Career Handbook
University of Nevada, Las Vegas

Career Development 3
Resumes 10
Job Search 27
Interviewing 34
Graduate School 45

CHOOSE YOUR FUTURE
Jobs for Today . . .
Careers for Tomorrow

UNLV Career Services educates, prepares, and assists students and alumni as they pursue the career development and job search process in a global and dynamic world of work.

SERVICES AND PROGRAMS INCLUDE:
• Hire A Rebel Career Link – job posting website for all on-campus, work-study, part-time, and off-campus employment
• Career counseling for self-assessment, career exploration, choosing a major, and career decision making
• Career Resource Center, which includes a computer lab for assessments and job searching
• Assistance with searches for full and part-time employment, internships, and community service
• Resume, curriculum vitae, and cover letter reviews
• Mock interview coaching with optional video-taping
• Fall & Spring Job Fairs and Internship & Summer Job Fair
• Graduate School preparation
• Student organization and classroom presentations by career counselors
Tyson Clayton
BSBA Business Management, 2005

What advice do you have for students working on their degree? 
When looking at resumes I always look first at people with degrees. It isn’t so much as what field their degree is in, but rather if they finished. I know the discipline and hard work it takes to graduate. The people who possess those traits are the kind of people I want working for my company.

What advice do you have for students looking for a job or internship? 
Take a job or internship even if it is low paying or if you are in a situation where you don’t necessarily need to work. Work experience is a part of your education that cannot be taught in a classroom.

Tell us about your career journey. 
I started cleaning the bathrooms at my father’s hardware store on Saturdays to earn money at seven years old. When I was sixteen years old, I worked as a delivery driver and outside salesman at his hardware store. After graduating high school, I worked full time as the warehouse manager and counter sales, while also going to UNLV full time. In 2004 my father sold his business to a company called Whitecap, which at the time was owned by Home Depot. I became an account manager for that company and by my second year there I was the number one salesman in Las Vegas with over five million in sales that year. During that time I was still attending UNLV. I loved learning about business and applying what I was learning in class to my business, and applying what I learned from my business into my schoolwork.

In 2008, three years after graduating from UNLV, the economy was going down at a rapid pace, especially the construction industry in Las Vegas. As a full-commission salesman I needed sales to survive and most of the accounts were already assigned to other salesman at my company. I knew if I was going to make it, I needed to go out on my own and start a business where every account could be mine. I spoke with investors who agreed to invest and become partners in my company Desert Fasteners and Supply. We opened our doors in April 2009. In five years we grew to over eight million dollars in sales and eighteen employees. In the spring of 2014, a large building materials company named USLBM made us an amazing offer to acquire our company, while still allowing me to continue to run it. I accepted the offer because it was the right decision for my family, my employees, and my future plans as an investor.

Shortly after I sold my business the entrepreneurial bug hit me again. I was driving past one of my customer’s job sites and I thought to myself, I bet they would love to see the project from the sky. I immediately started researching and taking classes on drones. I went out and bought one and practiced everyday. I took a picture of that job site with the drone and my customer loved it. That started my aerial photography company Skyview Solutions LLC. We focus mostly on job site progression photos and real estate videos. The entrepreneurial side of me will never stop. I am always looking for new ideas and business ventures. I feel grateful to be able to create my own opportunities and do the things that spark my interest.

I loved learning about business and applying what I was learning in class to my business, and applying what I learned from my business into my schoolwork.

Once a Rebel . . .
. . . Always a Rebel
# Table of Contents

## Career Development ........................................ 3
- Choosing a Career
- Identifying Your Skills
- Developing Your Skills
- Choosing a Major
- Self-Assessments
- Campus Involvement
- Externships
- Internships

## Resumes .......................................................... 10
- Formatting Your Resume
- Resume Headings
- References
- Naming Your Skills
- Cover Letters
- Sample Resumes

## Job Search .......................................................... 27
- Before You Start Your Search
- Working Your Network
- Informational Interviews
- Examples of Questions to Ask
- Hire A Rebel
- On-Campus Recruitment
- Online Applications
- Job Fairs
- Job Fair Tips
- Social Networking Sites
- Recruitment Policies
- Job Search Success Checklist

## Interviewing ......................................................... 34
- Preparing for Your Interview
- Phone/Webcam Interviews
- Dressing Professionally
- Dressing Professionally Examples
- Answering Interview Questions
- Behavioral-Based Interview Questions
- Sample Interview Questions
- Following up After the Interview
- Handling a Job Offer
- Sample Follow-Up Letters
- Interview Checklist

## Graduate School .................................................. 45
- Exploring Graduate Programs
- What Are Graduate Schools Looking For?
- The Application Process
- Preparation for Graduate School Timeline

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**AFFIRMATIVE ACTION STATEMENT**

It has been and will continue to be the policy of the University of Nevada, Las Vegas, to be an equal opportunity institution. All decisions of admissions and employment are based on objective standards that will further the goals of equal opportunity. The university is committed to ensuring that all programs and activities are readily accessible to all eligible persons without regard to their race, color, religion, gender, national origin, ancestry, age, disability, Vietnam-era and/or disabled veteran status, any protected class under relevant state and federal laws, and, in accordance with university policy, sexual orientation. © 2015-2016 The UNLV Career Services Handbook was written and produced by the staff of Career Services. This publication was designed by Reprographics/Design Services and the staff of Career Services and published by Reprographics/Design Services. This handbook cannot be copied or reproduced in any way without the prior approval of UNLV Career Services, 4505 S. Maryland Parkway, Box 456004, Las Vegas, NV 89154-6004.
Choosing a Career

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 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, 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.”

**FACT:** Worrying about making the “correct” choice will just cause you stress. There are not absolute right or wrong answers. We all grow through life and make decisions because they seemed like the best idea at the time. The way you can end up feeling more confident is to do some research. Knowing that you have looked into it and that you are making an informed decision should lighten the burden. Also, do not make your decision 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. And, by the way, you are much 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 and 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. That is normal.
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

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 openness with others
- Helps others understand themselves better and builds self-esteem

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

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

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

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

Persuading Skills
- Communicates effectively to justify a position or influence a decision
- Able to sell products and promote ideas
- Effective in lobbying for 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, able to make others feel relaxed and creates a feeling of trust

Care Giving Skills
- Identifies and responds appropriately to the need for care, counseling, treatment, or therapy
- Patient and empathizes with others
- Gives sensitive care to people who are sick or 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/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 inter-relationships 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
• Reviews or 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 in a systematic way
• Establishes priorities and meets deadlines
• Develops or streamlines procedures
• Monitors progress and effectiveness

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
• Able to identify people who have relevant information
• Knows how to collect and compile data
• Analyzes data, summarize findings, and write a report

Administrative/Clerical Skills
• Operates computers and other basic office equipment
• Designs and maintains filing and control systems

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
• Fluent in language(s) other than the one dominant in the organization

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 troubleshoot for potential problems
• Suggests modifications to an existing system or designs a new system to improve performance

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
• Capacity to adapt to new situations and settings and to tolerate change well
• Sees change as an opportunity, rather than as a problem
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 just 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.

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.

Basically, the more a career requires specialized expertise, the more necessary it is 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 that you truly enjoy.

Keep in mind that your first job after graduation is probably 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.

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TOP 10 SKILLS EMPLOYERS LOOK FOR IN A CANDIDATE

According to research by the National Association of Colleges and Employers (NACE), these are ten top skills that employers are looking for in an ideal candidate:

- Communication skills
- Interpersonal skills
- Honesty/Integrity
- Teamwork skills
- Motivation/Initiative
- Strong work ethic
- Analytical skills
- Flexibility/Adaptability
- Computer skills
- Self Confidence/Maturity
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 interest 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 both choosing a major at UNLV 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.
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 300 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. Volunteer and community involvement are great 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 it for class credit; however, a class project can be a great chance to demonstrate your knowledge of a subject area.

Part-time/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 that 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. 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 internationalprograms.unlv.edu.

UNLV OFFICE
OF CIVIC
ENGAGEMENT
AND DIVERSITY
GETINVOLVED.UNLV.EDU

LEADERSHIP DEVELOPMENT
- Consolidated Students of the University of Nevada, Las Vegas (CSUN)
- Cultural Leadership Retreat
- Global Leadership Retreat
- Graduate & Professional Student Association (GPSA)
- Leadership and Civic Engagement Minor

COMMUNITY SERVICE
- Alpha Phi Omega
- Alternative Spring Break
- Delivering and Serving Hope
- Hunger and Homelessness Awareness
- Make a Difference Day
- Martin Luther King Jr. Day of Service
- Pay it Forward
- Rebel Service Council
- Saturday of Service

MULTICULTURAL/INTERNATIONAL PROGRAMS
- Festival of Communities
- Students Organizing Diverse Activities (SODA)
- International Council
- International Education Week

FRATERNITY & SORORITY LIFE
- Interfraternity Council (11 fraternities)
- PanHellenic Council (6 sororities)
- National Pan-Hellenic Council (8 traditionally black fraternities and sororities)
- Multicultural Greek Council (2 multicultural/Latino fraternities, 5 multicultural/Latino sororities, and 1 Asian interest sorority)

STUDENT ENTERTAINMENT
- Rebel Pride Council (RPC)
- Film Series
- Homecoming
- Premier UNLV
- Rebels After Dark

CAMPUS RECREATION/INTRAMURALS
- Club Sports
- Intramural Sports
- Outdoor Adventures

STUDENT ORGANIZATIONS
- Contact the Office of Civic Engagement & Diversity (OCED) at 702-895-5624
Exterionships
• Can vary in length, but usually last one or two days
• Typically involve shadowing a professional through a normal day’s activities
• May include informational interviews, a tour of the facility, and participation in actual office projects
• Offer no pay or academic credit
• Are hosted by volunteers in various organizations to help students gain an insider’s view of a career field
• Can help students assess the day-to-day life of a professional career field they are considering
• Can be a foot in the door to a company you are interested in applying to at a later date

Internships
Typically, an internship lasts for at least a semester or summer and no more than one year. Decidedly different than a part-time job, internships are designed to connect your classroom experiences to the real world through hands-on projects and mentoring relationships. Internships may be for pay and/or for academic credit.

Benefits of an Internship
• Helps you develop a competitive edge over other candidates in the hiring process
• Broadens your career knowledge and can strengthen your career decision
• Socializes you to the world of work including ethics and professionalism
• Reinforces classroom learning and assists you in going from simply knowing something to being able to apply that knowledge
• Gives you a realistic picture of what a career will actually be like

Preparing for an Internship
Take the appropriate classes in order to build a framework for your internship. Participate in informational interviewing, job shadowing, and externships to gain exposure to your field.

Finding an Internship
To find the appropriate internship for you, utilize many resources, including Hire A Rebel, company websites, and job search engines such as indeed.com or careerbuilder.com. Network with alumni, family, friends, your current employer, faculty, and academic advisors to learn about possible internship opportunities. You should also contact your academic department’s internship coordinator and UNLV Career Services for assistance.

Academic Internships
Academic internships are credit-bearing internships offered through academic departments and UNLV Career Services. Currently, 25 departments in eight colleges offer credit internships. Each academic department sets its own criteria for awarding credit for internship experiences. These criteria can vary from writing a final paper to presenting a comprehensive portfolio of learning.
Resumes

Formatting Your Resume

The purpose of a resume is to get an interview, not a job! Typically, an employer will only spend 30 to 60 seconds looking at your resume before deciding whether or not to consider you for an interview. You want the employer to immediately see that you have the necessary background and qualifications.

In most cases, a one-page resume is sufficient to convey the most significant information. Sometimes, it can be difficult to choose what to leave off; however, you do not want the employer to get bogged down reading a lengthy resume. Individuals with more experience may need two pages if they have enough information to fill at least half of the second page. When designing your resume, it is important that your resume look concise and consistent so the information is easy to read. You want your resume to look full without looking overcrowded.

There are many ways to organize and format your resume so that you highlight the most relevant skills and experiences. To get you started, there are three basic types of resumes — the chronological, functional, and hybrid resume. The Curriculum Vitae has a specific function. All your resumes will be different and unique to your individual experience.

Chronological Resume

• Most common resume type and is preferred by most employers.
• Lists your work experience in descending order starting with your most recent job.
• This resume format stresses your work history.

Functional Resume

• Highlights your skills rather than your work history.
• The trick to having a successful functional resume is to demonstrate how you have obtained a certain skill or ability through class work, volunteer, 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

• Combination resume that includes features of chronological and functional resumes.
• Contains a summary of skills or groups skill sets in addition to work experience in descending chronological order.

Curriculum Vitae

• Recommended for use by graduate students.
• A far more comprehensive resume that elaborates on education and includes specialized training, presentations, publications, research, posters, and conferences.
• Usually used for academic and medical occupations.
• 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. One-inch margins are a good starting point, but you can go slightly smaller 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 have developed during your time off.

AVOID RESUME TEMPLATES

Resume templates, like the ones you find on the Internet, 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.
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 such as your name or use your UNLV email. Avoid using flashy email addresses.

Objective/Resume Summary
- Objectives are optional and typically unnecessary. If you choose to 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 experience related to the job. An alternative to an objective 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 a space filler is needed; however, it is important to keep in mind that if you use either one of these elements, you will want to tailor your objective or resume summary to the position to 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 above a 3.0.
- Including high school or transfer information is not necessary unless there are exceptional accomplishments or extensive experience that is 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 extensive “Projects” sections.

Work Experience
- List your job title and the name of the company on the left-hand side of the page. You can make either title or company stand out by italicizing or bolding the information.
- List the time period of your employment using the month and year. Consider listing 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 that position.
- Quantify results and list accomplishments whenever 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.

Activities/Honors/Volunteer Experience
- Related unpaid experience is equally as important as work experience. List relevant leadership and/or volunteer experience just as you would list a job. 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 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/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; instead, it should focus on only the most important information targeted to match the requirements of the job you are seeking. Create section headings to reflect your background. For example, if you are applying for a manager position and have previous experience, you should create a section named “Managerial/Leadership Experience.”

Applicant Tracking Systems
Often, resumes and/or online applications are initially screened through a computer database by key words to determine if you have the experience necessary for the position before the resume is viewed by an actual person. Use key words 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 that you choose your references carefully.

Choosing Your References
• When choosing your references, select three to five individuals who know you professionally, such as a supervisor, professor, and/or advisor.
• It is very important that you ask permission prior to listing someone as a reference because you want to make sure that 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 that they may be contacted.
• You may want to email each reference a copy of the job description for which you are applying and another copy of your resume.

Including Your References
• When including your references with a resume, list them on a separate page with the title “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.
Participating in CSUN is a great way to add meaningful experiences and skills to your resume!

What is CSUN

Consolidated Students of the University of Nevada, Las Vegas (CSUN) is UNLV’s undergraduate student government. The purpose of CSUN is to represent the voice of students, build a campus community, and enhance the college experience for all UNLV Rebels. CSUN has three branches: Executive, Legislative, and Judicial. Each branch has its own set of responsibilities.

CSUN oversees nearly $2 million dollars in student fees and provides immense student opportunities for almost any skill-set required in the real world. Try us out, we’re an internship version 2.0.

Executive Branch

The Executive Board oversees all CSUN activity. The CSUN Executive Board consists of the Student Body President, Vice-President, and Senate President, as well as two appointed non-voting members: Vice President Pro Tempore and Senate President Pro Tempore. Executive Board elections take place every spring semester. The Executive Branch also contains all Directors and Assistant Directors, assigned to various departments within CSUN.

Academic Affairs: advancing, promoting, and enriching the academics of the campus. Completely student driven, the Academic Affairs department runs tutoring programs, workshops, internship databases, and research enrichment opportunities.

Nevada Student Affairs: representing students to the University Administration, Legislature, and Board of Regents. The NSA department prepares policy briefs, meets regularly with elected officials, and organizes campaigns to promote student interests locally and nationally.

Campus Life: hosting events from Rebelpalooza to Fiesta in the Field, this department’s sole purpose is to provide memorable experiences on campus while giving students an opportunity to apply their skills in securing sponsors, preparing for, and running events.

Communications: students organizing other students. The primary goals of this department are to promote campus collaborations and market events, programs, and projects.

Creative Design: here you’ll find some of the most talented graphic and web design students. From creating every marketing graphic promoted by CSUN, to running the website, and building an app – the Creative Design department is responsible for keeping technologically and graphically proficient.

Elections: these students host every campus-wide election on campus. From student government Senate and Executive to Homecoming King and Queen, this department is the key to student Democracy on campus.

Legislative Branch

The Legislative Branch of student government is the CSUN Senate. The senate votes on various bills and funding proposals throughout the year. Twenty-five senators from all nine colleges make up the senate, with each college receiving proportional representation based on enrollment. Senate elections take place each fall semester. The Senate President oversees the senate and chairs senate meetings which take place every Monday classes are in session at 6:00 p.m. in Student Union room 208 B/C.

Judicial Branch

The Judicial Council consists of 9 justices, elected to two-year terms, which include the Chief Justice and Associate Chief Justice. The Judicial Council hears cases relating to CSUN activity, interprets the constitution and bylaws, and swears in CSUN officials. Judicial officials are nominated by the Executive Board and approved by the Senate.

Ready to join!?

Visit unlvcsun.com for more information.
**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

<table>
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<tr>
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<th>Contracted</th>
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<td>Interacted</td>
<td>Motivated</td>
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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

| Administered | Audited | Corrected | Forecasted | Measured | Reconciled |
| Adjusted | Balanced | Decreased | Increased | Netted | Reduced |
| Allocated | Budgeted | Detailed | Speed | Planned | Researched |
| Analyzed | Calculated | Determined | Maintained | Prepared | Retrieved |
| Appraised | Computed | Developed | Accuracy | Programmed | Solved |
### HELPING SKILLS
- Adapted
- Adjusted
- Advised
- Advocated
- Aided
- Answered
- Arranged
- Assessed
- Assisted

### ORGANIZATIONAL/DETAIL SKILLS
- Accomplished
- Achieved
- Approved
- Arranged
- Catalogued
- Charted
- Classified
- Coded

### RESEARCH SKILLS
- Analyzed
- Branded
- Catalogued
- Clarified
- Collected
- Compiled
- Compared

### TEACHING SKILLS
- Adapted
- Adopted
- Advised
- Benchmarked
- Briefed
- Clarified
- Coached

### TECHNICAL SKILLS
- Adapted
- Applied
- Assembled
- Automated
- Built
- Calculated

### MANUAL SKILLS
- Assembled
- Bound
- Bent

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Cover Letters

Date

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

Salutation

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

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

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

Closing Line

Signature

Typed Name

Allow 3-4 spaces

Allow 2 spaces after recipient address, salutation, and each paragraph

Allow 4 spaces between closing line and typed name for signature
123 Rebel Road  
Las Vegas, NV 89154

October 29, 2015

Ms. Francis Gregory  
Recruitment Manager  
E & J Gallo Winery  
2700 S. Eastern Avenue  
Los Angeles, CA 90040

Dear Ms. Gregory:

I am applying to the Hospitality Coordinator position with E & J Gallo Winery. My interest in E & J Gallo Winery comes from your company’s commitment to the environment, your evolving portfolio of wines, and most importantly the fact that you have been a family run business for over 80 years. Having worked for a family run business during my internship last summer, I understand the added time and exceptional service level that goes into the daily operations of a family business. E & J Gallo Winery continues to hold a reputation across the world as being an innovator in the winemaking industry.

I am currently 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 really 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 E & J Gallo Winery. The Andre’ is the best-selling brand of sparkling wine due to its strawberry and peach flavors along with the Barefoot Wine brand which has become the fastest growing wine among Forbes “Top 5 Wine Brands”. My passion for E & J Gallo Winery’s Brand and my five star standard experiences in customer service make me a perfect fit for the Hospitality Coordinator position.

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

Sincerely,

Charlotte K. Toms

Encl.
Charlotte K. Toms  
123 Rebel Road • Las Vegas, NV 89154  
(702) 456-7890 • cktoms@gmail.com • www.linkedin.com/in/ctoms

EDUCATION
University Nevada, Las Vegas (UNLV) Las Vegas, NV  
Bachelor of Science, Hospitality Management May 2017  
Concentration: Meetings and Events Management GPA: 3.7

California State University, Northridge Northridge, CA  
Acquired Core Requirements for Transfer 2012 - 2013

HOSPITALITY EXPERIENCE
Renaissance Seoul Hotel Seoul, Korea  
Intern, Front Desk May - Aug. 2015  
• 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 implementing solutions at five-star standard  
• Coordinated with housekeeping to ensure early check-in for VIP guests

UNLVino/AussSome Las Vegas, NV  
Server, UNLV Fundraising Events April 2014  
• Created a five-step task list 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 three newly released red wines to 100 guests

Magic Trade Show Las Vegas, NV  
Interpreter April 2013  
• Registered over 250 attendees from 20 countries for a 1,000 attendee conference  
• Translated Korean/English for Chanel Couture

Cisco Global Sales Meeting Las Vegas, NV  
Convention Attendant Feb. 2013  
• Directed traffic flow for Convention Connection, a 500 attendee event  
• Answered questions and provided direction to three convention spaces

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 2014-Present  
• UNLV: Hotel Association, Member 2014-Present  
• California State University, Northridge: Phi Beta Delta Honor 2013-2014
MICHAEL MATTHEWS
5303 N 7th St Apt 208 • Las Vegas, Nevada 89113
M: (702) 555-1868 • E: Michael.Matthews@unlv.nevada.edu

EDUCATION
The University of Nevada, Las Vegas - Lee Business School
Bachelor of Science in Business Administration - Accounting
Anticipated Dec 2014

PROFESSIONAL EXPERIENCE
Moneywell Industries
Integrated Supply Chain (ISC) Finance Intern
May 2014 – Aug 2014
- Analyzed material Purchase Price Variances to determine better methods to forecast production expenses in the Annual Operating Plan
- Worked on special projects of key financial interest in cost allocations, U.S. government compliance, and supply chain analysis

LVNV Credit Union
Consumer Loan Officer / Member Account Representative
Nov 2010 – Nov 2011
- One of the top loan officers initiating, processing, and disbursing loans
- Helped assess applicants’ credit worthiness by analyzing credit reports, income, and key financial ratios
- Opened customer accounts and sold financial products specific to customers’ financial needs

MILITARY EXPERIENCE
U.S. Army National Guard
Sergeant (E-5) / Squad Leader, Military Police
Nov 2011 – Nov 2013
- Managed, trained, mentored, and professionally developed 30 employees
- Trained in military policing functions: arrest, searches, riot control, convoy security operations, and close quarter combat scenarios
- Awarded medals of commendation and achievement for leadership distinction
- Recognized as Non-Commissioned Officer of the Year for 2011

U.S. Marine Corps
Sergeant (E-5) Maintenance Management Systems Clerk
Feb 2005 – Feb 2009
- Supervised and trained 60 employees
- Personally charged with the accountability of more than $2M worth of mission critical equipment
- Held monthly consolidation meeting with senior management on the status and disposition of heavy equipment inducted into the maintenance cycle

SKILLS & TRAINING
- Leadership and supervisory management
- Employee counseling and personal development
- Proficient in: Microsoft OS, MS Office, SAP, Hyperion Essbase, Hyperion Financial Management, and Business Objects
Michael K. Jacobson
15293 Olive Road
Henderson, NV 89012
702-555-8956
jacobsonmk1@unlv.nevada.edu
www.linkedin.com/in/mkj9920

EDUCATION
University of Nevada, Las Vegas May 2014
Bachelor of Science in Biological Sciences GPA: 3.6

RELATED EXPERIENCE
Aquatic Biology Technician August 2013 – Present
Shark Reef at Mandalay Bay Resort

- Convey nature conservation issues and wildlife awareness information to guests
- Systematize and perform operant conditioning regimens with sea turtles
- Work with a team of biologists to perform daily operations for care of exhibits
- Prepare and analyze daily records for aquarium systems using various computer programs
- Maintain exhibits for living specimens and prepare diets and feeding regimens for animals

Research Assistant Summer 2012
NSF Research Experiences for Undergraduates (REU)

- Participated in a 10-week summer program involving research in the area of environmental microbiology
- Collaborated with faculty mentors in developing and carrying out hypothesis-based projects on microorganisms from diverse habitats
- Received training on current molecular techniques and the ethics of science
- Presented research results at a scientific colloquium

VOLUNTEER EXPERIENCE
Springs Preserve Summer 2011

- Maintained cleanliness of park and trails
- Led special group tours of gardens
- Staffed information booth in Design Lab and Training Center

Spring Mountain Ranch State Park Fall 2010

- Assisted with trail restoration project
- Facilitated living history programs for visitors

IN卷VEMENT
Beta Beta Beta, National Biological Honor Society

Add bullet points to relevant volunteer experience to highlight skills learned.
Gina B. Miller
9758 Cactus Court | Las Vegas, NV 89154
Millgb123@unlv.nevada.edu | (702) 555-5555

EDUCATION
University of Nevada, Las Vegas
Bachelor of Science in Electrical Engineering, GPA: 3.8
May 2014

Griffith University, Gold Coast
Electrical Engineering Study Abroad Program in Australia
Spring 2012

TECHNICAL SKILLS
Assembly/C++/C/VB.Net Programming, MATLAB, MPLAB (PIC Programming),
OrCAD Layout, OrCAD PSpice, AutoCAD, Microsoft Office Suite, Windows 98-Vista

ENGINEERING PROJECTS
Livestock Monitoring System – Senior Design Project
Spring 2014
• Design utilizes GPS and Zigbee transceiver as a method to monitor livestock within one square mile
• Transmits the location of livestock up to 15 miles
• Transmits at 2.4 GHz to a relay tower, which transmits at 900MHz to a computer
• Computer utilizes GPS maps to plot the position of animals, tracking them sequentially

High Voltage Transformer – Electromagnetic and Power Systems Course Project
Spring 2013
• Design increased voltage from 6 volts DC input to 120 volts AC output
• Built and Automatic Switching Relay to pulse a DC input

Amusement Park Track Controller – Feedback and Controls Course Project
Fall 2011
• Low cost automation design for controlling a car without physical barriers
• Ran computer simulations of various feedback techniques
• Designed system to replace current mechanical alternative

RELEVANT WORK EXPERIENCE
Substation Engineering Intern
Summer 2013
• Assisted with automation engineering segment for RTU change out/upgrade project
• Collected data for RFQ and economic analysis of possible replacement devices
• Designed and created wiring schematic and layout using AutoCAD
• Implemented point list database for use in SCADA environment

Student Systems Administrator
Fall 2012
• Repaired and maintained hardware/software for faculty of the College of Engineering
• Connected engineering computers to the College of Engineering network
• Tested memory and other spare parts; rebuilt computers using tested and new parts

HONORS AND ACTIVITIES
• Member, IEEE 2011 – Present
• 2nd place in Electrical/Computer Engineer Senior Design Competition March 2014
• Recipient, Union Pacific Annual Scholarship 2013
• Attendee, IEEE Electronic Components and Technology Conference, San Diego, CA May 2012
EDUCATION
University of Nevada, Las Vegas Expected May 2015
Bachelor of Science in Human Services GPA: 3.62
Minor: Addictions Treatment

RELEVANT COURSEWORK
Contemporary Marriage and Families Research Methods
Counseling Skills in Human Services Social Psychology
Ethical and Professional Issues Personality Psychology

RELEVANT EXPERIENCE
Field Experience II Intern Jan 2014 - May 2014
Family Research and Services, University of Nevada, Las Vegas
• Active member of Data Management team and Recruitment/Dissemination team.
• Entered student athletic data for the R01 grant on college substance abuse and sports performance and Great Plays Prevention Grant using SPSS databases.
• Participated in the social media aspect of disseminating FRS/The Optimum Performance Program in Sports (TOPPS) mission through classroom presentations about TOPPS goals and treatment.
• Contributed in administrative duties such as filing and organizing athletic participant charts.
• Standardized and regulated TOPPS weekly sports events board.

Field Experience I Intern Aug 2013 - Dec 2013
The PRACTICE, University of Nevada, Las Vegas
• Researched, designed, and disseminated a self-care psycho-educational program to clinical psychological doctoral students and staff.
• Established and implemented an overview of a Nevada social services database.
• Performed phone intake assessments.
• Acquainted with the procedures of receiving/releasing information.
• Familiar with schedule/time management software, Titanium.

Voluntary Summer Intern May 2013 - Aug 2013
Las Vegas Care Facility, Las Vegas, NV
• Conducted psychological assessment/social histories with clients.
• Directed and monitored one on one client sessions (through direct case manager supervision) on maintenance and relapse prevention treatments.
• Developed service and treatment goals and individualized plans in recovering population.
• Documented routine client charts in their latest short-term and long-term goals, along with treatment progress.

ACHIEVEMENTS
National Honor Society of Leadership and Success 2013 - 2014
Dean’s Honor List 2012 - 2014
Gigi Davis  
101 Hey Reb Street  
Las Vegas, NV 89154  
(702) 555-3991  
davi2014@unlv.nevada.edu

EDUCATION
University of Nevada Las Vegas
Bachelor of Arts in History
In Progress

SUMMARY OF SKILLS
Organizational Skills
- Participate on Rebel Event Board to arrange campus-wide events such as Homecoming and Welcome Week
- Research and compile data to create informational spreadsheets for use by library staff and university students
- Provide accurate meta data for the CONTENTdm program in Digital Collections
- Curated an outline of “Glow Box” project for Web and Application Development Service
- Created functional procedures to operate Nikon D800 camera station for digitization

Communication Skills
- Collaborate with co-workers and supervisors during meetings for Digital Collections
- Present clear information about digital media to groups of 50 students and staff at various workshops
- Interacted with Las Vegas Sands staff and guests at the Sustainable Hospitality Summit
- Explained various job responsibilities to volunteers during the Greek Food Festival
- Assisted special education department at local elementary supervising students and assisting teachers with day-to-day operations

Management Skills
- Manage digital exhibits for Web and Application Development Service (WADS) at UNLV
- Preside over all social media for Digital Collections (Facebook, Instagram, Flickr)
- Schedule meetings for student assistants and staff
- Supervised booth volunteers at the Nevada Wild Fest to ensure proper event procedures were followed

WORK EXPERIENCE
Student Assistant, UNLV Library, Digital Collections  
Oct 2012 – present
Temporary Staff, Las Vegas Sands Convention  
Aug 2013 – Sept 2013

ACTIVITIES
Member, UNLV Rebel Event Board  
Aug 2013 – present
Coordinator, Greek Food Festival  
Sept 2009 – present
Event Planner, Nevada Wild Fest at Rio Hotel and Casino  
Aug 2013 – Sept 2013
Magical Forest Volunteer, Opportunity Village  
2009 – 2012 (seasonal)
Special Education Assistant, Judith Steele Elementary  
Nov 2009 – June 2011
Katie Smith, BSW
1357 Mountain View Drive • Henderson, NV 89104 • (702) 555-5555 • katiesmith4@unlv.nevada.edu

EDUCATION
University of Nevada, Las Vegas
Bachelor of Social Work June 2008
University of Nevada, Las Vegas

PRACTICUM EXPERIENCE
Montevista Hospital, Las Vegas, NV Sept 2014 – Present
• Facilitate assessments with patients in adult and children inpatient units
• Develop treatment plans for adults and children residing in inpatient units
• Refer patients to community resources in order to facilitate a therapeutic continuum of care
• Observe and co-facilitate Process and Discharge Planning groups
• Develop and facilitate psycho-educational groups with adolescent patients in the Partial Hospitalization Program
• Observe and participate in multidisciplinary treatment team meetings
• Participate in weekly individual and group supervision

Summerhill Mental Health Association, Las Vegas, NV Sept 2013 – August 2014
• Provided individual counseling for clients dealing with issues around current and chronic grief
• Completed intake assessments for bereavement program
• Co-facilitated bereavement support group for parents who have lost a child
• Provided intern support to facilitator in a Survivors of Victims of Homicide Support Group
• Assisted in planning and running a homicide vigil

RELEVANT WORK EXPERIENCE
Social Worker Jan 2011 – August 2013
Shade Tree, Las Vegas, NV
• Completed intakes for women seeking admission to the shelter
• Assisted women in attaining secure housing, financial backing, legal support, and interpreter assistance
• Facilitated groups for women regarding domestic violence issues

Child Protection Worker Sept 2009 – Dec 2011
Children’s Aid Society, Las Vegas, NV
• Worked with families to implement individual, family, and group counseling plans
• Engaged in referrals, consultation, and coordination with internal agency and professional resources
• Monitored family functioning, assessing risk to children in the home and determining whether revisions in plan were needed
• Investigated reports of physical/sexual abuse, neglect and requests for child/family services as assigned, including identifying problem areas and developing a comprehensive treatment plan
• Admitted children into care by Apprehension and Care By Agreement, when necessary

Social Worker Aug 2008 – Sept 2009
Hiatus House, Las Vegas, NV
• Completed intakes for women and their children seeking admission into Hiatus House, an emergency shelter and crisis intervention program for women and their children experiencing domestic violence
• Provided individual and group counseling for women related to domestic violence and the planning of their next step
• Assisted women in attaining secure housing, financial backing, legal support, and interpreter assistance
• Facilitated groups for women related to issues around domestic violence
• Provided crisis intervention on support phone-in-line

ADDITIONAL WORK EXPERIENCE
Social Work Summer Intern, Hiatus House Summer 2008
Youth Camp Counselor, City of Las Vegas Summer 2004, 2005, 2004
Summer Sports Camp Counselor, YMCA, City of Las Vegas Summer 2003

TRAINING
• Working with At-Risk Infants and Their Families Feb 2010
Child Welfare Training Program
• Protecting Children and Strengthening Families – Part 1 & 2 July 2009
Children’s Aid Society
• Collaborations in Child Welfare: Health & Safety/Violence in the Workplace June 2009
Children’s Aid Society
• Vicarious Trauma Workshop June 2009
Children’s Aid Society
• Stages of Change Interventions for Individuals and Populations Workshop Oct 2008
Dr. James Newton, Sunrise Hospital
• Senior Counselor Training Aug 2003
YMCA Camp

ACTIVITIES
• Vice President, Social Work Student Association, University of Nevada, Las Vegas Sept 2005 – Apr 2006
• Student Representative, Social Work Program, University of Nevada, Las Vegas Oct 2004 – Apr 2005

Graduate level or advanced-experience students may need a two-page resume. Have enough relevant information to fill up at least half of the second page.
LICENSURE
State Bar of Nevada July 2012

EDUCATION
University of Nevada Las Vegas, Boyd School of Law May 2011
Juris Doctor

University of Arizona August 2008
Bachelor of Arts, Sociology
Minor, Religious Studies

EXPERIENCE
Manning & Elway, McCaffrey, Thomas LLP Oct 2013 - Present
Associate Attorney
• Collaborate with employers and adjusters to defend against claims by injured workers
• Depose claimants and medical providers
• Engage in discovery of medical and personnel records
• Negotiate settlements with opposing counsel
• Manage all aspects of trial for contested claims
• Appeal final and interlocutory orders
• Provide counsel to employers and claims administrators regarding labor and employment practices

Hearing Representative / Associate Attorney
• Hired as a Hearing Representative with the Disability team
• Represented indigent individuals through all stages of the Medicaid application process
• Performed extensive medical evidence review
• Handled all aspects of administrative law hearings with the Department of Social Services
• Promoted to the affiliated law group as an Associate Attorney with the Insurance Coverage team
• Represented public and private hospitals in litigation against health insurance companies, the Department of Health Care Services, and the Department of Veteran Affairs
• Negotiated settlements with insurers and public benefits administrators
• Executed all aspects of trial on writ actions as against the Attorney General's Office
• Certified by the State Bar of Nevada to appear on record as a Limited Practice Student with the Family Violence bureau of the Major Crimes division
• Second-chaired a felony jury trial and first-chaired a misdemeanor bench trial
• Performed voir dire, opening statements, direct examination of prosecution witnesses, cross-examination of defense witnesses, and closing arguments
• Presented sentencing recommendations
• Reviewed charging documents and drafted indictments for presentation to grand juries

ACTIVITIES AND INVOLVEMENT
Prosecution Clinic, University of Nevada
Phi Alpha Delta Law Fraternity, University of Nevada
Men's Lacrosse Captain, University of Arizona
Phi Alpha Delta Pre-Law Fraternity, University of Arizona

HONORS
Outstanding Performance in Oral Advocacy Award, University of Nevada
Graduated Cum Laude, University of Arizona
A curriculum vitae is reserved for academic and research-related positions and may be 2 pages or more.
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 that 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.

1 – 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 counselor in Career Services.

2 – 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.

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

4 – 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.

5 – 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!

Working Your Network
It has frequently been said that 80 percent of jobs that exist are not advertised. The fewer jobs there are to fill, the tighter the advertising budget and the more employers will rely on referrals and professional networks for the limited positions they have to fill. Networking is key to finding opportunities in a tight job market as fewer positions are advertised.

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.

In a nutshell, 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.

To arrange an informational interview, 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, simply ask for a referral to someone else and thank the person for his/her time.

Examples of Questions to Ask
• 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 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 follow-up thank-you phone call, email or letter.
Hire A Rebel

As a current UNLV student or UNLV alumni you have access to an online recruiting system designed specifically for you, called Hire A Rebel. All personal student and alumni information is kept confidential and secure and we do not sell your information.

Access To Hire A Rebel

Hire A Rebel is free to UNLV students and alumni and can be accessed 24/7 over any Internet connection. The Hire A Rebel login page can be accessed through hirearebel.unlv.edu.

Current students (using the system for the first time): Use your UNLV Student ID as both the user name and password. You will then be prompted to change your password and set up your profile.

Alumni: Use your membership number (starts with 070) as both the user name and password or contact UNLV Career Services for assistance 702-895-3495.

Password Change: You can change your password anytime. If you forget your new password, simply use the “Forgot Password” link on the Hire A Rebel login page and a new password will be emailed within minutes to the email associated with your Hire A Rebel account. Please note all previous passwords will be deleted once you click the link.

Search For Jobs and Internships

Within Hire A Rebel you can search through job and internship postings using the “Job & Internship Listings” tab. You can search by industry, location, or other parameters for positions and apply either through the system or directly to the employers as specified in the posting. You can also access positions posted to more than 800 other colleges. The “Search Agent” feature notifies you through email when a position is posted that meets your search criteria.

Post Your Resume for Employers to View

Make your resume available directly to employers through one or more online Resume Books in Hire A Rebel. This optional feature allows for approved direct-hire employers to access students’ and alumni’s resumes (employers are screened by UNLV Career Services). Approved employers can then contact students/alumni directly based on the information provided in the resumes. Upload one or more resume and other documents (e.g., cover letters) as needed.

CareerShift

In addition to Hire A Rebel, UNLV students and alumni have free access to CareerShift, a job and internship search tool. CareerShift provides an easy-to-use approach for cracking the “hidden job market” and managing your job hunt in one place. More than one million new jobs are pulled into the CareerShift site weekly from over 6,500 websites, including all the major online job boards, employer websites, online regional and national newspapers, and a wealth of other Internet sites.

Additional Job Search Websites

Check out the following job search resources in addition to Hire A Rebel and CareerShift:

- Beyond – beyond.com
- CareerBuilder – careerbuilder.com
- Craigslist – craigslist.com
- FastWeb – fastweb.com
- Indeed – indeed.com
- JobCentral – jobcentral.com
- JobServe – jobserve.com
- Jobster – jobster.com
- LinkedIn – linkedin.com
- Monster – monster.com
- Oodle – oodle.com
- SimplyHired – simplyhired.com
- SnagAJob – snagajob.com
- USAJobs – usajobs.gov
- Yahoo HotJobs – us.careers.yahoo.com

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 Career Services to interview qualified candidates to fill their full-time, part-time, and internship openings. On-campus interview opportunities are available through Hire A Rebel.

Marketing Tables

Marketing tables are excellent opportunities for employers to meet with students one-on-one in various locations throughout the campus. Marketing tables 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.

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

It is essential that you complete all of the fields in an online application. Do not leave any 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 key words from the job description. Check your spelling and grammar and use appropriate punctuation.

Be honest on your application. Answer all the questions about criminal record, driving record, and reason 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 that you have submitted your online application.

Job Fairs
UNLV Career Services hosts several job fairs for all majors each academic year for UNLV students and alumni. All 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 hirearebel.unlv.edu for dates and updated information.

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 that he/she received your materials. If the employer requests a text, or scannable resume, keep formatting simple and avoid underlining, italics, bullet points, bolding and lines.

Job Fair Tips
• Review the list of attending organizations on the Career Services website and research those of interest. A list of attending employers can be found on the Career Services website prior to each fair: hirearebel.unlv.edu
• 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 a positive one.
• Comfortable shoes are recommended since you will be walking and standing, but make sure they are still 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 that you interacted with at the fair.

If you need special accommodations for your interview day or information session, please make arrangements in advance through the Disability Resource Center located in the Student Services Complex A, Room 143, or call 702-895-0866.
Social Networking Sites
Job seekers need to be attentive to their online presence as much as their in-person presence. It can never be assumed that sites like Facebook or Twitter are private and only for social connections. Employers may use these sites to screen candidates in the initial stages of a search and social media may also come into play for background checks or in the final stages of an offer. Make sure that you would be comfortable sharing what is found on your social networking sites with potential employers.

- Do not post photos or descriptions of yourself involved in illegal activity — drugs, underage drinking, or violence.
- Do not post political or religious opinions or preferences.
- Make sure any information about degrees or credentials posted is accurate and verifiable.
- Do not post photos, stories, or Internet links you would not want a potential boss to see.
- Do not post your age, marital status, or parental status.
- Although federal and state laws protect against discrimination based on these factors, such protection can erode after self-disclosure in a public forum.
- Be careful what you name a personal web page.
- Use privacy settings to restrict information.

On the flip side, social networking sites are increasingly being used for professional networking and job searching. LinkedIn is one example of a networking site designed for professionals and businesses to connect with one another.

Recruitment Policies
Recruiters spend a lot time, money, and effort locating the right people for their organizations through the use of UNLV 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 UNLV 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/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 and/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/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.
Investigate Your Future Employer

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 that 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
• Organization Structure and more

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

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
Review industry career, employer, career topic, and interview/resume guides.

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

Trend & 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 additional assistance, contact Lateka Grays, CDF at lateka.grays@unlv.edu.

A Note about Public, Private & 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.
Job Search Success Checklist

Step 1: Know Yourself and Where You Want to Work

- Identified my personal strengths, skills, interests, and values by completing a self-assessment
- Made a list of 10 possible typical entry-level jobs and salaries in areas of interest
- Researched organizations or companies for which I would like to work
- Clarified my career goals by meeting with a UNLV Career Services Counselor

Step 2: Prepare for Your Search

- Had my resume and cover letter reviewed by UNLV Career Services
- Activated my Hire A Rebel account and uploaded my resume at hirearebel.unlv.edu
- Developed my “30-second speech” for short encounters with employers
- Identified three individuals who can serve as references
- Completed a mock interview with UNLV Career Services
- Ensured the professionalism of my voice mail message, email address, and social networking sites
- Joined professional associations in my field of interest and attended networking events

Step 3: Start Searching

- Regularly checked hirearebel.unlv.edu for career opportunities and on-campus interviewing activities
- Attended a job fair hosted by UNLV Career Services
- Developed a system for keeping track of my contacts, interviews, and other job search activities
- Followed up immediately on every interesting job lead
- Developed a list of potential networking contacts and kept in touch with them
Interviewing

Preparing for Your Interview
Interviews provide a chance for a potential employer 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 you think 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 more 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. 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 that you have researched a company can set you apart from other candidates. Employers want people who know something about their company before they step into the interview room.

Prepare Answers to Interview Questions
Review a list of common interview questions and practice your answers. Not every interview will be the same, but preparing answers to some common questions will help you focus on the most important information to convey 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 word for word 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.

- 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?

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/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 phone and webcam 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 that your phone or laptop is fully charged or plugged in.
- Create a quiet place free of distractions from pets, visitors, television, children, or other phone calls. If need be, you may use the Career Services facilities to have your interview.
- Have your resume, job description, questions for the interviewer, pen, paper, and other prepared notes in front of you. However, do not get distracted by shuffling 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.
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 to 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 because the interviewer is trying to avoid interrupting you. Stay focused, calm, and friendly.

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.
- Be sure to 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.

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 opportunity 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.

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 no visible body piercings or tattoos.

INTERVIEWING TIPS

- Dress professionally and be well-groomed.
- Arrive at least 10 minutes early. Drive the route the day before if necessary.
- Bring extra copies of your resume and your references.
- 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 receptionist at the front desk.
- Make small talk easily so you will come across as easy-going and relaxed.
Dressing Professionally Examples

- Hair neatly trimmed and styled; facial hair neatly groomed; avoid cologne

- Minimal jewelry; neatly groomed nails

- Dark leather shoes to match your suit; polished

- Conservative, two-piece suit in a dark color - navy, black, or gray

- Subtle shirt; coordinating necktie with a subtle pattern; undershirt; matching belt

- Dark socks that fully cover calves when seated; no white athletic socks
Conservative, two-piece dark suit - navy, black, or gray (pants or skirt)

Neatly groomed nails; plain, simple handbag

Closed-toe shoes; polished; avoid heels over two inches

Hair neatly trimmed and styled; minimal makeup; avoid perfume

Simple, minimal jewelry; plain shell or blouse; avoid low-cut tops

Skin-colored stockings or socks; avoid bare legs; cover visible tattoos
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, and others may be more conversational and ask open-ended questions based on your resume. Find a 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.

**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 that 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. 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 Questions**

- Tell me about a time when you had to deal with a difficult situation.
- 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.

**VERBAL AND NON-VERBAL COMMUNICATION TIPS**

**Body Talk**

- **Posture:** Sit up straight and do not cross your arms.
- **Facial Expressions:** Show how you feel and do not forget to smile.
- **Hand Gestures:** Emphasize what you mean.
- **Accessories:** Should not be played with during the interview.
- **Distance:** Keep a comfortable space between you and the interviewer.
- **Eye Contact:** Shows you are engaged in the conversation.

**Vocal Quality**

- **Pitch:** Fluctuate to emphasize emotions or feelings.
- **Rate:** Do not rush.
- **Pacing:** Vary delivery to maintain the listener’s attention.
- **Diction:** Be clear and concise.
- **Volume:** Speak up.
- **Breathing:** Breathe normally before and during your interview.
- **Pausing:** Allows you to take breaks from talking or to gather your thoughts.
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 that are 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 that 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, troubleshoot when necessary, 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 over-sharing. Focus on positive and productive activities.

ADDITIONAL INTERVIEW QUESTIONS
- What did you enjoy most/least about your previous job? Why?
- Do you prefer working with others or alone?
- Why are you the best person for this position?
- What did you learn about yourself in your previous jobs?
- What do you know about our company?
- Why are you interested in this position?
- Why are you interested in leaving your current position?
- Why did you select your major?
- What is the most difficult decision you have had to make since starting college?
- What subject do you like least/best? Why?
- How has your college experience prepared you for your career?
- How would you describe yourself?
- What motivates you?
- What are your hobbies?
- What accomplishment are you most proud of and why?
- What job or experience have you enjoyed the most and why?
- What can you contribute to this organization?
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>
</thead>
<tbody>
<tr>
<td>NATIONAL ORIGIN</td>
<td>Are you authorized to work in the U.S.?</td>
<td>Are you a U.S. citizen?</td>
</tr>
<tr>
<td></td>
<td>In which languages are you fluent? (if relevant to the position)</td>
<td>Where were you born?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>What is your “native” tongue?</td>
</tr>
<tr>
<td>AGE</td>
<td>Are you over the age of 18? (21 if required by law)</td>
<td>How old are you?</td>
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<tr>
<td></td>
<td></td>
<td>What is your date of birth?</td>
</tr>
<tr>
<td>MARITAL AND FAMILY STATUS</td>
<td>Would you be willing to travel as necessary?</td>
<td>Are you married?</td>
</tr>
<tr>
<td></td>
<td>Would you be willing to relocate?</td>
<td>Do you have any children?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Have you made child care arrangements?</td>
</tr>
<tr>
<td>MEMBERSHIP</td>
<td>Are you a member of any professional or trade associations related to the position?</td>
<td>Are you a member of any social, religious, or political organizations?</td>
</tr>
<tr>
<td>DISABILITY</td>
<td>Do you have any disabilities that would prevent you from performing the duties of the job? Please describe your disability for the purpose of assessing any accommodations that need to be made.</td>
<td>Do you have any disabilities?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Have you had any recent or past illnesses or operations?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>How is your health?</td>
</tr>
<tr>
<td>ARREST RECORD</td>
<td>Have you ever been convicted of a crime that is reasonably related to the job in question?</td>
<td>Have you ever been arrested?</td>
</tr>
<tr>
<td>PERSONAL</td>
<td>Are you able to lift 50 pounds? (if relevant to the position)</td>
<td>What are your height and weight?</td>
</tr>
<tr>
<td>MILITARY</td>
<td>In what branch of the armed forces did you serve? What training or education did you receive in the military?</td>
<td>Were you honorably discharged from the military?</td>
</tr>
</tbody>
</table>

When faced with an illegal/personal question, you essentially have three choices:
- Answer the question, assuming you do not mind sharing the information.
- Refuse to answer the question, knowing that you may risk appearing uncooperative or confrontational.
- 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 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 interviews, 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 asking them the status of their hiring decision.

Handling a Job Offer
Congratulations! You’re 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.

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.

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.
- 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 the restaurant.
- Mirror the interviewer’s lead when it comes to table manners.
- Avoid controversial topics, gossip, or inappropriate jokes.

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.
2222 Bridgewood Avenue
Las Vegas, NV 89102
October 17, 2010

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

Dear Ms. Hayes:

Thank you for interviewing me for the accountant position with S&R 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 S&R Accounting Firm. Please feel free to contact me at 702-555-1234 or sbosley@aol.com. Again, thank you for the interview and your consideration.

Sincerely,

(Your signature)

Sharon Bosley

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54 Lakewood Drive
Pahrump, NV 89066
March 23, 2010

Mr. Habib Lahiri, Director
Technical Design Group
Craig 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 Craig 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, 2010, 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 jim@msn.com with any additional information.

Sincerely,

(Your signature)

Jim Coldwell
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

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

84 Vegas Lane
Las Vegas, NV 89543
April 17, 2010

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, 2010

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 your 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
Interview Checklist

Preparing to Answer and Ask Interview Questions

❑ Had my resume reviewed by Career Services and made the corrections suggested by the counselor
❑ Completed a mock interview at Career Services and am working hard to make changes in areas where I need improvement
❑ Reviewed my resume to become familiar with my qualifications and work skills so I will be more relaxed and confident during the interview
❑ Researched the organization with which I am interviewing
❑ Practiced answering some common interview questions
❑ Prepared examples to answer situational and behavior-based questions
❑ Have a minimum of 3 questions ready to ask the employer at the end of the interview—and know which questions to avoid asking

Preparing for the Day of the Interview

❑ Driven the route to the interview location and know how much time it takes to get there
❑ Tried on my “interview outfit” and feel assured it fits well, looks professional, and is appropriate
❑ Have extra copies of my resume and references to take to the interview

During the Interview

❑ Know I must remain positive throughout the entire interview process

After the Interview

❑ Get a business card from the person or persons conducting the interview so I can send a thank-you letter within 24-48 hours after the interview
During your career development and job search phases, you may find yourself considering an advanced degree program in order to achieve your long-term career goals. You may also consider obtaining a graduate degree in order to be more competitive in the job market. Here are some tips to help you along the way.

**Exploring Graduate Programs**

Explore all of your options before choosing your graduate program. The program you choose should lead you to the job you want to do. Make sure the program you choose will give you the background and skills that you will need to be successful in your chosen career.

You want to choose a program that is the right fit. You will be investing years of your passion and efforts, making it important to think carefully about your next steps. Does the program have faculty with whom you can work? What are recent graduates from the program doing? What reputation do the faculty and program have among their peers? How much does the program cost? Are fellowships, scholarships or loans available? Where is the program located, which can be relevant to personal or family considerations?

Once you zero in on the specific area of study you are interested in, you can start researching available programs using the following resources:

- gradschools.com
- petersons.com
- allaboutgradschool.com

Faculty members are also a great resource. Ask your professors, advisors, and other members of your academic major department what programs they recommend.

**What Are Graduate Schools Looking For?**

Each school has its own criteria when reviewing applications, but generally speaking, graduate admissions professionals are looking at GPA (grade point average), test scores, and professional or research experience in your field. In addition, you will probably be asked to submit letters of recommendation.

**Academics**

The first thing your graduate program is going to do is look at your grades. How did you do in your college courses? It is assumed that your grades reflect your ability to learn, and since graduate school coursework is considered more difficult than undergraduate coursework, admissions counselors are looking at your previous academic record as an indicator of your potential success in graduate school.

What does this mean for you now? Attend your lectures. Do your homework. Take advantage of your professors’ office hours if you are struggling with a class. Do not miss any opportunity that you have to increase your knowledge base.

**Experience**

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 work force. 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 interest and expertise are aligned.

**Test Scores**

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>
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<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 pay an additional fee to cover the cost of evaluating their educational credentials.

What Goes Into an Application File?
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/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.

Writing Your Statement of Purpose

- 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 that your essay is on-point, relevant, and putting 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 Timeline

One Year Before You Apply

- Research schools online and browse through their graduate program/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 test
- Prepare for testing via test prep/practice test books

Six Months Before You Apply

- Take standardized test
- Draft your personal essay/purpose statement
- Research financial aid options – scholarships, graduate assistantships, fellowships, contact school’s financial aid office, etc.
- Request letters of recommendation from faculty members

One to Three Months Before You Apply

- Have your personal essay/purpose statement proofread
- Finalize your personal essay/purpose statement
- Apply for financial aid, graduate assistantships, fellowships, etc.
- Request an official transcript (with fall semester grades) from the Registrar’s Office for each school you are applying to
- Submit your application after verifying you have everything you need

Submitting Your Application

- Complete your FAFSA
- Request an official transcript (with spring/final semester grades) from the Registrar’s Office for each school you are applying to
- Submit official transcripts to each school
- Make a pro and con list if accepted to more than one school
- Return acceptance materials to the school you will be attending
- Notify schools you decided not to attend of your decision
Are you progressing in your graduate or professional program? How can you get the most out of your experience at UNLV? How can you prepare for the world beyond graduation? There are many resources available. Here are some suggestions to help you achieve new heights, now and in the future.

**UNLV Graduate & Professional Student Association (GPSA)**

Be active in the UNLV Graduate & Professional Student Association (GPSA). GPSA offers scholarships, research engagement, social events, and general support to graduate and professional students. You can find workshops enhancing professional development—on topics such as preparing for the academic and non-academic job market, and academic time management. Be sure to enjoy the Graduate Student Commons conveniently located on the second floor in Lied Library (unlv.edu/gpsa/lab). Visit theGPSA website (unlv.edu/gpsa) and sign up for social media updates.

**Professional Organizations**

Join your discipline’s professional organizations. There may be a local UNLV professional society where you can make new connections and share your passions. Join the national or international professional society(s) affiliated with your specialty. This will open doors to meet leading figures, network, and share ideas. As examples, future nurses might join the American Nurses Association (nursingworld.org) or future Lawyers might join the Law Student Division of the American Bar Association (americanbar.org/groups/law_students.html).

**Online Research**

Read one of the important information sources for higher education. The UNLV library has premium access to the Chronicle of Higher Education, and you can find many helpful resources on their website (chronicle.com). Also see other prominent online sources such as insidehighered.com, higheredjobs.com, or versatilephd.com. These sites highlight trends in graduate and professional student life and careers. You will find information about trends in online teaching, the costs of graduate education, preparations for the job market, academic and non-academic job listings, and more.

**UNLV Graduate College**

The Graduate College serves as a central resource for many functions related to graduate student life. You will find yourself filing paperwork to begin your graduate experience at UNLV, and eventually upon graduation. In between, the Graduate College offers guidance in conducting research, teaching, and many other aspects central to your success and progress. Consider applying to the Graduate College Research and Teaching Certificate Programs. Like them on Facebook and visit their website (graduatecollege.unlv.edu).

**UNLV Library**

The UNLV Library offers support for your research needs (library.unlv.edu). They can help point you to helpful resources for your focal topics. They have rich collections of materials online and available in the inspiring space on campus.

**UNLV Career Services**

UNLV Career Services has a list of internships and jobs that may be of help (hirearebel.unlv.edu). While discipline-specific societies have online tenure-track faculty job listings, there is a growing interest in making more visible non-academic jobs and internships geared to graduate and professional students. A summer experience may help pave the way to a full-time paid position, and many graduate degrees hone skills that can be applicable to a wide array of non-academic jobs. Also note some UNLV professional programs have their own Career Services offices offering support to both undergraduate and professional students (e.g., Lee Business School: business.unlv.edu/career and Boyd School of Law: law.unlv.edu/careers/home).

**International Student Support**

UNLV has students from many countries around the world. Some are drawn to the renowned programs offered by the William F. Harrah College of Hotel Administration. Others seek to earn an engineering or education degree while working with world-class faculty. International students and scholars can find support along the way (unlv.edu/iss).

**UNLV Alumni Association**

As you progress in your graduate and professional degree, consider joining the UNLV Alumni Association (unlv.edu/alumni). Once a Rebel, always a Rebel, and that may help as you ultimately embark on a career path beyond your graduate or professional degree program.
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Consider having your resume reviewed by a Career Counselor

STUDENT SERVICES COMPLEX A, SUITE 201
Phone: 702-895-3495
Email: careerservices@unlv.edu
Website: hirearebel.unlv.edu
Hours: Monday – Friday (8 a.m. – 5 p.m.)