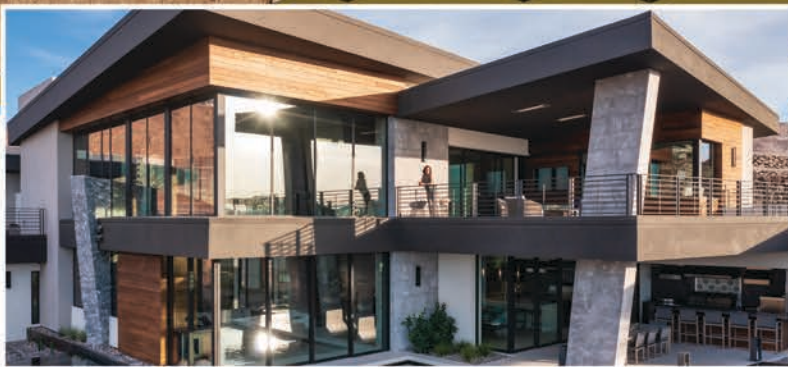
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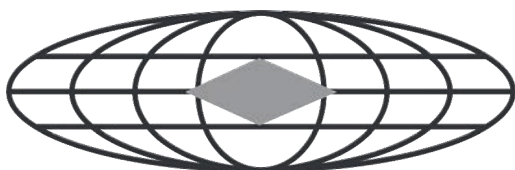
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