“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 | @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!
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 UNL V 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: 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 and clicking on the Student Resources button.
COMMUNICATION
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.

CULTURAL INTELLIGENCE
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.

PROFESSIONALISM
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.

CRITICAL THINKING & PROBLEM SOLVING
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.

EMOTIONAL INTELLIGENCE
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.

LEADERSHIP SKILLS
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.

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.
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  Expresssed  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
Conferred  Dispatched  Influenced  Moderated  Reasoned  Synthesized
Confessed  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

<table>
<thead>
<tr>
<th>Adapted</th>
<th>Attended</th>
<th>Developed</th>
<th>Furthered</th>
<th>Motivated</th>
<th>Resolved</th>
</tr>
</thead>
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<td>Guided</td>
<td>Perceived</td>
<td>Safeguarded</td>
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<td>Directed</td>
<td>Helped</td>
<td>Prevented</td>
<td>Sensitivity</td>
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<tr>
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<td>Educated</td>
<td>Integrated</td>
<td>Provided</td>
<td>Serviced</td>
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<td>encouraged</td>
<td>Insured</td>
<td>Referred</td>
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<td>Rehabilitated</td>
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<td>Cooperated</td>
<td>Expedited</td>
<td>Led</td>
<td>Related</td>
<td>Supplied</td>
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<td>Facilitated</td>
<td>Listened</td>
<td>Rendered</td>
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<tr>
<td>Assisted</td>
<td>Demonstrated</td>
<td>Familiarized</td>
<td>Mentored</td>
<td>Represented</td>
<td>Used teamwork</td>
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### Organizational/Detail Skills

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<tr>
<th>Accomplished</th>
<th>Compared</th>
<th>Executed</th>
<th>Maintained</th>
<th>Purchased</th>
<th>Scheduled</th>
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<td>Facilitated</td>
<td>Met deadlines</td>
<td>Recorded</td>
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<tr>
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<td>Completed</td>
<td>Filed</td>
<td>Monitored</td>
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<td>Followed through</td>
<td>Obtained</td>
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<td>Corrected</td>
<td>Generated</td>
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<td>Responded</td>
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<td>Corresponded</td>
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<td>Ordered</td>
<td>Retained</td>
<td>Systematized</td>
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<td>Logged</td>
<td>Provided</td>
<td>Routeden</td>
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### Research Skills

<table>
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<tr>
<th>Analyzed</th>
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<th>Indoctrinated</th>
<th>Observed</th>
<th>Studied</th>
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<td>Branded</td>
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<td>Experimented</td>
<td>Inspected</td>
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### Teaching Skills

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<th>Communicated</th>
<th>Empowered</th>
<th>Focused</th>
<th>Instructed</th>
<th>Simulated</th>
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</thead>
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<td>Influenced</td>
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<td>Informed</td>
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### Technical Skills

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<td>Redesigned</td>
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<td>Programmed</td>
<td>Remodeled</td>
<td>Studied</td>
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### Manual Skills

<table>
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<tr>
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<th>Drove</th>
<th>Moved</th>
<th>Pulled</th>
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<td>Handled</td>
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<td>Worked</td>
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</tbody>
</table>
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  
March 2018 - December 2021  
- 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

Teaching Assistant  
University of Nevada, Las Vegas  
January 2016 - December 2016  
- 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

Internship Experience

Intern  
Las Vegas Valley Water District  
August 2018 – December 2017  
- 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

Leadership Experience

Member  
August 2018 - December 2021  
- 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

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

Publications  

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 lab testing and record results in system  
- Assisted manager on additional tasks including research from grants  
- Labeling, storing, and managing stock samples  
- Support 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

Research Interests  
- Bacterial physiology and pathogenesis  
- Virology and viral pathogenesis  
- Bacterial research in general in a changing future landscape
Madison Cromwell
San Francisco, CA · (415) 123-4567 · rebel@unlv.nevada.edu · linkedin.com/in/username

EXPERIENCE

2019-Present
SAP
Senior Data Scientist
San Francisco, CA
- 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
eCommerce Data Scientist (2015-2019)
New York, NY
- 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.
- Coach 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 60% 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
Associate Data Scientist
El Paso, TX
- 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
Master of Data Science; Minor in Business Analytics
San Francisco, CA
- Awards: Bill & Melinda Gates Fellow (only 5 awarded to class).

2008-2012
University of Nevada, Las Vegas
Bachelor’s in Marketing: Major in Web Analytics
Las Vegas, NV

OTHER
- Languages: English (native), French (intermediate, fluent).
Leslie Franklin
Las Vegas, NV | 702-895-3495 | rebel@unlv.nevada.edu

Education
Bachelor of Science in Mechanical Engineering
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 | linkedin.com/in/warren-lancaster/ | github.com/WarrenL2

Education
University of Nevada - Las Vegas
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 middleware 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
GPA 3.50

Associate of Arts in Criminal Justice
College of Southern Nevada
GPA: 3.40
Graduated with honors

Relevant Project Experience
CRJ 441: Social Science in Law
- Examined empirical research and determined substantive legal issues
- Used social science as a tool for legal analysis

CRJ 432: Criminal Justice Process
- 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
- Analyzed criminological theories for criminal justice policy development
- Evaluated factors and conditions that contribute to crime and delinquent behavior

CRJ 235: Legal Method & Process
- Located and interpreted state and federal criminal case laws
- Applied basic legal research skills to criminal scenarios

Work Experience
Personal Interpreter
Las Vegas
February 2016 - Present
- 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)
Las Vegas
April 2019
- 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
Las Vegas
November 2016
- 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*  
May 2023  
GPA: 3.50  
Human Resource Management Concentration

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  
*Prime Now, LLC*  
Boulder City, NV  
January 2023 - Present  
- 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  
*Starbucks*  
Pahrump, NV  
June 2017 - May 2019  
- 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  
*Human Resource Student Association (HRSA) SHRM Student Chapter*  
September 2021 - Present  
- PHR and CPDM certification

Member  
*Society for Human Resource Management*  
October 2020 - Present
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
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 May 2022
University of Nevada, Las Vegas
- GPA: 3.8
- Dean’s List: Fall 2018-Spring 2022
- Millenium Scholarship, UNLV Grant
- Study Abroad: Khon Kaen, Thailand

Associates of Arts Degree July 2018
College of Southern Nevada
- 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 | rebel@unlv.nevada.edu

Education

Bachelors of Liberal Arts in Psychology
University of Nevada, Las Vegas
Sports Psychology Concentration

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

GPA: 4.0
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 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, organization, and providing safe and clean environments.

Work Experience

Lab Technician
Rove Brand
June 2020 – January 2022
- 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 responsibility 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
Autonation 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 Attendee 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
October 2021 - Present
- Certificate of Recognition

Member
Phi Theta Kappa
March 2022 - Present
- Certificate induction to Honors Society
Leadership Experience

Volunteer Group Leader, Springs Preserve
October 2016 - October 2018
- Communicated with Springs Preserve Volunteer Committee to plan events and workshops and recruited people to volunteer for different events in the community.
- Planned events and organized group opportunities to record sound and video.

Podcaster, Rain Check
July 2020 - July 2021
- Edited the audio before recording as well as recording sponsorships.

Event Operations Chair, Rebel Dance Marathon
May 2021 - January 2022
- Scheduled dates before scheduling as well as recording sponsorships.
- Communicated with all other organizations to ensure a smooth event.

Volunteer Experience

Volunteer, UNLV Cares Program
April 2020 - January 2021
- Participated 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
July 2018 - Present
- Volunteered to help clean the studio as well as to watch the children to make sure they don’t harm 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
September 2022 - October 2022
- 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
September 2022 - October 2022
- Coordinated and worked together with younger dancers.
- Entertained an audience using props given.
- Improved during traveling moments in the music.

Dancer, The Village Dance Collective
January 2021 - February 2022
- Attended rehearsals at least twice a week for 3 hours at a time.
- Developed professionalism and time management skills for preparing dance performances.
- Practiced and created choreography for future performances.

Education
Bachelor of Science in Kinesiology
University of Nevada, Las Vegas
May 2024
GPA: 3.9
Minor: Dance

Certifications
- CPR (2021)
- Stop the Bleed (2021)
- Certified Nursing Assistant (2018)
- Skill Assessment in Nursing Assessment (2018)
- 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
- UNLV Nursing Dean Honor Roll

Work Experience

Facility Attendant, Student Recreation and Wellness Center
January 2020 - Present
- Practiced respectfulness to patrons, family members, and staff.
- Calculated transactions after every shift to demonstrate attentiveness to detail.

Physical Therapist Technician, Optimal Therapy
April 2022 - August 2022
- Observed and learned exercises for the patients.
- Worked with a variety of age ranges.

Building Manager, Student Recreation and Wellness Center
August 2021 - April 2022
- 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
August 2021 - April 2022
- Building computers for use for the building.
- Engaging and improving technological skills.

Exhibitor, Consumer Technology Association
January 2020 - Present
- Demonstrated best practices to patrons.
- Solving problems with customers while being efficient with my time.

Internship Experience

CNA Intern, Spanish Hills Rehabilitation Center
February 2019 - April 2019
- Prepared resident charts and documentation skills.
- Practiced performing and managing patient care.
- Practiced performing and managing patient care.
- Provided feedback to the patient’s concerns.

Gretchen Parsons
Las Vegas, NV | (702) 895-3495 | gretchen.parsons@unlv.edu
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.

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

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

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
```
Dear Ms. Francis Gregory,

Please accept my 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 level that goes into the daily operations of a family business. E & J Gallo Winery continues to hold a reputation across the world as being an innovator in the winemaking industry.

Currently, I am a junior studying Hospitality Management at the University of Nevada, Las Vegas. I just finished a Front Desk Internship at a five-star, family-owned business where I worked with over 80 guests per day. My ability to multitask shined during my internship with answering multiple phone calls coming in through five lines, checking in and out guests, and coordinating with housekeeping or room service for guest requests. I received two compliments on comment cards about my high level of service. Prior to my internship, I was a Server at UNLVino Fundraising Event where I gained valuable knowledge on wines, specifically on E & J Gallo Winery. The Andre’ is the best-selling brand of sparkling wine due to its strawberry and peach flavors along with the Barefoot Wine brand which has become the fastest growing wine among Forbes “Top 5 Wine Brands.” My passion for E & J Gallo Winery’s Brand and my five star standard experiences in customer service make me a perfect fit for the Hospitality Coordinator position.

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 at (702) 456-7890 or cktoms@gmail.com. I look forward to hearing from you soon. Thank you for your consideration.

Sincerely,

Charlotte K. Toms
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.
INTERVIEWING

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.

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.
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 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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