At CSAA Insurance Group, a AAA Insurer, you can build a career that benefits you and others. Learn more about full-time and internship opportunities in claims, service, data science, actuarial and innovation at careers.csaa-insurance.aaa.com.
Welcome!

The job search, no matter what step you are on, can be a daunting and intimidating process. We want you to know that you are not alone in this journey. Since the day you arrived on campus, you have been surrounded by the support of family, friends, professors, staff, and peers. As you move into the next stage of your professional journey, we want you to know that you have the support of Career Services, the Alumni Association, and all of the employers who are part of the Hire a Rebel family to mentor, guide, and walk with you through the career process. We are invested in the community of Las Vegas, the network of UNLV, and in each of you to help you to grow and transition from student to professional.

The road to career success is not as easy as we might hope for. You may encounter setbacks and struggles throughout the next few years, but keep in mind that each situation you encounter and every decision you make is shaping you into a Rebel professional. By taking advantage of the resources that come along with being a UNLV Rebel, you will network with amazing and successful professionals already thriving in the field, build your own career toolkit, and navigate through the professional world with the skill set that you learned while you were a student at UNLV.

Whether you are working in an office, stage, gallery, restaurant, school, or even your own home, you are equipped with the knowledge, drive, and determination to find success. You have the spirit of a Rebel within you. When roadblocks get in your way, use your network and your talents to navigate around, over, or through them. When you are met with overwhelming success, share those victories with your Rebel family. Remember that you are now and will always be connected through UNLV. We are excited for you on this journey.

You are a Rebel today and will be a Rebel Forever.

Welcome to the Hire a Rebel family!
UNLV Career Services is pleased to offer the Career Handbook, a resource providing career planning advice, ideas, recommended steps, and examples for your job-search efforts. Topics in this handbook can be discussed personally with a Career Services staff member. We look forward to working with you as you plan your career and launch your job search.

Our Services
Career Services strives to educate and equip students and alumni with the knowledge and tools to successfully navigate the increasingly global and dynamic workforce.

Job Search Assistance
In addition to our online recruiting system, Hire A Rebel, we also provide one-on-one help with your job search.

Career Advising and Assessments
Our career coaches can provide you with information and guidance for selecting a major, exploring careers, taking self-assessments, preparing to be a competitive job-seeker, and more.

Career Fairs
The fall and spring Southern Nevada Career Fairs are great opportunities to learn more about future employers.

Workshops
We offer workshops on a variety of topics including resume writing, interviewing tips, networking, and more. We also provide specially tailored workshops for graduate students.

Resume, Curriculum Vitae (CV), and Cover Letter Reviews
Our career staff are available to review your resume, CV, or cover letters and provide you with tips and advice to make them more impactful.

Mock Interviews
Practice interviewing with our career staff and receive constructive feedback on how to improve your interview technique. We also offer videotaping.

On-Campus Interviews
Employers from around the country and abroad come to UNLV to conduct interviews. Interview opportunities are available through Hire A Rebel. Be sure to upload your resume to unlv.edu/careerservices

Graduate and Professional School Advising
Our career coaches can ensure you are taking all the necessary steps to prepare for graduate, law, or health professional schools.
Career Development

Developing Your Career Goals

Career development is a process used throughout your life as you make changes in what you want to do, where and how you want to do it, and what you want in return. Jobs will come and go, and the skills required to do your work will continually change just as your interests, skills, and values change.

This process is not meant to be a short step-by-step process with a definite conclusion. You may find yourself backing up and going through some of the steps several times. Each time you cycle through the process, you are working closer toward more satisfying choices.

Throughout career development, it is common to experience confusion, anxiety, and fear since career decisions often impact many facets of your life. The important thing is to recognize these concerns and overcome them by utilizing the techniques outlined in this section. Take a few minutes to find out if any of the following statements sound like you.

**MYTH: “My career has to meet all my needs.”**

**FACT:** A career includes all of your life pursuits, both paid and unpaid. You can end up spending a lot of time looking for "the perfect career." What you need to do is find out what is really important to you and balance your life so that you can satisfy desires that matter most.

**MYTH: “I’m stuck with this major/degree.”**

**FACT:** That is not exactly how it works. Just because you chose a major or graduated with a certain degree does not mean you are locked into that field. It is a degree that you selected based on information available to you at the time, not a life sentence. Career counselors can help you explore your options. Despite the myth, employers do not hire majors – they hire people who have the skills necessary to do the job. That means you can choose to work in a field other than your college major.

**MYTH: “I have to make the absolute right decision, right now.”**

**FACT:** Worrying about making the correct choice will just cause you stress. There are no absolute right or wrong answers. We all grow through life and make decisions because they seemed like the best idea at the time. One way you can feel more confident about your decisions is to do some research. Knowing that you researched your options and that you are making an informed decision should lighten the burden. Also, do not make your decision based solely on someone else’s ideas.

**MYTH: “My job determines my worth.”**

**FACT:** One definition of success is being happy with what you do. It is not about satisfying others’ expectations of what is good for you. You are the one who will be doing this job, not anyone else. Focus on what works for you. If you are happy, those who care about you will be too. By the way, you are more likely to be successful if you choose what you love. By doing so, you will feel more connected with purpose and fulfillment.

**MYTH: “My first job will determine my entire career.”**

**FACT:** On average, people have between three to five career changes in their lives. You might start out in one area and realize it is not what you wanted and try something else or your first job creates a career path that was unexpected and takes you in a different direction. This is normal.

To make an appointment with a career counselor, call Career Services at 702-895-3495 or email us at careerservices@unlv.edu. Our office is open to all students and alumni Monday through Friday from 8 a.m. to 5 p.m.
Career Counseling
Meeting with a career counselor is a great way to get started with organizing and planning your future. Our counselors can help you define your goals, teach you strategies to make meaningful career decisions, and help you plan your job search.

Career Services offers personalized one-on-one sessions — with a counselor in your career interest area — to ensure you reach your career goals.

Career Counseling Can Help You:
- Identify your interests and skills
- Explore majors and careers
- Find opportunities to gain experience and develop skills
- Research employers and industries
- Create strategies to explore, expand, and connect with your professional network
- Develop your resume and cover letter
- Improve your interview skills
- Navigate the internship and job search process
- Navigate the graduate school application process
- Make informed decisions about internships, job offers, and graduate school

Self-Assessments
Having difficulty figuring out what you want to choose as a major or career? One option is to take a self-assessment. These assessments, offered through Career Services, can help you explore many aspects about yourself as you search for a fulfilling major and career.

Myers-Briggs Type Indicator
This assessment has helped millions around the world better understand themselves and how they interact with others, which is extremely important when choosing a career path. The Myers-Briggs assessment identifies four different elements of your personality: how you are energized, how you take in information, how you make decisions, and how you approach life. Your score report will provide a list of suggested careers based on your personality type.

Strong Interest Inventory
This assessment generates an in-depth assessment of your interests among a broad range of occupations. By providing insight into your interests, preferences, and personal styles you will be able to identify specific courses, occupations, internships, and activities you are likely to enjoy.

FOCUS 2
This assessment measures your interests, abilities, and values and helps you find a career that is right for you. FOCUS 2 will guide you through a reliable career and education decision-making model that will assist in choosing a major as well as help making informed decisions about your career.

Through this assessment, FOCUS 2 will evaluate your interests, skills, work values, personality, and leisure activities and create a comprehensive report that will guide you toward careers that best match you.

Identifying Your Skills
It is important to understand your current skills and abilities. Do not to limit your options based only on what you can already do. Explore all your options and develop new skills that will make you competitive once you are ready to apply for a job. Use this list to start identifying your current skills.
Identifying Your Skills

It is important to understand your current skills and abilities. Do not limit your options based only on what you can already do. Explore all your options and develop new skills that will make you competitive once you are ready to apply for a job. Use this list to start identifying your current skills.

Interpersonal Skills
- Knows how to express feelings warmly and sensitively
- Gives and receives feedback in a constructive manner
- Knows how to interpret and use body language
- Recognizes and values the uniqueness of individuals; works well with a wide variety of diverse people

Oral Communication Skills
- Presents information and ideas clearly and concisely, with content and style appropriate for the audience
- Presents opinions and ideas in an open, objective way

UNLV CAREER SERVICES U N I T S G U I D E

UNLV Career Services provides students and alumni with assistance and guidance with anything Career Readiness related (i.e., resume and cover letter building, internships, job fairs, etc.).

Majors: All students & alumni of any discipline

UNLV Career Services
careerservices@unlv.edu
702-895-3405

ENGINEERING CAREER SERVICES

Engineering Career Services provides information about internships and jobs for UNLV engineering undergraduates, graduates, and alumni, working their hardest to acquire the contacts needed for a successful career as an intern or as a professional in the technological world.

Majors: Civil & Environmental Engineering, Construction Management, Computer Science, Electrical/Computer Engineering, Mechanical Engineering, and Entertainment Engineering & Design

Marion Mason
Engineering Career Services Coordinator
mariam.mason@unlv.edu
702-895-1892

UNLV ATHLETICS CAREER & PROFESSIONAL DEVELOPMENT

UNLV Athletics provides student-athletes with support and opportunities to develop their career-related skills and help them identify key leadership qualities to translate to their future careers.

Sports: Men’s- Baseball, Basketball, Football, Golf, Soccer, Swim & Dive, Tennis | Women’s- Basketball, Cross Country, Golf, Soccer, Softball, Swim & Dive, Tennis, Track & Field, Volleyball (All Majors)

Mallory Poole
Assistant Athletic Director of Student-Athlete Development
mallory.poole@unlv.edu
702-895-5192

WILLIAM S. BOYD SCHOOL OF LAW CAREER DEVELOPMENT OFFICE

The Career Development Office (CDO) works with students and alumni of the William S. Boyd School of Law to provide the tools and resources for building a rewarding legal career.

Programs: JD programs, JD/MDA Program, JD/MSW Program, and JD/PhD in Education Program, LL.M program

Nikki Harris
Associate Director of Career Development
nikki.harris@unlv.edu
702-895-2742

LEE BUSINESS SCHOOL CAREER & PROFESSIONAL DEVELOPMENT

As partners in the educational process, Career & Professional Development supports LEE students and alumni by connecting them with resources and organizations that further their professional goals. We serve as a strategic partner between organizations and LEE’s talented and driven students.

Majors: Accounting, Economics, Real Estate, Finance, Entrepreneurship, Management, Information Management, International Business, Marketing, Master of Business Administration (MBA)

Joe Protopapa
Director
joseph.protopapa@unlv.edu
702-895-1119
Public Speaking Skills
● Makes formal presentations
● Presents ideas and positions in an interesting way
● Maintains poise in public situations

Counseling Skills
● Responds to others in a non-judgmental way
● Builds trust and openeness with others
● Helps others understand themselves better and builds self-esteem

Coaching and Mentoring Skills
● Gives appropriate advice in a persuasive way
● Provides feedback in a constructive way
● Helps others increase their knowledge or skills
● Works and communicates with others to satisfy their needs and expectations

Teaching and Training Skills
● Motivates people to learn new things and to perform well
● Adjusts content and teaching style to the audience

Leadership Skills
● Motivates and empowers others to act
● Inspires trust and respect in others
● Builds effective teams
● Involves others without coercing or cajoling
● Promotes open discussion and involvement of all participants while not dominating
● Facilitates and manages group interactions
● Delegates effectively

Supervising Skills
● Motivates individuals to perform well
● Identifies and uses human resources in an effective way
● Delegates responsibilities and establishes an appropriate system of accountability
● Monitors progress and assesses the quality of job performance of others

Persuading Skills
● Communicates effectively to justify a position or influence a decision
● Sells products and promotes ideas
● Lobbies effectively for impactful change

Mediation Skills
● Helps those with opposite viewpoints reach mutual agreements, either through consensus or compromise
● Deals with conflict in an open, honest, and positive way

Interviewing Skills
● Asks and responds to questions effectively
● Creates a feeling of trust
● Makes others feel relaxed

Caregiving Skills
● Identifies and responds appropriately to the need for care, counseling, treatment, or therapy
● Displays patience and empathizes with others
● Gives sensitive care to people who are sick, elderly, or who have severe disabilities

Client Service Skills
● Builds a relationship of mutual trust with clients
● Understands or perceives clients’ needs
● Acts as an advocate for clients
● Handles complaints and concerns in a sensitive way
● Tailors services to meet the needs of an individual’s goals

Analytical and Logical Thinking Skills
● Draws specific conclusions from a set of general observations (deductive reasoning)
● Draws general conclusions from set of specific facts (inductive reasoning)
● Examines data to understand interrelationships and correlations
● Synthesizes information and ideas
● Clarifies the nature of a problem, evaluates alternatives, proposes viable solutions, and determines the outcome of the various options

Critical Thinking Skills
● Reviews different points of view or ideas and makes objective judgments
● Examines underlying assumptions
● Formulates a question, analyzes a problem, or defines a situation with clarity, accuracy, and fair-mindedness
● Develops policy and programs
● Identifies all possible options, weighs the pros and cons, assesses feasibility, and chooses the most viable option

Creative Thinking Skills
● Generates new ideas, invents new things, and creates new images or designs
● Designs new approaches to solve problems
● Makes connections between seemingly unrelated things
● Reshapes goals to reveal new possibilities
● Uses wit and humor effectively

Planning Skills
● Lays out a step-by-step process for achieving a goal
● Establishes objectives and needs, evaluates options, and chooses the best option
● Analyzes all the requirements (i.e., human, financial, and material resources) to accomplish specific goals
● Establishes realistic timetables and schedules

Organizational Skills
● Organizes information, people, or things systematically
● Establishes priorities and meets deadlines
Performing Skills
- Entertains, amuses, and inspires an audience
- Acts, sings, or plays an instrument in public

Artistic Skills
- Draws diagrams and illustrations
- Uses color and design creatively
- Designs displays and publicity material

Mechanical Skills
- Installs, repairs, operates, and monitors the performance of equipment and mechanical devices

Adaptability Skills
- Adapts to new situations and settings and tolerates change well
- Sees change as an opportunity, rather than as a problem

Advanced Writing Skills
- Selects, interprets, organizes, and synthesizes key ideas
- Adjusts style, form, and content to a particular audience
- Drafts non-routine correspondence and complex reports
- Writes in a creative way for the general public
- Edits written text to ensure that the message is as clear, concise, and accurate as possible

Research Skills
- Develops appropriate methodology and implements a plan
- Knows how to find and collect relevant background information
- Identifies people who have relevant information
- Knows how to collect and compile data
- Analyzes data, summarizes findings, and writes reports

Administrative and Clerical Skills
- Communicates, organizes, plans, and schedules office commitments
- Designs and maintains filing and control systems
- Performs daily office tasks, such as answering phones and data entry with proficiency

Financial Skills
- Keeps accurate financial records
- Manages a budget
- Establishes and maintains accounting and auditing procedures
- Prepares and interprets financial statements and reports
- Monitors inventory flow

Language Skills
- Exhibits fluency in language(s) other than the one dominant in the organization
- Ability to understand others as well as express oneself

Perceptual Skills
- Visualizes new formats and shapes
- Estimates physical space

Advanced Computer Skills
- Learns new software quickly
- Manipulates data in a computer system

Technological Skills
- Understands technical specifications; reads technical manuals with ease
- Maintains computer or other systems; analyzes potential dysfunctions and troubleshoots for potential problems
- Suggests modifications to an existing system or designs a new system to improve performance
Choosing a Major
Choosing a major is not the same as choosing a career. What you get from completing a degree are skills, knowledge, interesting experiences, and the ability to be an independent learner. What you do with them is entirely up to you. It is true, however, that some professions do require certain degrees or certifications, such as teaching, engineering, architecture, or nursing, to name a few.

The more a career requires specialized expertise, the more necessary it is for you to have a related degree. Do not worry if you already have a major or have to choose one soon and you really have no idea what you want to do. If you choose a major that excites you, most likely you will work harder, do better, and find something you truly enjoy doing when you graduate.

Keep in mind, your first job after graduation is only the first step of many toward realizing your career goals. The creation of new job titles and career fields is continuous, so selecting a career is not a one-time decision, but an ongoing process.

Developing Your Skills
Obtaining a college degree is an important step in pursuing your career goals. However, a degree is no longer enough to be competitive. It is equally as important to develop your skills and abilities through experiences such as campus and community involvement, part-time work, and internships.

When evaluating a candidate's ability, employers look beyond the knowledge gained in the classroom. They look for significant skills such as teamwork, communication, and organization. Most employers consider these skills equally as important as a degree and will often ask you to demonstrate in an interview how you have obtained these skills.

Making the connection from college to your career is easier than you think. Once you have decided on a major, it is time to enhance your employable skills by gaining experience through various activities.

In addition to developing your skills, you are building a network of people who can help you throughout your career development and job search process.

Gaining Experience
Gaining professional experience as a student not only helps you develop your skills and abilities, it also allows you to make valuable connections. Students gain experience through campus organizations, volunteer work, part-time jobs, and study abroad programs. Career Services can help you navigate these options as you develop your marketable skills.

Campus Involvement
Involvement in a student organization is a great way to develop valuable skills and expose yourself to your chosen field of study. UNLV has more than 350 academic, social, and special-interest student organizations that provide an excellent opportunity to develop leadership skills and network with industry professionals.

Many student organizations are linked directly to professional associations within a chosen field or industry that host informative meetings and networking events.

Taking on a leadership position within an organization can provide you the opportunity to facilitate meetings, organize events, mediate conflict, and oversee a budget. These opportunities will give you many occasions to demonstrate your mastery of these skills.

Volunteer Work and Community Involvement
Experience is still experience whether it is paid or unpaid. Offer to volunteer with an organization. It may only be a few hours a week or even a one-time event, but you will learn about a potential career and develop professional contacts. Volunteering and community involvement are excellent experiences to add to your resume because they demonstrate your dedication to social issues and/or an area of interest. It says a lot to an employer that you would seek out opportunities to gain experience even though you are not getting paid.

Class Projects
Many capstone classes offer students a chance to practice the concepts they are learning in class in a real-life context. It may feel like you are only doing a class project for class credit, however, a class project can be a valuable opportunity to demonstrate your knowledge of a subject area.

Part-time and On-campus Employment
Having previous work experience is a critical aspect of gaining future employment. Part-time, temporary, and even summer jobs offer an opportunity to develop important skills and demonstrate your ability to perform well as an employee.

Many college students downplay their work experience thinking it is not significant unless it is career-related. However, every job requires you to use many important skills, such as teamwork, communication, initiative, and adaptability. Do not underestimate the value of these part-time jobs. For example, “cashiering” demonstrates responsibility, organization, communication, and computer skills.

International Programs – Study Abroad
Participating in a study-abroad program is a significant and exciting part of completing a university degree. Graduates can gain an edge in the job market with their more in-depth understanding of language, culture, and diversity.

International internship opportunities may also be available, further enhancing your international work experience. For more information contact the Office of International Programs at CBC-B 325, 702-895-3896, or unlv.edu/internationalprograms.
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Internships

Benefits of an Internship

- Establishes valuable professional contacts and increases your professional network
- Facilitates the transition from student to employee by socializing you to the world of work
- Increases your confidence as you learn new skills
- Creates valuable experiences that enhance your resume
- Builds industry knowledge that allows you to create a realistic picture of a specific career

Preparing for an Internship

Create a game plan; list the strategies and resources you want to gain during an internship. Find out what companies you would like to work for and use this list to create a starting point for deciding which internship opportunity may be best for you.

Also, prepare or update the following items as needed for your internship opportunity:

- Resume
- Cover letter
- References
- Interviewing skills (including your handshake)

If you need any assistance with researching or preparing for an internship, make an appointment with a career coach to receive one-on-one assistance.

What is an Internship?

Internships are opportunities to connect your classroom experiences in a professional organization through hands-on projects and direct exposure to the real world of work.

Internships can take many forms including part-time, full-time, paid, unpaid, and credit- or non-credit bearing experiences. Internships usually last three to six months and can occur at any time of the academic year. Typically, interns are juniors or seniors; however, sophomores should never shy away from an internship opportunity.

The National Association of Colleges and Employers (NACE) provides the following definition of an internship:

"An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent."

DID YOU KNOW?

- Career fairs and on-campus recruiting are the most effective recruiting methods used by employers.
- On average, 51.3 percent of interns transition into full-time positions.
- Employers expect to hire 3.4 percent more interns in 2017 than 2016.
- Planned social activities and paid holidays are the most widely offered benefits to interns.

These statistics were taken from the 2017 NACE Internship and Co-op Survey.
What’s the Difference Between Credit and Non-credit Internships?

Credit
Credit internships allow a student to earn university course credit during the internship. Credit internships are offered through academic departments and Career Services. Each academic department sets its own criteria for awarding credit for internship experiences. Please check with these departments for further details.

Non-credit
Non-credit internships are not facilitated through a university department and are arranged and completed solely by the student. While these internships are independent, we encourage you to look for experiences that are beneficial to your goals and further facilitate the acquisition of the skills and qualifications that you desire.

Finding an Internship
To find the appropriate internship for you, utilize the resources available to you, including:

- Career Services Hire A Rebel
- Department internship coordinators (if applicable)
- Job and career fairs
- On-campus recruiting
- Academic advisors
- Faculty
- Networking
- Social media
- Company websites
- Job search engines

Recruitment for most internships occurs a semester in advance of the internship start date. However, depending on the industry or organization you are targeting, you may have to apply even earlier. Please check with your department internship coordinators or with the Career Services Assistant Director for Experiential Learning, Mentoring, and Operations for more information.

TOP 5 SKILLS EMPLOYERS LOOK FOR IN AN INTERN

According to the National Association of Colleges and Employers (NACE), these are the top 5 skills employers are looking for in an ideal intern:

- Decision making and problem solving
- Information processing
- Planning and prioritizing
- Teamwork
- Verbal communication
Resumes

Chronological Resume
- This is the most common resume type and is preferred by most employers.
- This type of resume lists your work experience in descending order starting with your most recent job.
- This resume format stresses your work history.

Functional Resume
- A functional resume highlights your skills rather than your work history.
- A successful functional resume demonstrates how you have obtained a certain skill or ability through class work, volunteering, or leadership experience.
- This format is often used if you have limited work experience or if you are trying to break into a new career field and want to highlight your transferable skills.

Hybrid Resume
- This combination resume includes features of chronological and functional resumes.
- A hybrid resume contains a summary of your skills, or groups skill sets, in addition to work experience, in descending chronological order.

Curriculum Vitae (CV)
- A CV is recommended for use by graduate students and when searching for academic positions.
- A CV is a more comprehensive resume that elaborates on education and includes specialized training, presentations, publications, research, posters, and conferences.

Resume Formatting Structure
- Use standard font styles such as Times New Roman or Arial. All text on your resume should be the same size (10 to 12 point) except your name.
- All margins should be the same. Start with one-inch margins, but adjust to a smaller size if necessary.
- Use bullet points to highlight information.
- Section headings should be in bold and may also be capitalized or underlined for emphasis.

Addressing Gaps in Your Resume
No doubt you have heard the phrase, “Do not have gaps in your resume.” Employers understand that getting your education is your full-time job right now. Throughout high school and college, employers expect that you may have taken periods of time off and they look at more than just work experience when evaluating your qualifications. Do not worry about small gaps of time on your resume while you are pursuing your education. Having wide gaps in your resume is more of a concern once you have completed your education and started your career.
With that said, there are legitimate reasons to take time off of work and it does not necessarily mean that an employer will look negatively upon a gap. Here are some tips for addressing extensive gaps in your resume:

- Use years instead of months on your resume.
- Incorporate transferable skills that you developed during your time off.

### Resume Headings

#### Contact Information
- Include your name, address, telephone number, and email address at the top of the resume.
- Make your name stand out by slightly increasing the font size (16 to 20 point) or making it bold.
- Use a professional email address with your name or use your UNLV email. Avoid using flashy email addresses.

#### Objective and Resume Summary
- Objectives are optional and typically unnecessary. If you include an objective, it should be a short phrase that outlines your career goals related to the position for which you are applying. You do not need an objective if your resume clearly shows your skills, accomplishments, and experiences related to the job.
- An objective alternative is a resume summary, which is also optional. A resume summary is a two- to four-sentence statement that provides an overall view of your background and skills.
- Objectives or resume summaries can be used if space filler is needed. Keep in mind, if you use either one of these elements, you will want to tailor your objective or resume summary to the position for which you are applying.

#### 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.
- You may want to emphasize 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 above a 3.0.
- It is not necessary to include high school or transfer information unless there are exceptional accomplishments or extensive experience relevant to the position for which you are applying.

- You may want to add a subheading called “Relevant Coursework” to list 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. To make the title or company stand out, use italics or boldface.
- List the time period of your employment with the month and year. List it on the right-hand side of the page for a cleaner look.
- Use strong, action-oriented words and short phrases to describe your experience. Incorporate language from the actual job description into your resume to show how your experience is directly related to the skills required for the position to which you are applying.
- Quantify results and list accomplishments whenever it is possible.
- Utilize bullet points to make the information flow.
- Place the most relevant skills at the top of each skill set so employers can find them as easily as possible.

### AVOID RESUME TEMPLATES

Resume templates, like the ones you find online, are not recommended. Templates force your information into a specific format and do not necessarily allow you to highlight your unique qualifications in the most effective way. Because templates utilize text blocks, the information is hard to manipulate around the page when you want to update your information. Instead, create your resume in a blank Microsoft Word document and follow the general guidelines in this section.
**Activities, Honors, and Volunteer Experience**

- List relevant leadership and/or volunteer experience just as you would list a job. Related unpaid experience is equally as important as work experience. Include your title, organization name, dates, and important skills.
- Extracurricular, volunteer, athletic, and/or leadership activities can be included in a single section, or separate sections, depending on how many of each category you have to show.
- You can simply list your experiences or describe them in greater detail depending on the relevant skills you would like to highlight.

**Computer, Language, and Technical Skills**

- This section is used to show concrete skills, including language proficiency, computer, technical, laboratory, or others that are relevant to the position.
- Do not include soft skills such as communication, leadership, or problem solving. They are too vague to add value to the resume presentation.

**Highlighting Your Skills**

The secret to writing an effective resume is to tailor your resume in a way that best highlights the most relevant information to the position for which you are applying. Unlike an employment application, a resume does not necessarily list every experience you have ever had. Create section headings to reflect your background. For example, if you are applying for a manager position and have previous management experience, you should create a section named “Managerial and Leadership Experience.”

**Applicant Tracking Systems**

Often, resumes and/or online applications are initially screened through a computer database by keywords to determine if you have the experience necessary for the position before the resume is viewed by an actual person. Use keywords and industry language to ensure that your resume or application makes it through the initial screening process.

**References**

References should not be included on a resume. You may submit references as a separate document when requested. When employers ask for a reference, they are asking for the name of someone who they can contact to learn more about you. It is very important to choose your references carefully.

**Choosing Your References**

- Select three to five individuals who know you professionally, such as a supervisor, professor, and/or advisor.
- It is very important you ask permission prior to listing someone as a reference because you want to make sure he or she will give you a positive reference.
- It is a good idea to notify your references prior to an interview to let them know they may be contacted.
- You may want to email each reference a copy of the job description for which you are applying and your resume.

**Including Your References**

- When submitting your references with a resume, list them on a separate page with “References” as a heading.
- Whenever you include a second page with a resume, it is a good idea to put your name on the top of the page in case your pages get separated.
- List the name, job title, company, address, phone number, and professional email of each reference.
- Bring your list of references with you to interviews and have them available to include with applications.

---

**RESUME TIPS**

**Do**

- Create a clean, professional appearance with a simple, well-organized format.
- Keep your resume on one page.
- Begin phrases with strong action verbs that emphasize your accomplishments.
- Have a career counselor review your resume.
- Print hard copies on high-quality paper.
- Use a simple, clean font.

**Don’t**

- Use flashy graphics, clip art, or pictures.
- Round up your GPA: keep it at two decimals.
- 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.

Do not wait until the last minute to create or edit your resume. Resumes take time to prepare and refine. Bring a draft of your resume to Career Services for a thorough resume critique. Always keep your resume updated with current information, positions, awards, and certifications.
## Naming Your Skills

Use this list of more than 200 words to describe your skills to an employer when creating your resume and cover letter. This list is just to get you started, and by no means is it all-inclusive.

### COMMUNICATION/PEOPLE SKILLS

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### 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

<p>| Administered | Audited | Corrected | Forecasted | Measured | Reconciled |
| Adjusted | Balanced | Decreased | Increased | Netted | Reduced   |
| Allocated | Budgeted | Detailed | Speed | Planned | Researched |
| Analyzed | Calculated | Determined | Maintained | Prepared | Retrieved |
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Do you want to help people improve their quality of life, without drugs or surgery? As a chiropractor, you’ll be able to do that.

At Palmer College of Chiropractic, you’ll train at the founding and largest college of chiropractic and become part of the largest network of successful chiropractic alumni in the world.

Schedule a visit or contact us to learn more.

www.palmer.edu

The Trusted Leader in Chiropractic Education®
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- 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

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- 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

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<th>Typed Name</th>
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- 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
Ms. Carol Danvers  
Recruitment Manager  
Fury Winery  
2700 Westchester Lane  
Los Angeles, CA 90040  

Dear Ms. Danvers:

Please accept my application to the Hospitality Coordinator position with Fury Winery. My interest in Fury 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. Fury 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 guests. 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 Fury 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 Fury 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 Fury 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 anytime at (702) 867-5309 or cjames@gmail.com. I look forward to hearing from you soon.

Thank you for your consideration.

Sincerely,

Cameron James
Encl.
Hospitality

Wanda Maximoff
123 Rebel Road • Las Vegas, NV 89154
123-456-7890 • maximoffw@gmail.com • www.linkedin.com/in/wmaximoff

EDUCATION
University of Nevada, Las Vegas (UNLV) • Las Vegas, NV
Bachelor of Science, Hospitality Management • May 2020
Concentration: Meetings and Events
Management

California State University, Northridge • Northridge, CA
Acquired Core Requirements for Transfer • 2016 - 2017

HOSPITALITY EXPERIENCE
Renaissance Hotel • Northridge, CA
Intern, Front Desk • May - Aug. 2018
• 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 • Jan. - April 2018
• 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 • Jan. 2018
• 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 2017
• Directed traffic flow for Convention Connection, a 500-attendee event
• Answered questions and provided direction to 3 convention spaces to a diverse group of guests

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
Joan Jobseeker  
111 Main St., Apt. 4. ● Las Vegas, NV 12345  
lbsc@unlv.edu ● 702-111-1122

EDUCATION  
Bachelor of Science in Business Administration, Management  
University of Nevada Las Vegas  
- GPA: 3.5  
- Dean's List, Fall 2016, Spring 2017

WORK EXPERIENCE  
Account Manager  
Cox Communication  
Aug 2017 - Present  
Henderson, NV

- Daily travel to designated retail locations  
- Approach customers in-store to conduct in-person presentations  
- Educate customers on offerings and encourage signups for satellite TV services offered  
- Increase brand and service awareness, acquire customers and manage customer retention and service upgrades

Property Manager  
Camden Properties  
Jan 2016 - Aug 2017  
Las Vegas, NV

- Wrote work orders for Maintenance department based on information from tenants, technicians or based on information gathered from site visits.  
- Negotiated, prepared and enforced leases  
- Established appropriate rental rates by conducting market research, determining costs and considering profit goals  
- Enforced occupancy policies and procedures by meeting with violators

CAMPUS LEADERSHIP  
President  
UNLV, Financial Management Association  
Apr 2017 - Present

- Oversee activities, membership, officers, and a $5,000 operating budget  
- Served as Social Media Chair (April 2016 - March 2017)

SKILLS  
- Microsoft Office Suite - Word, Excel and PowerPoint, Photoshop  
- Bilingual: English/Spanish

VOLUNTEER EXPERIENCE  
Las Vegas Animal Shelter  
Mar 2017 - Present

- Volunteer 3 hours per week  
- Oversee and manage website
Engineering - Mechanical Engineering

Billy Smith
1234 Rebel Street, Las Vegas, NV 89122
bsmith@unlv.nevada.edu
702.111.2222

Education
University of Nevada Las, Vegas May 2018
Bachelor of Science in Mechanical Engineering
GPA: 3.467

Certifications
Fundamentals of Engineering Exam (Passed)
OSHA 30

Skills
• Skilled in Solidworks, LabVIEW, NIELVIS, Matlab, and MS Office
• Exemplary supervisory skills demonstrated through delegating responsibility and development of a systems of accountability
• Promotes open discussion when in a leadership role to ensure involvement of all participants
• Synthesizes the nature of a problem through strong analysis and examination; evaluates opportunities, proposes solutions, and determines the outcome of potential options

Engineering Projects
Acute Injury Splint with Timed Cryotherapy – Senior Design Project May 2017
• Designed a cooling mechanism to find the most effective way to treat acute injuries typically caused by sports-related accidents
• Collaborated closely with team members as well as a medical professional
• Responsible for designing the electrical system that utilizes Peltier TEMs to provide cooling
• Used Arduino IDE to program a continuous timer that activated Peltiers and synchronized it with the movement of linear actuators at specified intervals

Organizational Involvement and Leadership
Chapter President, Tau Beta Pi Engineering Honor Society at UNLV March 2017 – May 2018
• Initiated eligible members each semester and stressed the values of character and integrity through a process of interviewing and community service
• Communicated with the College of Engineering community to offer the chapter’s supports to their efforts

Team Leader – AIAA Solar UAV Project January 2017 – December 2017
• Supervised a group of eight talented students of varying engineering levels and disciplines to create a long distance solar powered UAV
• Delegated weekly tasks to ensure the successful progression of project
• Designed monthly reports that tracked team progress and accomplishments, established a budget, and defined current goals
**Engineering - Computer Science**

Jane James  
2222 Rebel Way | Las Vegas, NV 89154  
jjames@unlv.edu | 702.555.5555

**EDUCATION**  
University of Nevada, Las Vegas  
Bachelor of Science: Computer Science – GPA: 3.7

College of Southern Nevada  
Associates of Business – GPA: 4.0

**RELEVANT COURSEWORK**  
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**TECHNICAL SKILLS**  
Languages: Proficient C++, Java  
Familiar: Assembly (x86-64, MIPS), C, C#, Python, Ruby, Swift  
Operating Systems: Linux, Windows  
Tools: Netbeans, Visual Studio, Xcode

**PROJECT EXPERIENCE**  
**Bluetooth Library for Java – Software Development Course Project**  
- Developed a high level Bluetooth library for Java on Windows 10  
- Programmed in accordance with WinSock API and Java Native Interface (JNI)  
- Collaborated with team through Git, weekly meetings, and joint coding sessions  
- Contributed research and programming for Bluetooth discovery of devices and services  
*Sep 2016 - Dec 2016*

**Friend Recommendation System – Data Structures Course Project**  
- Produced code for generating up to 10 friend recommendations for users based on current connections  
- Competed with class for fastest results and enjoyed the freedom and competitiveness with this project  
- Designed program utilizing adjacency list and hash table as primary data structures  
- Efficiently sorted data with quicksort algorithm  
*Nov 2015 - Dec 2015*

**RELEVANT WORK EXPERIENCE**  
**Software Engineering Intern**  
*JT3*  
- Completed full software development process for time-saving parsing program  
- Improved data capture measurements and enhanced display output for frequency counter program  
- Researched software installations, device programming, and Ethernet port communication  
*May 2016 - Aug 2016, Las Vegas, NV*

**Mathematics Tutor/Mentor**  
*UNLV Academic Success Center*  
- Directed staff training for team development and math methods review  
- Increased students’ understanding of math and programming concepts  
- Achieved an improved success rate and enriched interest in the subject matter for tutored students  
*Jan 2015 - Sep 2015, Las Vegas, NV*

**LEADERSHIP WORK EXPERIENCE**  
**Administrative Assistant**  
*Northern Illumination Company*  
- Managed office organization to ensure efficient operations and pleasant atmosphere  
- Provided research support for bidding, sales, and management teams  
- Coordinated product presentation meetings and trade show events  
*Sep 2004 - Aug 2005, Las Vegas, NV*

**INVOLVEMENT**  
**Association for Computing Machinery**  
*Jan 2015 - Present*

**Society of Women Engineers**  
*Sep 2014 - Present*
Jane Jamison  
Las Vegas, NV 8910 | 702-444-4444 | jamison@unlv.nevada.edu

**Education**
University of Nevada, Las Vegas (UNLV)  
*Expected May 2020*  
**Bachelor of Science in Kinesiology**  
*GPA: 3.42*

**Leadership Experience**
*Division I Student-Athlete | Women’s Soccer Team, UNLV*  
*Aug 2017 - Present*
- Maintain workload of 12 credits while practicing and training 20 hours per week
- Collaborate with teammates and coaches in all facets of the program
- Participate in community events including Freshman Move In, Rebel Kindness Challenge
- Serve as a mentor for youth in basic skill building at Rebel Kids Club

*Student Committee Member | Student-Athlete Advisory Committee (SAAC)*  
*Aug 2018 - Present*
- Function as Women’s Soccer team representative, advocating for athletics on campus
- Participate in conference meetings as the Mountain West Conference Representative
- Collaborate with other athletes to identify needs of athletes on campus
- Identify unique needs of athletes on campus and build programs for their success

**Professional Development**
*UNLV Career Services Networking Event*  
*2015, 2016*
- Networked with employers in diverse industries to improve professional skills
- Cultivated lasting relationships with community members to use as future contacts

*R.E.B.S. Life Skills Career Seminar*  
*2016*
- Learned skills applicable to future careers and professional settings
- Enhanced understanding of transferable skills cultivated in athletics environments

*R.E.B.S. Life Skills Leadership and Legacy Seminar*  
*2016*
- Gained relevant information and knowledge about leadership and best practices
- Built lasting relationships with fellow athletes and network throughout campus

**Honors and Awards**
*Dean’s List*  
*Spring 2015, Fall 2016*
*NCIA Tournament First Round Appearance*  
*Spring 2016*
*Two-time Mountain West Player of the Week*  
*Spring 2016*
*Mountain West Conference All-Academic Team*  
*Fall 2015, Fall 2016*

**Professional Certifications**
*CPR/AED Certified | American Heart Association First Aid*  
*May 2017*
Natasha Romanoff  
123 Rebel Way, Las Vegas, NV 89154  
702.123.456  
romanoff@unlv.edu

EDUCATION

William S. Boyd School of Law, University of Nevada, Las Vegas, Las Vegas, NV  
Juris Doctor, expected May 2020  
Class Rank: 36/101; GPA: 3.13  
Honors: CALI Award (highest grade in class) for Torts, Spring 2019  
Academic Scholarship, 2017 – present  
Activities: Environmental Law Society, Treasurer, 2018 – present

University of California, Davis, Davis, CA  
Bachelor of Science, summa cum laude, May 2017  
Major: Business Administration; Minors: Theology and Government  
Major GPA: 3.9; Cumulative GPA: 3.4  
Honors: Dean’s List, eight consecutive semesters  
Activities: Basketball Intramurals, Captain, 2016 – 2017  
Study Abroad, University of the Basque Country, Spain, 2015 – 2016

EXPERIENCE

Adair & Harris Law Firm, Las Vegas, NV  
Law Clerk, Summer 2019  
• Researched and prepared pleadings, motions, and discovery for dozens of breach of contract matters.  
• Reviewed and summarized seven deposition transcripts, highlighting inconsistencies in testimony.  
• Drafted four settlement letters.  
• Reviewed pleadings and edited case and statutory citations prior to filing.

William S. Boyd School of Law, Community Service Program, Las Vegas, NV  
Sealing Public Records Course Instructor, Spring 2019  
• Taught weekly legal education class to members of the community on sealing public records. Supervised by attorneys from the Office of the Clark County Public Defender.

Hamilton Resources, Sacramento, CA  
Legal Transfer Clerk, Summer 2018  
• Distributed mutual fund legal transfers to specialists.  
• Maintained database of departmental correspondence.

Order Room Clerk, May 2016 – April 2018  
• Fielded telephone orders from traders to purchase and/or liquidate shares in mutual fund accounts and processed requests from brokers.

Weidenfeller Marketing Services, Inc., Daly City, CA  
Telemarketer, January 2015 – May 2016  
• Contacted alumni and solicited contributions for various graduate and undergraduate institutions nationwide.

LANGUAGES, SKILLS & INTERESTS

Spanish, native speaker; French, fluent.  
Community theater, soccer, and extensive travel in South America and Europe.
First-Year Student Functional

James Jefferson
1840 Rebel Ave | North Las Vegas, NV 89041 | 702-800-1556 | james.jefferson@gmail.com

Education
University of Nevada, Las Vegas
Bachelor of Arts in Communications Studies

Relevant Coursework
CNGL 100LA: First Year Seminar explores the academic and social components of the classroom environment. Students engage in small group discussions, participate in class discussions, and develop critical thinking skills.

PSY 245: Research Methods involves the design and analysis of experiments using statistical methods. Students learn to design and analyze experiments using statistical methods.

Summary Skills
- Strong oral and written communication skills
- Proficient in Microsoft Office Suite
- Strong analytical and problem-solving skills

Creative Skills
- Experienced in graphic design/Adobe Creative Suite
- Strong working knowledge of graphic design principles

Work Experience
- Graphic Design Intern: Internship role involved designing marketing materials for a local non-profit organization. Key responsibilities included: designing brochures, developing web content, and managing social media campaigns.
- Web Developer: Versatile developer proficient in HTML, CSS, and JavaScript. Developed responsive websites, implemented SEO strategies, and maintained server environments.

Specialty: Graphic Design
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign

First-Year Student Chronological

Howard Stark
8201 Rebel Rd. | Las Vegas, NV 89102
(702) 123-4567 | stark.howard@gmail.com

Education
University of Nevada, Las Vegas
Bachelor of Arts in Psychology | Minor in Geology

Green Valley High School

Advanced Honors High School Diploma

Work Experience
Human Resource Assistant: Hyman in vivo Electrophysiology Laboratory | UNLV Next Gen America

- Assisted with the recruitment and onboarding process of new employees
- Conducted background checks and ensured compliance with all applicable laws

Administrative Assistant: Hyman in vivo Electrophysiology Laboratory

- Managed the laboratory's budget
- Assisted with the scheduling of research projects

Laboratory Experience
L.H. I.V. Lab - Hyman in vivo Electrophysiology Laboratory | Coral Academy - UNLV Next Gen America

- Conducted experiments on animal models
- Assisted with the development of research protocols

Volunteerism
Volunteer Judge: Coral Academy

- Reviewed and evaluated student projects
- Provided constructive feedback to students

Volunteer Experience
St. Joseph Husband of Mary Roman Catholic Church

- Participated in community service events
- Assisted with event planning and coordination

Work Experience
Sales Associate: Calvin Klein | ProCare Hospice

- Assisted customers with product selection and information
- Managed inventory and sales

Alumni Functional

Bruce Banner
220 Hey Reb Road | Las Vegas, NV 89102 | 702-456-7890 | bannere@gmail.com

Education
University of Nevada, Las Vegas | Honors College
Bachelor of Science in Business Administration | International Business

Languages
English (Fluent) | Spanish (Conversational)

Work Experience
Bubba Gump Shrimp | Host (Seasonal)

- Assisted with seating arrangements
- Provided excellent customer service

Alumni Functional

Nat Romanoff
602 Rebel Street | Las Vegas, NV 89140
702-231-4877 | romanoff@gmail.com

Education
University of Nevada, Las Vegas
Bachelor of Science in Education | Minor in Coaching & Adapted Physical Education

Summary Skills
- Skilled in Microsoft Office Suite
- Proficient in Adobe Creative Suite
- Strong interpersonal and communication skills

Leadership & Management Skills
- Experienced in leading and managing team projects
- Proficient in time management and prioritization

Summary Skills
- Strong leadership and management skills
- Proficient in Microsoft Office Suite
- Strong interpersonal and communication skills

Leadership & Management Skills
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Summary Skills
- Strong leadership and management skills
- Proficient in Microsoft Office Suite
- Strong interpersonal and communication skills
Job Search

Be Focused
Be persistent and follow up. Keep careful records of your job search process, including all materials used in the job search: resumes, references, recommendation letters, cover letters, job postings, research conducted on employers, correspondence from employers, and any other relevant materials.

Have a Positive Attitude
Be flexible in a tough job market. This could mean being willing to relocate, expand your horizon from the ideal job to more tangentially related areas, or accept a more entry-level position than anticipated. College graduates are promotable. Keep perspective and know that behind every slowdown and downturn in history there is a recovery, so keep your eye on the long run.

Before You Start Your Search
Job searching can be an overwhelming process and may take longer than you would like. You have probably heard the phrase, “looking for a full-time job is a full-time job.”

Conducting a job search does not necessarily take 40 hours a week, but it does require you put in the work it takes to be a competitive candidate.

Especially in a tough job market, it is more important than ever to do everything in your power to enhance your presentation as a candidate and to utilize a combination of job search methods to ensure your success.

Know Yourself
You will be more successful in your job search if you are confident that your experience and skills qualify you for the position for which you are applying. To do this, you must have a clear idea of your skills, interests, accomplishments, experience, goals, and values. For clarity, you may want to see a career coach in Career Services.

Pay Attention to Detail
Tailor your resume, cover letter, online application, and interview answers specifically to each position for which you have applied.

Match Yourself to the Right Position
Thoroughly research the position and organization to which you are applying and make certain you are a good fit. Think about products and services offered, growth, competitors, number of employees, organizational structure, geographic locations, working climate, benefits, community involvement, and anything else that you consider important.

Hey!

TOP 10 SKILLS EMPLOYERS LOOK FOR IN A CANDIDATE
According to research by the National Association of Colleges and Employers (NACE), these are the top 10 skills employers are looking for in an ideal candidate:

- Communication skills
- Interpersonal skills
- Honesty and integrity
- Teamwork skills
- Motivation and initiative
- Strong work ethic
- Analytical skills
- Flexibility and adaptability
- Computer skills
- Self confidence and maturity
WE’RE HIRING!

The North Las Vegas Police Department’s mission is to encourage and engage the community to work as one in order to provide a safe, secure, and enjoyable community. This is accomplished by protecting lives and property; maintaining social order by enforcing federal, state, and local laws; working in a collaborative effort with the community to identify problems and disorder; and involving the community in the search for solutions.

Our department is committed to having a positive impact in the City of North Las Vegas by reducing crime, reducing the fear of crime and enhancing the quality of life in the community.

We are currently accepting applications for Entry Level and Lateral Police Officer positions.

JoinNLVPD.com
Salary & Benefits

Salary

$53,380 - $91,812

Additional Pay

Shift Differential Pay:
  Swing 4%,
  Graveyard 6%

Bilingual Proficiency Pay:
  (Spanish) - $1,250

Annual Educational Incentive:
  Associate Degree - $375
  Bachelor’s Degree - $750
  Master’s Degree - $900

One-Time Educational Bonus:
  Associate Degree - $1,100
  Bachelor’s Degree - $2,250
  Master’s Degree - $3,000

Benefits

Compressed Work Schedule
Health & Dental Plans
Pension Plan
Deferred Compensation
Sick Leave

JoinNLVPD.com
Networking
The word “networking” often conjures up unsettling feelings among college students. Networking is not asking for a job; it is developing a broad range of contacts. The key to networking starts before the job search. For college students, involvement on campus is one way to build a cadre of supportive colleagues and alumni down the road. In particular, students should pursue involvement with professional associations related to their field of study, both on and off campus. Professional associations bring leaders of organizations to meetings and these can be key contacts for referral to professional opportunities.

Networking is not a magical process, but rather the art of opening up conversation and engaging another individual. Be curious about the individuals you meet and engage them in questions about themselves and their careers. Follow up with individuals who interest you. Share your appreciation and ask for more information. You may want to arrange an informational interview — a face-to-face meeting — to get first-hand information and advice about pursuing your career field of interest. What is most important is that you always smile and present yourself positively and professionally.

Essentially, networking is simply talking to people. People love to share their expertise and knowledge when they can. They have been in your shoes and remember how hard it was. The easiest way to break the ice is to start with the people you know — friends, trusted colleagues, relatives, former classmates, professors, and advisors.

Arranging personal visits to professionals in your field of interest, attending professional events and educational sessions, and visiting employment centers or departments where you desire to work can make a major difference in employment leads and eventual job offers.

Informational Interviews
The purpose of informational interviewing is to learn more about an occupation or industry in which you are interested. An informational interview is not a time to ask for a job. However, it can lead to building a network of professionals inside a field or company which may open up opportunities for future employment opportunities.

To arrange an informational interview, you can email, call or send a letter to the person you would like to interview. Most people remember what it was like to be in your shoes and are happy to help. If the person declines your offer, ask for a referral to someone else and thank the person for his or her time.

Sample Questions to Ask During an Informational Interview
- What training is required for this type of work?
- What personal qualities or abilities are important to being successful in this field/position/company?
- How did you end up in this position? What has been your career path?
- What do you do on a typical day in this position?
- What part of this job do you find the most challenging or most satisfying?
- What are the hot issues in this field?
- How many hours do you typically work in a week?
- What is the corporate culture here?
- What advice would you give a person entering this field?
- How does your job fit into the organization?
- How do you find out about job openings in this field?

A SAMPLE SCRIPT FOR SETTING UP AN INFORMATIONAL INTERVIEW

“Hello, my name is ______________ and I am currently a junior at the University of Nevada, Las Vegas. I am majoring in psychology and I am interested in your field of work.

I am trying to determine my future career direction and was wondering if you would mind sharing your insight with me. Would you be willing to spend 20 to 30 minutes with me to discuss your experiences?

I am happy to meet you at your office at a time that is convenient for you.”

Dress professionally when going to your informational interview. Bring a notebook and prepared questions. Be punctual and polite. Remember to listen attentively and express your gratitude to the person for sharing his or her time and insight. Be sure to get his or her business card and send a thank-you email or letter.
On-Campus Recruitment

On-Campus Interviews
On-campus interviews are an important tool to save you time and energy in your job search process. Recruiters from across the country and abroad come to UNLV to interview qualified candidates to fill their full-time, part-time, and internship openings. On-campus interview opportunities are available through Hire A Rebel.

Information Booths
Information booths are excellent opportunities for employers to meet with students one-on-one in various locations throughout the campus. Information booths typically lead into an Information Session for a larger group of interested candidates.

Information Sessions
Many employers coming to campus will also host Information Sessions for candidates and others who want to learn more about their organizations. These presentations are an integral part of the interview process and an excellent way for you to meet recruiters interested in hiring UNLV students and alumni.

Career Fairs
Career Services hosts several job fairs for all majors each academic year for students and alumni. Students are encouraged to attend in order to network with human resources and corporate personnel. You can obtain career information, learn about current and future openings, gather information critical to your job search, and possibly apply for a job. Visit unlv.edu/careerservices for detailed information.

Career Fair Tips
- Review the list of attending employers on the Career Services website and research those of interest to you prior to each fair: unlv.edu/careerservices.
- Make sure your resume has been proofread and is ready to sell your skills. Visit Career Services to have a counselor review your resume to make sure it is ready to share with potential employers.
- Bring enough copies of your resume so you can present one to each organization that interests you. Keep in mind, there may be last-minute employer additions at the event.
- Prepare a 30-second introduction about yourself that quickly tells the employer the kind of position in which you are interested.
- Practice your interviewing skills. Even though this is a fair, the employer still may ask you questions about your experience so you need to be prepared. You may also be invited for an interview following the fair.
- Dress to impress! This will be your first impression with the employers you meet and you want it to be positive.
Comfortable shoes are recommended since you will be walking and standing, but make sure they are professional.

- Ask company-specific questions to employers and start building relationships that can lead to opportunities later.
- Collect business cards and follow up with organizations you interacted with at the fair.

**Online Applications**

Online applications are a common way to apply for a position with a company or organization. Many of the same guidelines you use for a resume are true for an online application as well. Just like a resume, an online application is the first impression you give an employer. It is a reflection of your professionalism, maturity, and attention to detail.

It is essential you complete all of the fields in an online application. Do not leave any fields blank. Do not say “see resume.” Online applications can take anywhere from one to two hours to complete, so take your time and be sure to tailor your application to the position for which you are applying. Use keywords from the job description. Check your spelling and grammar and use appropriate punctuation.

Be honest on your application. Answer all the questions about criminal records, driving records, and reasons for leaving a previous position honestly. Employers will discuss the circumstances of your responses during the interview but it is important that you are straightforward from the beginning. When answering questions about your previous experiences, be positive and talk about the lessons you have learned.

Attach a resume and cover letter with your application and follow up with a personal email to a recruiter, if possible, letting him or her know you have submitted your online application.

**Recruitment Policies**

Recruiters spend a lot of time, money, and effort locating the right people for their organizations through the use of Career Services. In order for Career Services to attract and retain companies interested in hiring UNLV students and alumni, you must act with the highest degree of professionalism. This includes providing accurate information and following through on all commitments made.

Students and alumni who use Hire A Rebel will be held accountable for their actions, in accordance with Career Services’ policies, as follows:

**Interview Appointments**

Interviews scheduled online through on-campus interviews or in person at UNLV job fairs are important commitments on behalf of both the candidates and the recruiters. Students or alumni who fail to show up for an appointment or cancel with less than a 24-hour notice damage the university's reputation, waste the recruiter's time, and may cost another person a job or internship opportunity. Interview appointments can be canceled online through Hire A Rebel up to 48 hours before the interview date. For cancellations with less than a 48-hour notice or to cancel interviews scheduled at our job fairs, please call Career Services at 702-895-3495.

Cancellations with less than a 24-hour notice will normally require a letter of apology to the recruiter. Failure to follow these guidelines can lead to suspension from Hire A Rebel for the rest of the semester and cancellation of other on-campus interviews already scheduled.

**Student Profiles on Hire A Rebel and Resumes**

The information you enter into your Hire A Rebel profile is used to determine eligibility for on-campus interviewing opportunities. It is your responsibility to ensure your information remains current and accurate. Your resume and other documents you provide to recruiters (either online or in person) should also be current and accurate. Intentional falsification of profile information or resume information can result in suspension from Hire A Rebel for the rest of the semester, cancellation of on-campus interviews, and referral to the Office of Vice President for Student Affairs for possible disciplinary action in accordance with the UNLV Student Conduct Code.

**SUBMITTING YOUR RESUME ELECTRONICALLY**

Email your resume as a PDF document when possible. Utilize your name in the file name when saving your documents. Follow up with a simple email to the employer to ensure your materials were received. If the employer requests a text or scannable resume, keep formatting simple and avoid underlining, italics, bullet points, boldface fonts, and lines.
Job Search Success Checklist

Know Yourself and Where You Want to Work
- Identify personal strengths, skills, interests, and values by completing a self-assessment
- Make a list of 10 possible entry-level jobs and salaries in your areas of interest
- Research organizations or companies for which you would like to work
- Clarify your career goals by meeting with a Career Services coach

Prepare for Your Search
- Have your resume and cover letter reviewed by Career Services
- Activate your Hire A Rebel account and upload your resume at unlv.edu/careerservices
- Create a professional profile on LinkedIn
- Develop a 30-second speech for short encounters with employers
- Select three individuals who can serve as references
- Complete a mock interview with Career Services
- Ensure the professionalism of your voice mail message, email address, and social networking sites
- Join professional associations in your field of interest and attend networking events

Start Searching
- Regularly check unlv.edu/careerservices for career opportunities and on-campus interviewing activities
- Attend a job fair hosted by Career Services
- Develop a system for keeping track of your contacts, interviews, and other job search activities
- Follow up immediately on every interesting job lead
- Develop a list of potential networking contacts and keep in touch with them

Achieving Success is an easier process than you think

1) Identify where you are struggling academically
2) Visit our website to learn which learning support service is best for you
3) Connect with our academic success coaches, tutors, supplemental instruction leaders, and academic advisors
4) Visit the Academic Success Center to get more information on any of our services
5) Use some of our resources:
   - Academic Success Coaching
   - Academic Advising
   - COLA 100E First-Year Seminar
   - Supplemental Instruction
   - Tutoring

For a full list of our services, visit: unlv.edu/asc
Main: (702) 895-3177 · Fax: (702) 895-6427
Social Media

Using Social Media Wisely
Social media can be a powerful tool in your job search. Used correctly, social media 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.

A majority of employers use social media in their recruitment efforts as well as 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.

Here are some helpful tips on how to use social media to leverage your job search:

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 posts, 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 that you are interested in your prospective field. Share industry insights and post links to interesting stories. Do not forget to 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 type into 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. Do not be afraid to use those functions to your advantage. Be mindful of when a company posts information by commenting, liking their updates, or sharing their information. Join groups that pertain to your field of interest to network and to broaden your knowledge of the field and industry trends.

Another key online resource are your fellow UNLV alumni. They can provide you with valuable insights about companies you may be interested in and provide connections within those companies. Join the many UNLV social media networks and the UNLV Alumni Association Facebook and LinkedIn groups to leverage this key resource.

Protect Your Online Presence
Once you have your social networks set up, it is important to keep your information and your privacy settings up to date. Social media sites can change their privacy policies so do not assume that private settings mean everything is private. Consider anything you put online will never go away and 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 of your own 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 strong first impression when networking contacts online. With over 500 million members worldwide, LinkedIn is the go-to resource for professional networking.

Here are some tips for creating an effective LinkedIn profile:

- **URL:** When you first set up your LinkedIn profile, change the URL so it is 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 honor student seeking marketing position.”
- **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.
• **Recommendations**: Try to include at least one recommendation for each position you have held. Ask managers, professors, or classmates with whom you have worked closely for a written recommendation.

• **Skills and Expertise**: Include keywords that represent your skills and that potential recruiters may be searching. You can find relevant ones in job listings and profiles of people who are working in your field of interest.

Once you have your LinkedIn profile created, it is time to start networking. Here are a few things to keep in mind:

• **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 as a way 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.

Need help with your LinkedIn profile? Schedule an appointment with your career coach today.

---

**Great Basin Institute is Hiring**

*conservation positions on public lands throughout the west in the field of*

**BOTANY • WILDLIFE • ARCHAEOLOGY • HYDROLOGY • GIS**

**RECREATION & WILDERNESS MANAGEMENT • FORESTRY • FOREST FUEL REDUCTION**

**RECREATIONAL TRAIL CONSTRUCTION & MANAGEMENT**

Great Basin Institute advances environmental research, education, and service through partnerships with federal, state, and county land management agencies.

View all of our open positions and apply by visiting [www.thegreatbasininstitute.org](http://www.thegreatbasininstitute.org)
Interviewing

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. Employers 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 company.

Employers are looking for a good fit; someone who has the right background and personality to blend in well with the company. Attitude and personality are just as important as qualifications. Be yourself, but 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 familiarizing yourself with your qualifications and accomplishments by looking over your resume. Get to know your personal attributes and skills by taking a self-assessment (see page 5 for more details). Think about your career goals—where do you see yourself down the road?

Research the Company
Doing your homework not only impresses the recruiter, but also helps you choose the company that is most suited to you. Demonstrating the fact 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 during an interview.

Practice answering questions in front of a mirror or role-play with a career counselor or a close friend who can give you constructive feedback. The important thing is not to memorize your answers, but to become familiar enough with the information that you can confidently express yourself to the employer. Practice your interviewing skills by participating in a videotaped mock interview through Career Services.

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 show off 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. Here are a few sample questions you can ask:

- What do you like most about working for this company?
- What attracted you to this company?
- What are your company’s goals in the next few 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?
- Why are you filling this position?

Questions to Avoid
Avoid asking questions about salary, vacation, holidays, and/or sick-day schedules. Let the employer approach these issues first. You want to show your interest in the employer and position and not your own personal desires.

Phone and Webcam Interviews
Phone and webcam interviews are used to screen candidates early in the interview process as a cost-saving 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.

Helpful Tips for Electronic Interviews

- 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.
- 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.
- 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 papers 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.

Tips for Phone Interviews

- Do not interrupt your interview to take another call if you have call waiting.
- Be aware that walking around the room may affect your signal. It is recommended you use a landline to avoid dropped calls.
- Answer the call with your name to avoid an awkward start to the interview.
- Smile when you talk – your enthusiasm will be heard by the interviewer.
- 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.
Tips for Webcam Interviews

● Create a professional webcam username.
● Log in early so the employer knows you are prepared.
● Dress professionally from head to toe. The employer may ask for a full-body shot.
● Look directly into the camera and avoid wandering eyes.
● Avoid leaving the camera view until the interview is completely finished.
● Set up the camera view in a professional, clean setting.
● Adjust any light sources in the room to highlight your face, with no lights shining into the camera.
● Test out your webcam, microphone, and speakers before your interview to make sure they are working properly. Practice with a career counselor or friend so that you can make sure the equipment is working on the other end.
● Make sure your area has a strong internet connection to avoid dropped calls.
● Do not forget to use positive body language, just as if you were having the interview in person: good posture, hand gestures, and facial expressions.

Test Drive Your Interview Outfit

It is a good idea to try out your interview outfit once or twice before the interview so you know how you feel in it while walking, sitting, and standing. Also, make sure your suit fits well. If it does not, have it altered. A well-fitted suit looks professional and gives you confidence.

Avoid Items That Scream “Student”

Backpacks, gigantic water bottles, and other campus gear are not necessary at an interview. 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.

Less Is More

Keep your look simple. Wear minimal jewelry and conceal body piercings or tattoos.

WHAT IS BUSINESS CASUAL?

You may be invited to a recruiting event where the recommended dress is business casual. Business casual is not as formal as a full interview suit, but not as casual as what you wear to class. When in doubt as to what is appropriate, simply ask. Err on the side of caution; it is best to dress up rather than dress down.

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 leather belt, hard-soled shoes, and dark colored socks, and you will be well within the range of appropriate business casual dress. Leave the athletic shoes at home.

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 show the toes. Do not confuse “after five” attire with business attire.

INTERVIEWING TIPS

● Arrive at least 10 minutes early. Drive the route the day before if necessary.
● Bring extra copies of your resume and your reference list.
● Carry a leather-bound folder for taking notes or carrying handouts.
● Present positive body language by smiling and making eye contact.
● Make a good impression by shaking hands and remembering and using 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 his or her 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 certain company or field dress by reviewing company literature, stopping by the office, or asking someone who works in that particular 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 culture of the company, 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.

Avoid Strong Fragrances

Wear deodorant, but do not wear perfume, cologne, or aftershave. The interviewer may not have the same taste as you, and you do not want to overpower the room.

Be Well Groomed

Clean nails, showered, good breath, and a neat hairstyle are always crucial. Shined shoes and fresh clothes that are crisply ironed are also important. Bring some mints.
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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.

Listen and Observe
Try to follow the interviewer’s lead and watch for signals from the employer as to whether your responses are too short or too long. Adapt to the interviewer’s style.

Practice Patience
Do not let a tough question throw you off. Do not be afraid to ask for clarification if needed, and give yourself time to think before responding.

Stay Positive
Always speak positively of past experiences and previous employers. Emphasize what you learned from past experiences; not what you did not like.

Develop a Personal Theme
Know three good reasons why you are an outstanding candidate for the position and/or company and weave them into the interview.

Be Enthusiastic
Communicate your passion for this particular position, company, and industry. At the end of the interview, let the interviewer know that you are interested in this position.

Use Positive Body Language
Refer to our Verbal and Non-Verbal Communication Tips on the next page.

Be Specific: Use the 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 defined 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!

Behavior-Based Interview Questions
Behavior-based interviewing has become a common interviewing technique. In this type of interview, interviewers will ask you to describe a specific example of a past behavior in order to predict future behavior.

For example, an interviewer might ask, “Tell me about a time when you had to work under intense pressure to meet a deadline.” In this case, the interviewer wants you to describe an actual situation using specific details, how you handled the situation, and the outcome of the situation.

Tell the interviewer a good story with the details of the situation. An interesting story makes you a more memorable candidate. Coming up with detailed examples of specific past events on the spot can be difficult. Use the sample questions below as a guide to get started. Think of situations you have handled in previous work and school experiences.

Sample Behavioral Interview Topics
- Tell me about a difficult situation you dealt with.
- Describe a time when you had to assist a colleague.
- Give me an example of a time when you had to defend your idea.
- Describe a time you found it necessary to make an unpopular decision.
- Give me an example of when you had to work on a team with someone you could not get along with and how you resolved it.

Sample Interview Questions
Here are some standard questions that you may be asked during an interview along with suggestions of how to craft your answers. It is important to practice what you will say in advance so you are comfortable when answering during the actual interview.

Tell me about yourself.
Keep your answer brief and concise (60-90 seconds). Highlight your academic background, work experience, and personal attributes relevant to the position. Express your enthusiasm for the position and your desire to work for the company.

Why do you want to work for this company?
Tell a story about how you first became interested in this type of work. Point out how your previous experience shows a long-term interest in this industry. Explain why their company is the best fit for you based on your experience and future goals.

How do you stay current on issues in this industry?
Demonstrate a natural interest in the industry by describing publications or associations that you follow.

Where do you see yourself in three years?
Your answer should reflect your interest in staying involved with the company so the employer knows you are a good investment. Having future goals demonstrates motivation and focus.

What qualifications do you have that will make you successful in this position?
Be specific. Remember to use examples of how you have demonstrated two or three skills in your previous experience.

What is one thing you need to work on?
Be honest, but put a positive spin on it. Recognizing your limitations shows maturity. Tell the employer what you have learned from your experience and how you have already worked to improve this shortcoming.

Describe your working relationship with your colleagues.
The employer is trying to gauge your interpersonal skills. Emphasize your ability to fit in with many different personality types and your willingness to be a part of the team.
Give an example of a challenging experience and how you overcame it.
Tell a story about a previous work or group project experience where you were able to problem solve. Describe how you were able to adapt, be flexible, and help be a part of a positive solution. An employer will want someone who is able to be proactive and maintain a positive work environment.

What do you like to do in your spare time?
The employer will ask a question like this to find out a little more about your personality. Describe your interests so the interviewer can learn more about you, but avoid oversharing. Focus on positive and productive activities.

Additional Interview Questions

- What did you enjoy most/least about your previous job?
- Why are you the best person for this position?
- What do you know about our company?
- Why are you interested in this position?
- Why did you select your major?
- How has college prepared you for your career?
- What accomplishment are you most proud of and why?
- What can you contribute to this organization?

Employer Research

guides.library.unlv.edu/careers

How Informed Are You?
As you explore potential employers, look beyond the information provided by the company’s website to gain a thorough understanding of its activities by using reputable resources provided by the UNLV Libraries at this link: guides.library.unlv.edu/careers

Why Research a Company?

- As a student, you have exclusive access to premium content through the UNLV Libraries that will give you a competitive edge.
- Uncover a complete picture about your future employer, its activities, competitors, business strategies, financial health, and the industry.
- Use this knowledge to craft informed questions to ask during the interview that will enable you to describe your strengths and experience to the company. Ensuring you are the best fit for the company will lead to success in your future.

Company Profiles
Why are profiles useful for your job search? Profiles are descriptions of the company that may contain:

- Company history
- Financials
- Organizational structure and more

Profiles will provide you a great starting resource for you to uncover information about potential employers.

A Note About Public, Private, and Non-profit Research
Look for news articles and press releases to discover information about current or future projects and potential opportunities when profiles are not available.

Career Outlook
What does the future hold for your chosen field? What are the average salaries for your chosen career? What will a typical day be like at your ideal company? Search the following sources for the answers:

Occupational Outlook Handbook: bls.gov/ooh
Learn more about your chosen career field by exploring working conditions, education needed, potential earnings, and expected job prospects in a wide range of occupations.

Vault Career Intelligence: guides.library.unlv.edu/careers
Research background information about companies, schools, internships, and industries. Also, search for current job openings, get essential advice on resumes, interviews, networking, and more to help you launch your career. In order to maintain off-campus access to this database after graduation, you will need to create an account on-campus prior to graduation.

Industry and Market Research
Learn about the opportunities and threats facing the industry you are entering. This type of information will help job seekers understand how the market is fairing and what the future may hold for employment.

Company Culture
Understanding company culture will help you examine whether your skills and career values align with your selected employer.

Read social media posts (LinkedIn, Facebook, Twitter, etc.) to identify stories or information that indicate a company values and new initiatives.

Resources such as Glassdoor.com or the Vault Career Intelligence database provide feedback from past and current employees about specific positions within a company. It is important to consider the credibility of the information provided. Are there consistent complaints about a department within a company or are there a few disgruntled employees providing negative feedback?

Trends and News Articles
Locate breaking news and changes about a variety of companies and their industries by searching newspapers and trade publications. Discover potential job opportunities that fit your qualifications.

For assistance with the content on this page, schedule an appointment with Lateka Grays, Career Services Librarian at lateka.grays@unlv.edu.
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.

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>ACCEPTABLE</th>
<th>UNACCEPTABLE</th>
</tr>
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</table>
| 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 your date of birth?                                                    |
| MARITAL AND FAMILY STATUS | Would you be willing to travel as necessary?                                 | Are you married?  
|                           | Would you be willing to relocate?                                            | 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? | Do you have any disabilities?  
|                           | Please describe your disability for the purpose of assessing any accommodations that need to be made. | 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?                           | Were you honorably discharged from the military?                               |
|                           | What training or education did you receive in 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

At the end of an interview, clarify any follow-up procedures such as the hiring timeline and any additional materials they may need. Be sure to get a business card of the person, or persons, who interviewed you so you will have the correct spelling of names when sending a thank-you note.

Reiterate your qualifications and your fit with the position and/or company. Be direct and state your interest in the position. Remember to smile and leave them with a positive feeling about your interview.

Fewer than half of all candidates send a follow-up letter. Sending a thank-you letter is not only professional and polite, but it could give you the edge that sets you apart from other candidates.

Toward the end of the interview, the employer will indicate a general time for when they will contact you. Only call the employer if the date has passed. If they did not specify a time, politely call or email and ask them about the status of their hiring decision.

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 a short letter or email to the hiring manager or human resources thanking them for their time and to keep you in mind for future positions.

Handling a Job Offer

Congratulations! You are hired! Verify the terms of your employment in writing. Most companies will send a letter 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, benefit information, and pre-employment requests such as the completion of a drug test. You should also send a letter verifying your acceptance with the same information.

Know the Salaries in Your Field

Most employers complain that new graduates have unrealistic expectations about starting salaries. Research salary ranges for your field, keeping in mind geographic location. Salaries differ among metropolitan, suburban, and rural areas. Search the internet for a cost-of-living calculator to determine the amount of money you will need to earn in a specific location to accommodate your needs.

Managing Multiple Job Offers

Receiving multiple job offers is exciting, but it can also be confusing. Ask employers how much time they are willing to give you to consider an offer before they need a decision. If offered a position, you should not be expected to make a decision on the spot. Analyze various offers by weighing the importance of certain criteria such as salary, location, job duties, benefits, opportunity for growth, company atmosphere, and work-related values (job security, contribution to society, work/life balance).

TIPS FOR DINING OUT WITH A POTENTIAL EMPLOYER

Lunch or dinner during an interview may seem like a casual event, but in reality, this is still part of the interview. Making small talk is just as important as answering questions. You are being critiqued on your social skills and how well you handle yourself during a meal.

- Order something that is easy to eat, not something time-consuming or messy. This is not the occasion for a whole lobster or barbecue ribs.
- Alcohol is not a good idea unless the host orders wine for the table. In that case, sip slowly and have only one glass if you are of legal drinking age.
- Take your cue from the interviewer as to what to order, or ask for suggestions. Do not order the most or least expensive item on the menu.
- Take small bites and you will find it is easier to answer questions or join in table talk; and always chew with your mouth closed.
- Do not smoke.
- Do not complain about the food, service, or restaurant.
- Avoid controversial topics, gossip, or inappropriate jokes.
THANK YOU LETTER

Thank you letters are used to express appreciation to an employer for the opportunity to interview, to remind the employer of your qualifications, and to reiterate your interest in the position if, in fact, you are interested.

Thank you letters should be sent within 24 to 48 hours after the interview and can be typed, handwritten, or emailed.

ACCEPTANCE LETTER

Acceptance letters are used to affirm your employment decision, confirm employment logistics, and express your appreciation for the opportunity.

Sample Follow-Up Letters

2222 Bridgewood Avenue
Las Vegas, NV 89102
December 16, 2017

Ms. Francis Hayes, Senior Accountant
Scarlet & Gray Accounting Firm
9354 Center Street
Las Vegas, NV 89501

Dear Ms. Hayes:

Thank you for interviewing me for the accountant position with Scarlet & Gray Accounting Firm. I enjoyed meeting you and learning more about your company’s growing needs.

After our conversation, I believe that my education and professional experiences fit nicely with the job requirements. My analytical skills combined with my years of experience in this field would allow me to make a significant contribution to your firm.

I reiterate my strong interest in the position and in working for Scarlet & Gray Accounting Firm. Please feel free to contact me at 702-555-1234 or felixbos@aol.com. Again, thank you for the interview and your consideration.

Sincerely,

(Your Signature)

Felix Bos

54 Lakewood Drive
Pahrump, NV 89066
September 21, 2017

Mr. Habib Lahiri, Director
Technical Design Group
Rebel Engineering Systems
1354 Airport Road
Cleveland, OH 34699

Dear Mr. Lahiri:

I am writing to confirm my acceptance of your employment offer received on March 20 as a program engineer for Rebel Engineering Systems at an annual salary of $43,000.

As we discussed, I will report to work at 8:00 a.m. on November 15, 2017, and will have completed the medical examination and drug testing.

I look forward to working with you and your staff and appreciate the opportunity you have given me. Please feel free to contact me at 702-555-0987 or rafferty.cawley@msn.com with any additional information.

Sincerely,

(Your Signature)

Rafferty Cawley
84 Vegas Lane  
Las Vegas, NV 89543  
April 17, 2018

Ms. Isabel Rodriguez, Director  
Clark County Parks & Recreation Department  
1811 Main Street  
Las Vegas, NV 89118

Dear Ms. Rodriguez:

I am writing to inform you that I am withdrawing my application for the program coordinator position with the Clark County Parks & Recreation Department. I have decided to accept another opportunity that is a good match for my interests at this point in my career.

Thank you very much for your time and consideration. I enjoyed meeting you and learning more about your programs.

Sincerely,

(Your Signature)

Kelly Livingston

---

765 Main Avenue  
Boulder City, NV 98765  
September 18, 2017

Mr. Robert Shultz, Manager  
Casino Property Hotel  
3456 Las Vegas Boulevard  
Las Vegas, NV 89118

Dear Mr. Shultz:

Thank you very much for offering me the position of front desk manager with the Casino Property Hotel. I appreciate you discussing the details of the position with me and giving me time to consider your offer.

Although there are many aspects of the position that are appealing to me, I believe it is in our mutual best interests that I decline your kind offer.

Thank you for the consideration and courtesy given to me. It was a pleasure meeting you.

Sincerely,

(Your Signature)

Daniel Foster

---

REJECTION LETTER

Rejection letters are used to politely and professionally decline an employment offer and express appreciation for the opportunity.

---

WITHDRAWAL LETTER

Withdrawal letters are used to politely and professionally withdraw your name from consideration if you have accepted another offer or are certain that you would not accept an offer from the potential employer to whom you are writing.

---

REJECTION LETTER
Interview Checklist

Prepare to Answer and Ask Interview Questions

☐ Have your resume reviewed by Career Services and make the corrections suggested by the career coach
☐ Complete a mock interview at Career Services and work hard to make changes in areas where improvement is needed
☐ Review your resume to become familiar with your qualifications and work skills so you will be more relaxed and confident during the interview
☐ Research the organization with which you are interviewing
☐ Practice answering some common interview questions
☐ Prepare examples to answer situational and behavior-based questions
☐ Have a minimum of three questions ready to ask the employer at the end of the interview — and know which questions to avoid asking

Prepare for the Day of the Interview

☐ Drive the route to the interview location and know how much time it takes to get there
☐ Try on your interview outfit and feel assured it fits well, looks professional, and is appropriate
☐ Have extra copies of your resume and references to take to the interview

During the Interview

☐ Remain positive throughout the entire interview process

After the Interview

☐ Get a business card from the person, or persons, conducting the interview so you can send a thank-you letter within 24 to 48 hours after the interview
Making the decision to apply to graduate school is huge. With this decision, you are declaring that there is an area of interest that you want to pursue in depth and that you are willing to sacrifice your time and financial resources to become more knowledgeable in this area.

The faculty and administrators making admissions decisions are looking for students who have a practical knowledge of their chosen area of study. They want to know that you are really interested in the field, not just choosing a program because you cannot find a job or are not ready to enter the workforce. Get involved in any campus activity, club, or professional organization that will give you hands-on experience. Seek out internship opportunities that will give you career-related experience.

Many graduate programs are research-oriented. For those kinds of programs, you will be working closely with a faculty mentor, and both you and a mentor will want to ensure your interests and expertise are aligned.

Below is a list of the common standardized tests you may have to take to apply for a graduate program. You will want to check with each program specifically to find out for sure.

<table>
<thead>
<tr>
<th>Graduate School</th>
<th>GRE/MAT</th>
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<tbody>
<tr>
<td>Business School</td>
<td>GMAT</td>
</tr>
<tr>
<td>Law School</td>
<td>LSAT</td>
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<tr>
<td>Medical School</td>
<td>MCAT</td>
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<tr>
<td>Dental School</td>
<td>DAT</td>
</tr>
<tr>
<td>Pharmacy School</td>
<td>PCAT</td>
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</tbody>
</table>

The Application Process

There are some general procedures that most graduate schools follow when it comes to the application process, but you need to keep in mind that each school has the right to set up its procedures in the way that works best for their school. It is important not to assume that all application processes are the same.

There is usually a nonrefundable application fee. The amount varies from university to university and at some institutions may be waived under certain circumstances. Check with the school to inquire about fee waivers.

Applicants with non-U.S. college work may have to pay an additional fee to cover the cost of evaluating their educational credentials.
An application file usually consists of the following:

- The application form and application fee (if required)
- A Statement of Purpose (also known as a Statement of Intent or a Statement of Reason)
- Official transcript of your academic work (this will need to be sent directly from UNLV, in addition to any other college or university attended, to the school you are applying to)
- Courses in progress or projected coursework if you are working on a degree at the time of your application
- Samples of written work, research, or a portfolio of work (commonly required for art, architecture, and creative writing programs)
- Letters of recommendation
- Test scores from standardized tests such as the GRE, GMAT, LSAT, MCAT

Read your application carefully to determine exactly what is required for each application you are submitting.

- Give your essay direction with a theme or a thesis. This is the main point you want to communicate.
- Before you begin writing, organize your thoughts. What do you want to write about?
- What interests you? Where do your passions lie?
- What type of order can you put to your thoughts? What concrete examples from life experiences do you have to support your theme?

- Start your essay with a statement that will capture the attention of your reader. It can be an anecdote, quote, question, or description.
- End your essay with a conclusion that refers back to the beginning and restates your theme.
- **Proofread, proofread, and then proofread again.** Have the Writing Center (CDC Building 3) look at your document. Ask a professor, friend, or family member to critique it. Be open to suggestions that will make your essay better. Keep an open mind.
- Do not try to impress your audience with your vocabulary, and do not rely exclusively on spell check to catch all spelling errors. You may have spelled your word correctly but misused it in a sentence.
- Make sure your essay is a reflection of who you are. Do not make things up in order to appear to be someone you are not.
- For research-oriented graduate programs, state how your interests and background are a good fit with particular faculty and the overall program. You want to show possible faculty mentors why they should want to work with you for the duration of your graduate program.

Make sure your application is accurate, thorough, easy to read, and your essay is on point, relevant, and positions you in the best possible light. If ever there was a time to pay attention to grammar, punctuation, and spelling, this is it.
Preparation for Graduate School Checklist

- Research schools online and browse through their graduate program and admission requirements
- Schedule campus tours
- Request catalogs and application materials from potential schools
- Decide which programs you are interested in applying to and make a list of admissions requirements
- Mark down application deadlines
- Register for standardized tests
- Prepare for testing via test prep/practice test books
- Take standardized tests
- Draft your personal essay or purpose statement
- Research financial aid options: scholarships, graduate assistantships, fellowships, contact school’s financial aid office, etc.
- Request letters of recommendation from faculty members
- Have your personal essay or purpose statement proofread
- Finalize your personal essay or purpose statement
- Apply for financial aid, graduate assistantships, fellowships, etc.
- Complete your FAFSA
- Request an official transcript (with final semester grades) from the Office of the Registrar of each school you are applying to
- Submit official transcripts to each school
- Make a pros and cons list if accepted to more than one school
- Return acceptance materials to the school you will be attending
- Notify the schools you decided not to attend of your decision
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