TO: FACULTY, ADVISORS, and STAFF

FROM: Patricia Alexander
Campus Programs

DATE: August 8, 2014

SUBJECT: Career Center Events and Publications

Enclosed is your Fall 2014 Career Center Information Packet. Please take a moment to review the attached handouts, brochures and pamphlets. Also, I would appreciate your assistance with making these publications available for your students and others within your department.

You can visit HireAggies.com “Events” for a comprehensive listing of all workshops and programs offered for Fall 2014. If you’d like to receive additional print copies, contact me at palexander@tamu.edu, or call 845-5139.

Your support is appreciated!

Gig’Em
2014 Sciences Career Fair

Thursday, Sept. 11, 2014
10am-3pm
MSC 2300 - Bethancourt Ballroom

For more information, contact: Marilyn Yeager at myeager@tamu.edu

Mix and Mingle with Former Students & Recruiters
Wednesday, September 10   5-6:30pm
209 Koldus

Math Former Student and Employer Panel
Wednesday, September 10   7-8:30pm
117 Blocker

Chemistry Mixer
Wednesday, September 10   7-8:30pm
ILSB Lobby

College of Geosciences Mixer
Wednesday, September 10   7-8:30pm
Corner Bar & Grill @ Northgate

See a list of participants and workshops at HireAggies.com/scf.html
Accessing HireAggies.com

- Enter your NetID and password to enter the Secured Student portion of the site.
- Click the Find Jobs icon to access the online recruiting system, HireAggies.

COMPLETE YOUR PROFILE
- Enter your profile data (personal and academic information, privacy settings).
- Carefully read the Terms and Usage information on the academic profile page and enter your initials.

ADD YOUR RESUME AND JOB SEARCH DOCUMENTS
- Click on the Documents header. Here, you can upload your resume and additional documents such as cover letters, unofficial transcripts, writing samples, etc.
- You can upload a maximum of 20 documents.
- To upload - click on the Add New button.
- If you are uploading a document file, the system will convert the document to pdf. You can also upload a pdf directly to the system.
- The Make Default button designates a main resume that will be the first option when submitting a resume to employers.

GET HELP USING THE SYSTEM
- View helpful documents and guides in the Document Library tab.
- Use the video tutorials and help files on the tab rows throughout the system.

IMPORTANT TIPS
- HireAggies is an interactive system that requires you to be very proactive in your job search activity. Check your account regularly.
- To be successful in securing a Full-time, Co-op or Internship position, click on the Jobs header and select HireAggies Jobs. Students may submit resumes to both on-campus recruiting (OCR) job postings and non-OCR job listings. Additionally, students may set Search Agents which automatically sends you email alerts.
- Find a specific job using the Keywords box on the top.
- From the Advanced Search tab, refine the job list with Keywords, Majors, Work Authorization, Locations, Position Types, etc. and click the Submit button.
- Review all submitted non-OCR job applications by clicking on the Applications tab. View all submitted OCR requests by clicking on the Interviews tab, then Requested Interviews.
Destination...Success!

The Texas A&M Career Center has been helping Aggies prepare for successful careers since 1939

Steps to Career Success

LEARN MORE ABOUT YOURSELF: Identify your accomplishments, values, goals, strengths, and weaknesses. Recognize the qualities and skills that employers will seek. Take career interest tests such as SIGI 3.

UTILIZE CAREER RESOURCES: Seek career advising at the Career Center. Create a profile on HireAggies to access job listings, employer profiles, and career information. Attend career-focused workshops and seminars.

DEVELOP COMMUNICATION SKILLS: Take advantage of opportunities to gain experience writing reports and articles. Develop public speaking skills through student organizations. Participate in mock interviews and make use of virtual interviews.

DEVELOP LEADERSHIP & TEAMWORK SKILLS: Join professional organizations and student organizations. Take an active role in these groups. Lead extracurricular or volunteer activities.

BUILD YOUR PROFESSIONAL NETWORK: Develop relationships with professors, former students, and classmates as well as career fair contacts and speakers at meetings. Use social media resources to access more professional contacts. Keep a record of all contacts.

ATTEND CAREER FAIRS: Introduce yourself to the recruiters and collect business cards and company literature. Use this opportunity to research companies and make contacts.

GET JOB EXPERIENCE BEFORE YOU GRADUATE: Seek internships, externships, co-ops, work abroad, and summer jobs. Experience related to your major is almost a guarantee of early success.

PREPARE FOR THE JOB SEARCH NOW: Write your resume and update it each semester. Assemble a list of references. Utilize the resources available through the Career Center. Create a profile in HireAggies to begin connecting with employers and interviews well ahead of graduation. Send resumes and cover letters and follow up with phone calls or email.

Online Resources

HIREAGGIES JOB LISTINGS: Full-time, internship, co-op, and experiential opportunities that are directly posted to the Career Center’s website by employers who want to hire Aggies.

CAREERSHIFT: View job listings and contact information for thousands of companies worldwide and use job search management tools.

GOINGGLOBAL: Explore opportunities for jobs and internships in countries around the world. Includes country career guides compiled from research on visa regulations, cultural advice, embassy listings, etc.

SIGI 3: An online tool that integrates self-assessment with in-depth occupational information.

VIRTUAL MOCK INTERVIEWS: Participate in virtual mock interviews through HireAggies which includes over 1,500 interview questions and answers.

INTERNSHIPS USA & INTERNSHIPS.COM: Search national internships and browse by location or category.

CAREER INSIDER: An online Career Library consisting of guides to various employers, industry overviews, employer profiles, and salary information.

WETFEET: Includes corporate and industry profiles, links to job listings, salary information, profiles of working professionals, and numerous career advice articles.

JOBWEB: A website of career development and job-search information for college students and recent graduates, sponsored by the National Association of Colleges and Employers (NACE).

Student Services

CAREER ADVISING: Have questions about how to get started in the job search process or are unsure about which careers or jobs may be right for you? Send an email to cc_advisor@tamu.edu or call (979) 845-5139 to make an appointment.

HIREAGGIES: The Career Center's online system that allows you to connect to employers hiring full-time, cooperative education, and internship positions.


EXPERIENTIAL EDUCATION: Learn more about ways to gain experience before you graduate. The Career Center can help you find cooperative education, internship, externship, and Work Abroad opportunities.

WORK ABROAD: Gain valuable international work experience through internship programs offered in more than ten different countries worldwide.

WALK-IN ADVISING: Takes place in 209 Koldus. Covers topics such as resumes, employer research, interview prep, salary evaluation, and more!

FALL & SPRING WALK-IN HOURS:
Mon-Fri 8:30-11am & 1:30-4pm
Summer Walk-In Hours: Mon-Fri 1:30-4pm
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<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Networking 101</td>
<td>9/11</td>
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<tr>
<td>Wehner, 5:30-6:30pm</td>
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<tr>
<td>Undecided: Choosing a Major and Career</td>
<td>9/11</td>
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<tr>
<td>MSC 2401, 5:30-6:30pm</td>
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<tr>
<td>Ace Your Interview (LBAR Majors)</td>
<td>9/17</td>
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<tr>
<td>MSC 2503, 5:30-6:30pm</td>
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<tr>
<td>LinkedIn 101: The Basics</td>
<td>9/18</td>
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<tr>
<td>MSC 2405, 5:30-6:30pm</td>
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<tr>
<td>What Can I Do With a Psychology Degree?</td>
<td>9/23</td>
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<tr>
<td>MSC 2505, 5:30-6:30pm</td>
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<tr>
<td>What Can I Do With an International Studies Degree?</td>
<td>9/24</td>
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<tr>
<td>MSC 2505, 5:30-6:30pm</td>
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<tr>
<td>Work Abroad in Summer 2015</td>
<td>9/24</td>
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<tr>
<td>MSC 2405, 5:30-6:30pm</td>
<td></td>
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<tr>
<td>Your Financial Future (LBAR Majors)</td>
<td>10/8</td>
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<tr>
<td>MSC 2505, 5:30-6:30pm</td>
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<tr>
<td>Applying to Graduate School</td>
<td>10/8</td>
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<tr>
<td>MSC 2406A, 5-6pm</td>
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<tr>
<td>LinkedIn 101: The Basics</td>
<td>10/15</td>
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<tr>
<td>MSC 1400, 5:30-6:30pm</td>
<td></td>
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<tr>
<td>National Security Panel</td>
<td>10/16</td>
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<tr>
<td>Rudder 601, 5:30-8pm</td>
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<tr>
<td>Getting a Great Recommendation</td>
<td>10/16</td>
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<tr>
<td>MSC 2405, 5:30-6:30pm</td>
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<tr>
<td>Working in Human Resources Panel</td>
<td>10/21</td>
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<tr>
<td>MSC 1400, 5:30-6:30pm</td>
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<tr>
<td>Getting a Public Relations Internship</td>
<td>10/23</td>
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<tr>
<td>MSC 2505, 5:30-6:30pm</td>
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<tr>
<td>Finding a Sciences Internship Student Panel</td>
<td>11/5</td>
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<tr>
<td>Rudder 301, 5:30-6:40pm</td>
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<td>Career Fair Preparation &amp; Networking</td>
<td>9/5</td>
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<tr>
<td>Rudder 301, 4-5pm</td>
<td></td>
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<tr>
<td>Industry Resumes and Cover Letters</td>
<td>9/12</td>
</tr>
<tr>
<td>Rudder 301, 4-5pm</td>
<td></td>
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<tr>
<td>Industry/Corporate Job Interview</td>
<td>9/19</td>
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<tr>
<td>Rudder 301, 4-5pm</td>
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<tr>
<td>Academic Job Search and Networking</td>
<td>10/10</td>
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<tr>
<td>209 Koldus, 4-5pm</td>
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<tr>
<td>Academic Application Materials</td>
<td>10/17</td>
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<tr>
<td>209 Koldus, 4-5pm</td>
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<tr>
<td>Graduate Student Career Issues Panel</td>
<td>10/23</td>
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<tr>
<td>Rudder 301, 4-6pm</td>
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<tr>
<td>Academic Job Interview</td>
<td>10/24</td>
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<td>209 Koldus, 4-5pm</td>
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**FEDERAL EMPLOYMENT**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>US Dept of State:</td>
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<tr>
<td>Career &amp; Internship Opportunities</td>
<td>9/18</td>
</tr>
<tr>
<td>MSC 1400, 5-6:40pm</td>
<td></td>
</tr>
<tr>
<td>Federal Hiring Process</td>
<td>9/23</td>
</tr>
<tr>
<td>209 Koldus, 5-6pm</td>
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<tr>
<td>Federal Internships</td>
<td>10/7</td>
</tr>
<tr>
<td>209 Koldus, 5-6pm</td>
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<tr>
<td>Federal Jobs - Find and Apply for Full-time</td>
<td>10/22</td>
</tr>
<tr>
<td>209 Koldus, 5-6pm</td>
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**ADVISING SERVICES**

- Career Advising
- Resume Reviews
- Networking Contacts
- Career Interest Testing

**ONLINE SERVICES**

- On-Campus Interviews
- Job Listings
- Career & Industry Profiles
- Internship Listings
- Salary Information

**WORKSHOPS & EVENTS FALL 2014**

**Walk-In or by Appointment**
Walk-In Hours: M-F 8:30-11am & 1:30-4pm
209 Koldus • 979-845-5139

**HireAggies.com**

[Social media icons for Facebook, Twitter, Pinterest, Instagram, and YouTube]
## Career Fair Preparation

**Preparing for Career Fairs - CEHD Majors**
- Rudder 701, 5:30-6:40pm
  - for HRO & Tech Management Majors 9/8
- Rudder 410, 5:6-6:40pm
  - for HLKN Majors 9/10
- Rudder 401, 5:6-6:40pm
  - for Teachers 10/14

**Preparing for the Engineering Career Fair**
- Zachry 1C2, 6-7:30pm 9/3
- Zachry 1C2, 6-7:30pm 9/4

**Preparing for the Sciences Career Fair**
- MSC 2503, 5:30-6:30pm 9/4
- Eller QBM 110, 5:30-6:30pm 9/9

**Strategies for Career Fair Success LBAR Majors**
- Rudder 308, 5:30-6:30pm 9/9

**Preparing for the Business Career Fair**
- Wehrner, 5:30-7pm (with company representatives) 9/9
- Wehrner, 3:30-5pm (by classification) 9/15

**Preparing for Graduate & Professional School Day**
- MSC 2401, 5:30-6:30pm 9/15

**ACE Day Ready: Professional Seminar**
- Kleberg 113, 7-9pm 9/16

## Resume Reviews

**Sciences & Geosciences**
- Eller 109, 11am-1pm 9/3
- Bio-Bio Lobby, 10:30am-12:30pm 9/4
- Bio-Bio Lobby, 11am-1pm 9/5

**Engineering Majors**
- Zachry Lobby, 1-4pm 9/4
- Zachry Lobby, 9am-12pm 9/5

**Business**
- Wehrner outside 113, 10am-1pm 9/11&12
- Wehrner outside 113, 10am-2pm 9/15

**COALS Majors**
- AGLS 515, 8:30-11:30am & 1:30-4:30pm 9/23&24

## Career Fairs

**Agriculture Career Exposition (ACE Day)**
- MSC 2300, 11am-4pm 9/30

**Business Career Fair**
- Reed Arena, 10am-3pm 9/17&18

**Construction Science Career Fair**
- Session 1: (CIAC Members Only), Brazos Co. Expo Center, 8am-12pm 9/18
- Session 2: Langford Bldg A, 8am-12pm 9/30

**Education Career Fair**
- Reed Arena, 9-11:30am 11/10

**Engineering Career Fair**
- Reed Arena, 9am-4pm 9/9&10

**Graduate & Professional School Day**
- Rudder Exhibit Hall, 10am-2pm 10/8

**Law School Caravan**
- MSC 2300, 11am-2pm 10/21

**Overseas Day**
- Rudder Exhibit Hall, 10am-2pm 9/24

**PAID Career Fair**
- Industrial Distribution Students only
  - MSC 2300, 10am-3pm 9/25

**Retailing Career Fair**
- Wehrner Lobby, 9:30am-3pm 9/16

**Sciences Career Fair**
- MSC 2300, 10am-3pm 9/11

**Volunteer Opportunities Fair**
- MSC 2406, 10:30am-2:30pm 9/16

## Finding Jobs & Internships

**MSC 2500, 5-6pm**
- 9/2

**MSC 1400, 5-6pm**
- 9/16

**209 Koldus, 4-5pm**
- 10/1

**209 Koldus, 5-6pm**
- 10/23

**209 Koldus, 4-5pm**
- 11/12

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**ORIENTATIONS**

**CO-OP ORIENTATIONS**
- MSC 2500, 4-5pm 9/2
- MSC 1400, 4-5pm 9/16
- 209 Koldus, 5-6pm 10/1
- 209 Koldus, 4-5pm 10/23
- 209 Koldus, 5-6pm 11/12
- 209 Koldus, 4-5pm 11/20

**AGGIEEXTERNSHIP ORIENTATIONS**
- 209 Koldus, 4-5pm 11/5
- 209 Koldus, 4-5pm 11/11
- 209 Koldus, 4-5pm 11/13
- 209 Koldus, 4-5pm 11/17
- 209 Koldus, 4-5pm 11/25

**INTERVIEWS**

**MOCK INTERVIEWS**
- Engineering, Sciences, Geosciences & Construction Science 9/8
- Agriculture, Business, Education & Liberal Arts 9/16
- **ON-SITE COMPANY INTERVIEW**
  - Ways to Wow! 9/8

**NOW WHAT?**

**SALARY & COMPENSATION EVALUATION**
- Wehrner, 5:30-6pm
  - (with financial planning presented by AXA Advisors) 10/14
- 209 Koldus, 5:30-6:30pm 11/4
- 209 Koldus, 4:30-5:30pm 11/19

**I GOT THE JOB! NOW WHAT?**

**HIRE AGGIES.COM**

**ALL WORKSHOPS & EVENTS ARE FREE!**

Visit us at HireAggies.com for more events and the latest updates.
Considering Grad School?
It’s never too early to learn about Graduate School...

Graduate and Professional School Day

Visit with representatives from over 100 graduate and professional school programs from Texas, across the USA, and abroad. This FREE event is open to all current and former students & faculty and staff. No registration is required for attendees.

FREE REFRESHMENTS FOR STUDENTS

10am - 2pm
Wednesday, October 8
Rudder 1st Floor

http://careercenter.tamu.edu/GPSD.html

CAREER CENTER 209 Koldus • (979) 845-5139 HireAggies.com
STEPS TO CAREER SUCCESS

FRESHMEN
EXPLORE

- Establish a good GPA
- Meet Career Center Advisor
- Use SiGIB to match values and interests to potential careers
- Register for AggiExternships
- Create HireAggies account
- Join the professional society in your major

SOPHOMORES
FOCUS

- Find Internships/Co-ops/volunteer work
- Compose resume for review
- Gather Information at Career Fairs
- Consider Study Abroad/Work Abroad
- Talk to professionals about careers

JUNIORS
PLAN

- Attend workshops and Career Fairs
- Develop contacts in field of interest
- Participate in Mock Interviews
- Polish your resume and interviewing skills
- Utilize Aggie Network

SENIORS
COMMIT

- Start applying for jobs immediately
- Research companies prior to interviews
- Apply for Graduate/Professional School
- Develop a back-up plan
- Attend Career Fairs
- Sharpen networking skills

CAREER CENTER
209 Koldus • (979)845-5139
HireAggies.com
HIT THE GROUND RUNNING

At Marathon Oil, we realize that you will only be satisfied in your job if it’s taking you further in your career. When you become part of our team, we’ll work together to help you reach your full potential.

We are serious about maintaining a culture that challenges you to reach your goals, keeps you engaged and makes you want to do more and be more.

Going further. Doing more.

Marathon Oil Company will take the necessary action to ensure that applicants and employees are treated without regard to their race, color, religion, sex, age, disability status, national origin, sexual orientation, genetic information, protected veteran status or other status under applicable employment law.
Corporate Partner Program

In appreciation to our Partners for their support and valued contributions to the Career Center and our success!

Gold Partner

Altria  bp  CenterPoint Energy

Marathon Oil  Plains All American  Union Pacific  Wisenbaker

Silver Partner

Aerotek  AT&T  Bechtel  Chevron  ConocoPhillips

Macy's  PLS Logistics Services  Reynolds & Reynolds  Shell

Bronze Partner

Dow  Eastman  ExxonMobil  Fluor

Luminant  Southwest Advantage  Weinstein Spira
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General Office Information

Career Center Main Telephone: 979-845-5139
Career Center Fax: 979-845-2979
Experiential Education: 979-845-7725

Location: Suite 209, John J. Koldus Building

Website: HireAggies.com

Social Media: [Social Media Icons]

Email:
Current Students: cc_advisor@tamu.edu
Former Students: fscshelp@tamu.edu

Hours:
Recruiting season (Sept to mid-Nov & Feb to mid-Apr): Mon-Fri, 7:30am-5pm
All other times: Mon-Fri, 8am-5pm

Mailing Address:
TAMU Career Center
Suite 209, John J. Koldus Building
1233 TAMU
College Station, TX 77843-1233

During the course of the academic year, workshops and programs are offered on resume writing, interview preparation, Cooperative Education, internship strategies, salary evaluation, applying to graduate school, federal employment, and more. Access the Career Center Calendar of Events for a listing of workshop topics, dates and times, and locations! You may also view videos on these topics and find resources online.

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Texas A&M University and College Recruitment Media express their gratitude to the advertisers listed above for their generous support of the 2014-2015 Career Guide.
Dear Aggies,

Welcome to the Texas A&M University Career Center.

A&M students have much to be optimistic about. Last year’s increase in demand for talented Aggies has continued this year. Two major factors contributing to this are the national reputation of Texas A&M and the strong Texas economy compared to other parts of the country.

The key to career success is for you to understand what it is you want to do and to focus your search for jobs, whether these are full-time, internship, cooperative education or summer jobs; or, similarly, to focus your search for advanced education if graduate school aligns with your interests. Take advantage of all of the resources of the Career Center. A great place to start is by scheduling an appointment with one of the Center’s Career Coordinators – these advisors have both work experience and education in the majors they serve and can give you in-depth information about your career options and work closely with you to plan your career.

Remember, the Career Center serves all students, regardless of major, classification, grade point ratio, or work authorization status. The Center does not require a minimum grade point average to apply for positions listed in our online system, HireAggies. Further, we have staff members specifically dedicated to assist Former Students, regardless of graduation date and level of work experience. Former Students can access job postings and several of our online resources for life.

The Career Center is located in 209 Koldus and I invite all students to drop by and get to know me and my staff, and learn about our services. I also encourage you to find us on Facebook, follow us on Twitter, and view our videos on YouTube. We’re committed to your success and we’re ready and eager to help you.

Sincerely,

Dr. Leigh Turner
Executive Director, Career Center
Texas A&M University

Other Resources at Texas A&M

Multicultural Services
http://dms.tamu.edu
International Student Services
http://iss.tamu.edu
Student Counseling Service
http://scc.tamu.edu
Scholarships & Financial Aid
https://financialaid.tamu.edu
Academic Success Center
http://successcenter.tamu.edu
Student Activities
http://studentactivities.tamu.edu
Professional School Advising
http://opsa.tamu.edu

Memorial Student Center
http://msc.tamu.edu
Study Abroad Programs Office
http://studyabroad.tamu.edu
University Writing Center
http://writingcenter.tamu.edu
Disability Services
http://disability.tamu.edu
Office of Graduate and Professional Studies
http://ogs.tamu.edu
Student Health Services
http://shs.tamu.edu
Veteran Resource & Support Center
http://aggleveterans.tamu.edu
The mission of the Texas A&M Career Center is to educate and facilitate the job search process for all Texas A&M students, both current and former. There are many services available to Aggies through the Career Center, and we recommend you visit the Career Center website at HireAggies.com to learn more.

Career Coordinators serve specific colleges and programs on campus. They can also provide you with an overview of Career Center services as well as outline a plan for your career development. You should begin meeting with your designated Career Coordinator as early as your freshman year. Services available include:

- Job and Internship Opportunities
- Career Assessment & Advising
- Resume & Cover Letter Critiques
- Workshops & Programs
- AggiExternships
- Experiential Education: Cooperative Education (Co-op), Internships and Work Abroad
- Career Fairs
- Interview Preparation
- Applying to Graduate School
What Is It?
HireAggies.com is Texas A&M Career Center’s website. HireAggies.com features Find Jobs which is the online posting hub for all full time, internship and co-op opportunities. You have access to thousands of opportunities and 4,000+ employers! Other resources available on HireAggies.com include:

- A calendar of events featuring upcoming workshops, career fairs and information sessions;
- Assessments, like SIGI3, to help guide your major/career search;
- Career resources and national databases, like CareerShift and Going Global, to help you locate employers or find international opportunities;
- Resume templates, interview tools including a virtual mock interview tool to prepare you for the job search process;
- What can I do with my major and Salary Survey results to help you in the career exploration process.

Your Profile and Why It’s Important
The information you put into your profile qualifies you for access to jobs and interviews. Be sure to update your profile throughout your academic career, making note of changes in your classification, GPA or academic status.

How to Upload a Resume and Other Documents
Click on the Documents tab and select Add New. Click Browse and select the location where your resume or document is stored. Consider labeling your resume with your first and last name; if you have multiple versions of your resume, use names that are distinct.

You can delete resumes or documents by clicking on Options within the Documents tab. Also within Options is the ability to change your default resume. Changing a default resume will only affect future resume submissions.

Opportunities and Employer Search
Click on the Jobs tab to access all job/internship postings and interviews. There are several ways to search through the database of job postings and interviews. Under “Show Me”, select “All Jobs & Interviews”; filter by position type (full time, internship, co-op) and click on Search.

To submit a resume, click on the position title of a position you are interested in. The detail that follows includes the position description, requirements and selection criteria. If you qualify (meet the selection criteria), there will be an “Apply” button on the right hand side of the position description. Click on “Apply”, follow the instructions for uploading your resume and make note of any additional instructions (include cover letter or apply on company website).

To access a list of Employers that have interacted with the Career Center, select the Employers tab at the top of the page. Companies that are registered in the Career Center’s database will be listed in alphabetical order.

Events
Under the “Events” tab, you will find a list of upcoming workshops and employer information sessions. Information sessions are hosted by and typically held prior to an employer’s interview date. Even if you are interviewing with an employer, it is still a great networking opportunity. Several workshops are hosted by the Career Center each semester. Topics range from career fair preparation, LinkedIn, dressing for success and networking.
Interview Process

Pre-select
Qualified candidates submit their resumes prior to the resume submission end date for company review and selection. Pre-selected candidates sign up for interview times on a first come, first served basis. If you have been pre-selected, you will receive an email and notification on your HireAggies homepage.

How to Set Up an Interview
Once you’ve clicked on the “Jobs” tab, you can choose “Interviews I Qualify For” under Show Me, in the Advanced Search option. Once you find a job description that matches your criteria, click on the Apply button and submit the appropriate documents.

If you have been selected by a company for an interview, you will be notified via email and in HireAggies homepage to select an interview time. On the Home screen, click on the Notification link; this will direct you to the Position Information page where you will have the option to select an interview time. Click on the Schedule Interview tab within the Interview Requests tab to select your interview time. Submit to finalize; submitted interview time requests will appear under the Scheduled Interviews tab.

In the Interview section, you may also click on the Interview Requests tab to view a list of the positions you've applied for and the current status of your request.

To schedule or change an interview time, click on Scheduled Campus Interviews. Select the appropriate interview schedule and, under Interview Details, click either Cancel Interview or Reschedule. Interviews should be cancelled no later than 48 hours prior to the date of the interview. If you are cancelling within 48 hours of your interview, call the Career Center at (979) 845-5139.

If you miss an interview, the “No Show and Late Cancellation Policy” will be enforced. The full policy is available in the Document Library tab in the Documents section.

The Career Center believes that classes and academic success come first in the lives of students. To that end, when scheduling interviews with companies, please make every attempt to schedule them at times that do not conflict with classes.
Creating a Plan

The Career Center wants you to realize the importance and value of planning for a successful future. We recommend that you follow this action plan:

**EXPLORE**

- **Step 1** - Meet with your Career Coordinator.
- **Step 2** - Assess your knowledge, interests, values, skills and personality.
- **Step 3** - Explore and research majors, careers, and employers.

**FOCUS**

- **Step 4** - Plan your job search process, including resumes, interviews, and salary evaluation.
- **Step 5** - Gain experience in a career-related field.

**PLAN**

- **Step 6** - Create professional networks.
- **Step 7** - Develop your self-marketing and job search skills.

**COMMIT**

- **Step 8** - Start early! Implement your full-time job, internship, co-op or graduate school search.
- **Step 9** - Keep abreast of career management trends.

Contact the Career Center to develop a comprehensive list of actions and tasks that you can accomplish during your freshman, sophomore, junior, and senior years as well as throughout your graduate program. This plan can serve as your checklist and as a reflection of your accomplishments. All students are unique individuals with a different set of knowledge, interests, skills, and abilities, so, expect your action plan to also be unique.
Career Assessment and Career Advising

Not sure what you want to do? Not sure how to get started? That's okay! The Career Center is here to help! Your Career Coordinator is available to assist with your career development needs. In addition to meeting with your Career Coordinator, you might consider taking a career assessment; assessments can provide useful information about you including an understanding of your knowledge, interests, values, skills and abilities.

SIGI 3 Career Guidance System

SIGI 3 is free to current and former students and is available ONLINE to all students at Texas A&M University. It is divided into five sections and each section relates to a stage in making your career decision. Your Career Coordinator can review results of the SIGI 3 assessment with you.

STARTING Section

What is SIGI 3?

- SIGI is a System of Interactive Guidance Information.
- My SIGI Plan gives you guidance on selecting a major and finding occupations related to your major.

ASSESSMENT Section

What do I want? What am I good at?

- Evaluate your values and interests and choose your main interest fields and clarify your work-related values.
- Use the results to find occupations that match your values, interests and skills.

OCCUPATIONAL INFORMATION Section

What occupations might I like?

- Explore occupations that you like and research occupations that relate to your particular major.

ANALYSIS Section

Can I do what’s required?

- Learn about education and/or training requirements for occupations. Information on graduate and professional school is provided.
- Learn what skills are needed for any occupation in SIGI 3 and you can rate yourself on these skills.
- Compare many occupations at a time by examining the rewards versus your chances for success.

GETTING THERE Section

How do I put my plan into action?

- You get practical suggestions for dealing with issues related to preparing for a career—for example: finding time and money, arranging care for others, and obtaining academic credit for what you already know.
- Helps you to decide what you should do next to move toward your career goals.
- Topics consist of: developing new skills, building a network of contacts, writing a resume and cover letter, and applying for jobs.

TOP PICKS

The SIGI 3 system automatically organizes your list of Top 20 occupations that you have analyzed with SIGI.
Choosing Your Major

This is a very important decision for all college students. Meet with your Career Coordinator to discuss your options and take an in-depth self-assessment to gain a better perspective of your knowledge, values, interests, skills, and personality. Finally, keep in mind that one major can lead to many different careers, and one career can be reached through many different majors.

- Do you know your major or career interests?
- How much do you know about yourself?
- What motivates you?
- Are you detail-oriented?
- Are you a problem solver?
- Do you like to work with numbers, animals, or people?
- Do you like to influence, persuade, assist, or help people?
- Do you like to be outdoors and active in your work, or do you prefer working in a business setting?

Determine Your Interests

Identify Your Skills & Values

MAJOR DECISION

Research & Imagine

Analyze Job Trends & Outlook

- What are your special skills or talents?
- Do you have any hobbies?
- What do you learn easily?
- What do you find difficult to learn?
- Are you better at activities or tasks that focus on ideas, data, people, or objects?
- What do you value most?

- What academic majors are offered at Texas A&M? Minors? Certificates?
- Describe your dream job.
- Research multiple careers associated with Texas A&M majors.
- Talk with professionals in careers that interest you. The Career Center can help you connect with successful Aggies in many different professions.

- What are job market projections?
- Will your skills be in demand when you graduate?
- What skills can you pursue that are in demand?
Goal Setting

All goals should be SMART goals! Setting goals, both short and long term, can help you in executing your strategy for landing an internship or job.

- S SPECIFIC
- M MEASURABLE
- A ACHIEVABLE
- R REALITY-BASED
- T TIME SENSITIVE

What steps will you take to reach your career goal?

- 
- 
- 

Identify your career goal:
Once you've identified your goal(s), think about the steps required to achieve it.

- 
- 
- 

STEPS TO CAREER SUCCESS

**FRESHMEN**

EXPLORE

- Establish a good GPA
- Meet Career Center Advisor
- Use SIGI3 to match values and interests to potential careers
- Register for AggiExterships
- Create HireAggies account
- Join the professional society in your major

**SOPHOMORES**

FOCUS

- Find Internships/Co-ops/Volunteer work
- Compose resume for review
- Gather information at Career Fairs
- Consider Study Abroad/Work Abroad
- Talk to professionals about careers

**JUNIORS**

PLAN

- Attend workshops and Career Fairs
- Develop contacts in field of interest
- Participate in Mock Interviews
- Polish your resume and interviewing skills
- Utilize Aggie Network

**SENIORS**

COMMIT

- Start applying for jobs immediately
- Research companies prior to interviews
- Apply for Graduate/Professional School
- Develop a back-up plan
- Attend Career Fairs
- Sharpen networking skills
Researching Career Opportunities

There are several ways to explore career options, including:
- Talking to people in various professions;
- Participating in a formalized externship in January or job shadow program for a day;
- Arranging an informational interview to obtain an accurate perspective of the field from industry professionals;
- Seeking hands-on experience through cooperative education or an internship position to learn more and gain experience in a particular occupation;
- Considering opportunities to work or study abroad to further broaden your experiences;
- Leveraging online resources including the Occupational Outlook Handbook (www.bls.gov/ooh) and O*Net Online (www.onetonline.org) to conduct research on specific careers.

In addition, online resources through HireAggies.com such as My World Abroad, CareerShift, and Going Global can provide in-depth industry information as well as very specific details about individual companies and organizations, including details about hiring processes, corporate culture and opportunities for advancement.

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## Career Research Worksheet

### Job Duties

a. Check below the type of work done in an occupation.

- [ ] Work with ideas
- [ ] Work with data
- [ ] Work with people
- [ ] Work with things

b. Identify common work tasks performed in this occupation.

- [ ]
- [ ]
- [ ]
- [ ]

### Education Requirements

Indicate the minimum required education.

- [ ] High school graduation only
- [ ] Technical or specialized school training to learn specific skills or trade
- [ ] Associate degree – two-year college
- [ ] Bachelor’s degree
- [ ] Master’s degree
- [ ] Doctoral degree
- [ ] On-the-job training
- [ ] Formal apprenticeship
- [ ] Other (please specify):

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**Learn more about careers from practitioners, employers and faculty.**

**Record information you learned from talking to employers, faculty and/or practitioners in a career that interests you.**

- Name/title of person with whom you spoke:
- Career discussed:
- Education useful for this career? Use this information to help select major/minors/electives.
- Cooperative Education or internships helpful to pursue this career?
- Traits helpful to succeed on-the-job?
- What else did you learn?

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**Identify a part-time job, Cooperative Education, or internship position to test your career plans.**

Temporary Job, Co-op, or Internship title: 

Employer: 

<table>
<thead>
<tr>
<th>Organization</th>
<th>Name</th>
<th>Address</th>
<th>City/State Zip</th>
</tr>
</thead>
<tbody>
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<td></td>
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Contact: 

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone #</th>
<th>Email</th>
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<td></td>
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**Identify employers who could potentially hire you after graduation.**

Position title: 

Employer: 

<table>
<thead>
<tr>
<th>Organization</th>
<th>Name</th>
<th>Address</th>
<th>City/State Zip</th>
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</table>
Creating an Effective Resume

The resume serves as a marketing tool to highlight your relevant experience and skills, as well as your accomplishments. Your resume will not get the job for you, but it will, if effective, result in interviews. The goals of your resume should be to:

- Show information in a concise, easy to read and understand format
- Illustrate your achievements, attributes and expertise
- Provide all relevant information necessary to allow a prospective employer to identify your transferable skills

Resume Types

**Chronological**
Lists your experiences, beginning with the most recent and/or relevant and focus on work history and activities. Each section will be organized in reverse chronological order, starting with what you are currently doing and working back in time.

**Functional**
Emphasizes functions that you can perform that are relevant to the job or career for which you are applying by placing them first.

**Combination**
Combines chronological and functional resumes by starting with a brief personal summary, then lists job specific skills relevant to the objective, and continues with a chronological format that lists the how, where and when these skills were acquired.

Resume Format

- One 8.5" x 11" page using Arial, Calibri, Times New Roman or Courier font (resumes for graduate students can be 2 pages)
- Font size should be no smaller than 10pt font and no larger than 12pt font (excluding your name)
- Size of your name should be between 14 and 16pt
- Margin size will vary between .7" and .9" (all 4 sides) depending on space needed
- Use resume templates available on HireAggies.com
- When sending electronically or uploading, save your resume as a PDF

Resume Content

An employer may only spend 15 seconds to 2 minutes reviewing your resume. You want to make sure you're providing your information in a clear, concise, logical manner.

- Organize your resume in order of relevance, listing the most important, marketable information/categories first!
- Your name, contact information, an Objective (if appropriate) and Education, in that order, will always be the first 3 sections of your resume.

Name/Contact Information

- Your name will always be listed first, at the top of the page; it will be the largest piece of information on the page (between 14 and 16pt)
- Include a current or permanent mailing address (street, city, state and zip)
- Include a phone number you can be reached at, preferably your cell phone. Be sure to have a professional voicemail set up!
- List a professional email address
- No need to label your information (ex. Email:....... Phone:......)

Objective

- Tells the reader the purpose of your resume
- Should be no longer than 2 sentences
- If seeking an internship or co-op, include the time period which you'd be available to start
- Example: Seeking a summer 2015 internship in Marketing, specifically in Public Relations.
Education
- List the institution you most recently attended (most likely will be Texas A&M)
- Include the city and state
- Provide the official name of the degree you will receive in addition to your major (ex. Bachelor of Business Administration in Marketing)
- List your graduation month and year
- Include your overall GPR (always!). You can also include a major GPR and list the higher of the 2 GPRs first
- List any minors or certificates on separate lines below your degree
- If you’ve attended other institutions and received 30 credit hours or more, list in reverse chronological order following your most recent institution
- Do not include high school information in this section

Sections May Include
- Experience—could include Work, Relevant or Volunteer Experience; use your bullets to highlight what you learned, accomplished or gained. Include results, the name of the company and location as well as your position and dates of employment.
- Volunteer Work
- Leadership
- Activities
- Honors or Awards
- Relevant Coursework—typically listed after Education section
- Skills—computer and technological
- Languages— include skill level (ex. Fluent in Spanish-speaking, reading, writing)
- Work Authorization
- Study Abroad

Not to be Included on a Resume
- Personal information including photographs, age or marital status
- Abstract or intangible skills (ex. Creativity, organization, communication); instead use examples to show how you’ve used these skills
- References—these will be available on a separate page and provided when requested by the employer. No need to include the statement “References Available Upon Request”
- High school information if after your sophomore year of college (Exceptions include achievements such as Eagle Scout or Gold Award)

Building a Bullet
- Start with an action verb (see list on following page)
- Define
  - What you learned
  - What you gained
  - What you accomplished
- Include results when appropriate
- Quantify! When using numbers, always show them in their number form
- The number of bullets you include for an experience will depend on the information; provide enough information so the employer knows what you’re talking about but not so much they are overwhelmed with unnecessary details
## Action Verbs for Your Resume

### Management Skills
- Administered: Consolidated
- Analyzed: Contracted
- Assigned: Coordinated
- Attained: Delegated
- Chaired: Developed
- Directed: Enhanced
- Established: Evaluated
- Executed: Managed
- Increased: Improved
- Initiated: Instituted
- Managed: Produced
- Motivated: Organized
- Recommended: Reorganized
- Strengthened: Supervised
- Reviewed: Scheduled

### Communication Skills
- Addressed: Contacted
- Authored: Convincing
- Collaborated: Corresponded
- Composed: Directed
- Drafted: Edited
- Formulated: Influenced
- Interpreted: Lectured
- Mediated: Negotiated
- Persuaded: Promoted
- Publicized: Resolved
- Spoke: Spoke
- Reconciled: Translated
- Recruited: Wrote

### Research Skills
- Analyzed: Conducted
- Clarified: Critiqued
- Collected: Diagnosed
- Compared: Evaluated
- Examined: Extracted
- Gathered: Investigated
- Identified: Located
- Interpreted: Interviewed
- Organized: Reviewed
- Summarized: Surveyed
- Systematized: Tested

### Technical Skills
- Adapted: Calculated
- Applied: Computed
- Assembled: Designed
- Built: Developed
- Devised: Engineered
- Fabricated: Overhauled
- Installed: Programmed
- Maintained: Operated
- Overhauled: Replaced
- Programmed: Utilized
- Remodeled: Standardized
- Standardized: Studied
- Studied: Updated

### Teaching Skills
- Adapted: Communicated
- Advised: Coordinated
- Coached: Developed
- Enabled: Encouraged
- Explained: Facilitated
- Focused: Individualized
- Guided: Instructed
- Instructed: Stimulated
- Trained: Tutored

### Financial Skills
- Administered: Appraised
- Allocated: Audited
- Analyzed: Balanced
- Budgeted: Calculated
- Developed: Estimated
- Managed: Planned
- Projected: Revised
- Research: Cooked

### Creative Skills
- Acted: Created
- Adapted: Customized
- Composed: Designed
- Conceptualized: Developed
- Directed: Established
- Fashioned: Founded
- Founded: Integrated
- Illustrated: Initiated
- Instructed: Modified
- Originated: Revised

### Helping Skills
- Advocated: Clarified
- Aided: Coached
- Assessed: Counselled
- Assisted: Demonstrated
- Diagnosed: Educated
- Encouraged: Guided
- Exploited: Intervened
- Facilitated: Familiarized
- Motivated: Referred
- Resolved: Supported

### Clerical/Detail Skills
- Approved: Coded
- Arranged: Collected
- Catalogued: Compiled
- Charted:Dispatched
- Classified: Distributed
- Executed: Generated
- Implemented: Inspected
- Maintained: Managed
- Monitored: Operated
- Organized: Prepared
- Processed: Routed
- Purchased: Recorded
- Retrieved: Reviewed
- Standardized: Specified
- Systematized: Tabulated
- Updated: Validated
- Verified

### More Verbs for Accomplishment
- Achieved: Expanded
- Awarded: Improved
- Completed: Pioneered
- Reduced (losses)
- Restored (problems)
- Spearheaded
- Surpassed
- Transformed
- Won
# Chronological Resume

**AGGIE NAME**

1234 Hullabaloo Drive  
College Station, TX 77840

(999) 999-9999  
aggieemail@tamu.edu

### OBJECTIVE

Seeking an entry-level position that will lead to opportunities in management or sales.

### EDUCATION

**Texas A&M University, College Station, TX**  
Bachelor of Science in University Studies – Business  
May 20xx

Minors in English and Psychology  
Major GPR: 3.30, Cumulative GPR 3.01

**Blinn College, Bryan, TX**  
September 20xx – August 20xx  
Cumulative GPR: 3.50

ACHIEVEMENT: Worked full-time while in college to fund 100% of expenses

### WORK EXPERIENCE

**Office Depot, College Station, TX**  
May 20xx – Present  
*Copy and Print Center Manager*

- Organize copy and print jobs, establish deadlines, and guide a team of 15 associates.
- Partner with store management to ensure proper functionality of department.
- Perform duties requiring efficiency and the ability to multitask under high-stress situations.
- Complete performance evaluations of employees and provide written feedback.

**Cheddar’s Casual Cafe, College Station, TX**  
March 20xx – April 20xx  
*Wait Staff Supervisor*

- Trained and supervised 12 wait staff providing consistent guidance and support to employees.
- Ensured repeat business through attentive and friendly customer service.
- Personally responsible for monetary transactions in excess of $2,000/day.

**Phi Beta Lambda, Texas A&M University**  
January 20xx – Present  
*Treasurer*

- Manage annual budget of over $30,000 including 2 scholarships awarded each semester.
- Maintain detailed records on money collected including type of fund, date collected, amount collected, and purpose.

**Fish Camp, Texas A&M University**  
March 20xx – August 20xx  
*Chairperson, October 20xx – August 20xx*

- Interviewed, selected, and managed 24 camp counselors from an applicant pool of 3000.
- Facilitated training on leadership, communication, team building, and risk management.
- Maintained a budget of approximately $1,000 and contracted camp supplies and apparel.
- Served as a liaison between university administrators, camp directors, camp counselors, and approximately 160 new students.

**Counselor, March 20xx – September 20xx**

- Advised and mentored 2 groups of 12-14 freshmen throughout 2 camps.
- Provided a support system for over 100 incoming freshmen in order to ease transition into the college experience.

### HONORS AND AWARDS

**Dean’s Honor Roll, Texas A&M University**  
Fall 20xx – Spring 20xx

**Distinguished Student Award, Texas A&M University**  
Fall 20xx

### LANGUAGES

Fluent in Spanish (speaking, writing, reading)

### WORK AUTHORIZATION

Eligible to work in U.S. for xx months with Practical Training

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For additional resume and letter examples, please visit [HireAggies.com](http://HireAggies.com)
Aggie Name
Address
City, State Zip
(999) 999-9999
ita@tamu.edu

OBJECTIVE
Seeking an entry-level position that will lead to opportunities in Technical Sales, Production, or Field Engineering.

EDUCATION
Texas A&M University, College Station, TX May 20xx
Bachelor of Science in Mechanical Engineering, Certificate in Project Management
Cumulative GPR: 3.32

FINANCED 75% of college education through employment

Study Abroad: University of Applied Sciences, München, Germany June - July 20xx
Received DAAD University Summer Course Grant to study entrepreneurship, business planning, and project management in international teams.

ACTIVITIES
Student Engineers' Council (SEC), Texas A&M University January 20xx - Present
Career Fair Team Leader
- Directed successful career fair with revenue exceeding $30,000
- Recruited 100+ volunteers for golf tournament and career fair
- Organized corporate-student golf teams for 64 companies

Society of Women Engineers, Texas A&M University January 20xx - Present
Sisters of the Sword and Shield, Texas A&M University September 20xx - May 20xx
Texas Aggies Making Changes, Texas A&M University January 20xx - June 20xx

HONORS
Pi Tau Sigma, National Mechanical Engineering Honor Society, Texas A&M University
Dean's Honor Award, Dwight Look College of Engineering, Texas A&M University
TAMU Representative at SEC Convention, New York, NY

EXPERIENCE
Lyondell Chemical Company, Victoria, TX January - May & June - August 20xx
Machinery Engineer Co-op
- Further developed life cycle cost program and assisted in training engineers on program
- Assisted in analysis of data gathered for long range equipment reliability study
- Played a role in designing a mechanism to increase cooling for polymer gear pump bearings
- Increased knowledge of low speed gear units through attendance of Lufkin Industries Gear School
- Assisted in execution of company's world wide reliability forum through presentation development

Machinery Engineer Co-op May - August 20xx
- Assisted in the development of a program to conduct basic life cycle cost analysis
- Developed an Excel database for a long range plan to increase reliability

Reliability Engineer Co-op September - December 20xx
- Submitted and received approval for installation of condensate traps on air compressors
- Followed flare and rotary feeder installation during a plant turnaround
- Presented at a technical exchange on problems with double ball check valves

Crescent Moon Family Farm, El Campo, TX May 20xx - August 20xx
- Operated and maintained all equipment including combines, tractors, and four-wheelers
- Gained technical skills and production operations experience

SKILLS
AutoCAD, AutoCAM, Microsoft Office
Intermediate proficiency in spoken/written German

Include technical skills, special licensure or certifications and foreign language skills with level of proficiency. This can be moved higher on the page, depending on the job requirements.
Chronological Resume

Good Aggie Upperclassman
100 Olsen Drive
College Station, Texas 77840
(979) 555-5555
First_Last@aggienetwork.com

EDUCATION
Texas A&M University, College Station, Texas
Bachelor of Business Administration in Accounting
Major GPR: 3.58; Overall GPR: 3.36

LEADERSHIP
Financial Management Association, Texas A&M University
Treasurer, 20xx - 20xx
• Managed $4,000 budget and maintained bookkeeping system for organization
• Increased cash flow by 15% by finding ways to cut superfluous spending

Chi Omega Fraternity, Xi Kappa Chapter, Texas A&M University
Vice President, 20xx-20xx
• Mentored and advised 200 active members regarding academic matters
• Administered meeting order and ritual
• Attained qualified speakers for 3 Chi Omega functions
• Directed spring and fall Eleusinia, the bi-annual celebration of Chi Omega’s heritage
• Interpreted, administered, and amended Chapter bylaws and standing rules

Recruitment Information Chairman, 20xx-20xx
• Gathered and organized information on each of the 600 potential new members and presented information to the Chapter
• Tabulated all scoring and rankings of potential new members
• Co-coordinated recruitment “work week,” the Chapter’s preparation time one week before recruitment begins

Business Student Council, Texas A&M University
Events Committee Member-Parents’ Weekend Coordinator, 20xx
• Coordinated the annual Parents’ Weekend breakfast and presentation for all Mays Business School students and parents, with approximately 750 in attendance
• Supervised 4 members of the Events Committee assigned to Parents’ Weekend
• Awarded Member of the Year Scholarship for 2009

RELEVANT WORK EXPERIENCE
Texas A&M Career Center, College Station, Texas
Student Worker, Business Career Services
• Deliver presentations to audiences with up to 225 attendees, reaching approximately 1,200 students yearly
• Advise students regarding resumes, major selection, job search strategies, and other career-related topics
• Assist in compiling and computing employment statistics in Excel for undergraduate business students
• Selected to serve on a student panel to discuss recruiting tactics from a student’s perspective

PricewaterhouseCoopers LLP, Dallas, Texas
State & Local Tax Consulting Internship
• Assisted with a State Tax Benefit Proposal from inception to final presentation to the Executive Board
• Prepared and edited client memos regarding various steps in restructuring process
• Maintained 2 state tax matrices regarding Intellectual Property legislation and add back provisions of certain interest and intangible property
• Researched state sales tax laws regarding the taxation of pre-paid phone cards
• Organized legal documents for clients under Texas state audit

SKILLS
Advanced knowledge of Microsoft Excel; Proficient in Quickbooks, Microsoft Word, PowerPoint, and Access

For additional resume and letter examples, please visit HireAggies.com
Chronological Resume

Aggie Student
Address ● City, State Zip ● (999) 999-9999 ● abcd@aggienetwork.com

OBJECTIVE
To obtain a Summer 20xx internship in Biomedical or Biotechnology Research

EDUCATION
Texas A&M University, College Station, Texas
Bachelor of Science in Zoology
Cumulative GPR: 3.19
80% of education financed through employment

Related Coursework:
- Organic Chemistry I&II (lab)
- Biochemistry I&II (Lab)
- Genetics (Lab)
- Anatomy (Lab)
- Nutrition
- Technical Writing

TECHNICAL SKILLS
- Ion chromatography
- Southern Blots
- Electrophoresis
- HPLC
- DNA Extraction Technique
- PCR

RELEVANT EXPERIENCE
Department of Biology, Texas A&M University
Intern (25-30 hours/week)
- Collect blood samples from laboratory animals
- Perform glucose assays to determine correlation between glucose and T4
- Feed and care for lab animals, including turtles, fish, and sea urchins
- Maintain inventory of lab equipment and supplies

Department of Biochemistry, Texas A&M University
Undergraduate Research Assistant (20 hours/week)
- Prepared fungi samples for DNA extraction
- Performed gel electrophoresis and scored RFLPs
- Recorded data using Microsoft Excel

LEADERSHIP
Corps of Cadets, Texas A&M University
Recruiting Officer, Summer 20xx - Present
- Manage and coordinate recruiting team of 8 cadets
- Present benefits of Corps membership to prospective students
- Participate in recruiting visits to regional high schools, presenting to prospective students and families
- Received Outstanding Recruiting Award
Gunnery Sergeant, Fall 20xx - Spring 20xx
- Maintained discipline and managed training for sophomore class, consisting of more than 150 cadets
- Conducted weekly inspections of dorm rooms and monitored cadet behavior
Cadre, Fall 20xx - Spring 20xx
- Selected as one of 8 cadets to train and motivate 85 freshmen
- Coordinated class interaction within company unit

WORK EXPERIENCE
Sbsea Dining Hall, Texas A&M University
Server/Cashier
May 20xx - March 20xx
- Trained 5 new employees in food preparation and serving
- Served food and drinks according to customers' orders
- Complied with all safety and sanitation standards to maintain clean work area

ACTIVITIES
The Big Event, Texas A&M University
March 20xx
- Replanted a garden and trimmed bushes for an elderly couple as part of university’s community-wide service project

AIDS Services of the Brazos Valley
May 20xx - July 20xx

HONORS
- Distinguished Student Award
- Texas A&M Mother’s Club Scholarship

A brief description of an activity may be necessary. Explain any Aggie specific terms.
Aggie Name
Address
City, State Zip
(999) 999-9999
gigem@aggienetwork.com

EDUCATION
Texas A&M University, College Station, TX
Bachelor of Science in Psychology
Major GPR: 3.30, Overall GPR: 3.00
Blinn College, Bryan, TX
Overall GPR: 3.50
ACHIEVEMENT: Worked full-time while in college to fund 100% of expenses.

EXPERIENCE
Leadership
Served as Cheerleading Instructor for the Universal Cheerleading Association.
Taught 300 camp participants the vocal techniques to motivate sports audiences.
Received “All American Award” for outstanding performance.
Elected to several positions of leadership for Alpha Chi Omega Sorority: Historian, Vice-chairperson of Social Activities, Fundraising Chairperson.

Artistic Expression
Studied Theater, Acting, Film and Cinema.
Performed in several plays and skits before large audiences.
Acquired skills in script memorization, voice dictation, set and prop design.

Service to Others
Coordinated activities for children living in the Brazos County Domestic Violence Shelter.
Participated in Adopt-A-Highway program.
Volunteered with church organization as committee chairperson for holiday food drive.

Initiative and Motivation
Developed new fundraising activity that doubled revenue compared to previous semesters.
Founded Parents Night Out childcare program for university staff and faculty members.

Sales and Customer Service
Contributed creative ideas to generate additional sales by introducing various contests and incentives to restaurant wait staff.
Consistently increased “per ticket” sales over three-year period.

WORK HISTORY
Fox and Hound - Waitress
College Station, TX
20xx - Present
Chicken Oil Company - Hostess
College Station, TX
20xx - Present
Bennigan's - In-Store Trainer
Sarasota, FL
20xx - 20xx
Signworks - Graphic Artist
Cookeville, TN
20xx - 20xx

LANGUAGES
Conversational Spanish skills

For additional resume and letter examples, please visit HireAggies.com
Creating an Effective Curriculum Vitae (CV)

A Curriculum Vitae or CV is NOT a resume. Instead, it is a professional document used to tell the story of your academic life, including research interests, teaching experience, etc. Unlike a resume, there are no space limitations and it may be several pages in length.

**Common Uses of the CV**
- Graduate school admission
- Applying for graduate assistantships or scholarships
- Applying for teaching, research, and upper-level administration positions in higher education
- Grant proposals
- Publishing and editorial review boards ... and more!

**CV Format**
- Use the same general guidelines as Resume format (NOTE: CVs are longer than resumes and often include multiple pages)

**CV Content (not limited to this list)**
- Name/Contact Information
- Education
- Research Interests
- Research Experience
- Teaching Experience
- Professional Experience (academic)
- Professional Experience (non-academic)
- Publications
- Presentations
- Technical Skills
- Professional Affiliations
- Other information: Language Skills, etc.
- References (these should be included on the final page of the CV)

**Special Note About Education Section (include the following)**
- Name of institution(s) where you obtained or are working toward a degree, listed in reverse chronological order
- Official name of degree(s)
- Master's Thesis and/or Dissertation Title(s)
- Name of advisor
AGGIE NAME VITAE

1234 Hullabaloo Drive ♦ College Station, Texas 77840 ♦ (979) 555-4445 ♦ aggie@email@dept.tamu.edu

OBJECTIVE
Seeking a position as a researcher using background in both biochemistry and chemistry

SUMMARY OF QUALIFICATIONS
• Three years research experience in enzyme kinetics.
• Research interests: biochemistry, pharmaceutical science, medicine, veterinary medicine, and chemistry.
• Able to work independently or as part of a team.

EDUCATION
Texas A&M University, College Station, Texas August 20xx
Ph.D., Biochemistry; GPR 3.93
Dissertation: (insert title here)
Advisor: Dr. Aggie Smith

Big State University, Middletown, Indiana August 20xx
M.S., Chemistry, GPR 3.89
Thesis: (insert title here)
B.S., Pharmacy July 19xx

RELEVANT COURSEWORK
• Enzymes, Proteins, and Nucleic Acids
• Biochemical Kinetics; Biochemical Genetics
• Pharmacology; Pharmacuetics

RESEARCH EXPERIENCE
Research Assistant, Texas A&M University, College Station, Texas August 20xx- present
• Incorporate Tyrptophan (Trp) Analogs into the Phosphofructokinase from Bacillus stearothermophilus (BspFK).
• Studying the mechanism of a chemotaxis system (Transmembrane Serine Receptor, Tsr) in Escherichia coli.
• Measure ligand-binding properties (dissociation constant and stoichiometry) of the periplasmic domain of Tsr using both fluorescence spectrometry and isothermal titration calorimetry.
• Determine the oligomeric state of periplasmic domain of Tsr using analytical ultracentrifugation and analytical gel filtration.
• Develop a spectrophotometric method using proteins on native cell membrane.
• Study the inhibition effect of ligand-bound Tsr on a complexed histidine kinase activity using coupled enzyme activity assay and radioactive assay.

Research Assistant, Big State University, Middletown, Indiana March 20xx- August 20xx
• Developed a new animal model for cardiovascular research in space: transparent tadpoles outfitted with in vivo nitric oxide sensors.

TECHNICAL SKILLS
Scientific:
• PCR primer design, polymerase chain reaction (PCR), reverse transcription, subclone PCR product into cloning vector.
• Plasmid construction, enzyme digestion, point mutation, amplification and extraction.
• DNA and RNA purification, electrophoresis, Northern blot, and Southern blot.
• Construction of bacteria strain, gene knockout, Construction of expression vector, transformation, Cell Culture, Protein overexpress and purification.
• SDS-PAGE, Western blot, BCA assay, enzyme kinetic assays.
• FPLC, HPLC, analytical ultracentrifugation, spectrophotometry, fluorescence spectrometry, analytical gel filtration, isothermal titration calorimetry.

Computer:
• Skilled at using some computer programs to visualize and analyze protein structures, e.g. Rasmol; to do protein or DNA sequence comparison, e.g. Macvec; and to analyze and fit experimental data, e.g. KaleidaGraph, Origin, ultraScan and SEDfit etc.
• Sufficient in working with computer (Mac, PC, Microsoft Office).
TEACHING EXPERIENCE

Teaching Assistant, Texas A&M University, College Station, Texas August 20xx - present
• Taught undergraduate biochemistry recitation sections.
• Prepared all lectures and exams; graded papers, exams and homework; kept office hours.

Teaching Assistant, Big State University, Middletown, Indiana March 20xx - August 20xx
• Taught and prepared for undergraduate chemistry labs; graded lab papers and exams.

SELECTED PUBLICATIONS/PRESENTATIONS

Biophysical Society Annual Meeting, New York, New York, 20xx
Poster: “Purification and Characterization of the Periplasmic Domain of Serine Chemoreceptor”

The Center for the Study of Biochemistry, Houston, Texas, August 20xx
Poster: “Incorporation of Tryptophan (Trp) Analogs into the Phosphofructokinase from Bacillus stearothermophilus”

HONORS & AWARDS

Fellowship A
Scholarship B

FOREIGN LANGUAGE SKILLS

Proficient written and spoken Spanish

PROFESSIONAL MEMBERSHIPS

American Society of Biochemistry
Southern Association of Biochemistry

REFERENCES

Dissertation Advisor:
Dr. Aggie Smith, Associate Professor
Dept. of Biochemistry
Texas A&M University
Address
City, State Zip
(979) 555-4444
name@tamu.edu

Dr. Jane Doe, Associate Professor
Dept. of Chemistry
Texas A&M University
Address
City, State Zip
(979) 555-0000
name@tamu.edu

Dr. E. King Gill, Professor
Dept. of Athletics
Texas A&M University
Address
City, State Zip
(979) 555-7777
name@tamu.edu
Cover Letter Outline

A resume should always be accompanied by a cover letter, unless you are handing it directly to someone or applying through an online system. When emailing a cover letter and resume, make the cover letter the text within your email and attach your resume.

The employer will evaluate you as a prospective employee based upon the appearance, content, grammar and punctuation in your cover letter.

Your present address
City, State Zip Code

Date

Mr./Ms. __________, title
Name of Company
Street Address
City, State Zip

Dear Mr./Ms. __________:

1st paragraph - Explain why you are submitting your resume. State the position for which you are applying. Mention how you heard about the opening: newspaper, name of person who referred you, etc. (basically, who you are, what you want and why).

2nd paragraph - State why you would be qualified for the position; mention specific qualifications or experiences you have that may be pertinent to the position. Tell of any particular interest you have in the company, location, or position. Point out relevant information that may not appear in your resume.

3rd paragraph - Express interest in an interview; indicate best time to contact you or suggest you will call to set up an interview time. Your closing should encourage a specific action by the reader.

Sincerely,

5 lines
(Handwritten Signature)
Typed Signature

3 Cs
cordial
correct
customized
1234 University Way  
College Station, Texas 77843

August 12, 20xx

Ms. Jane Davis, Vice President
XYZ Corporation
1234 Business Plaza
Houston, Texas 77123

Dear Ms. Davis:

I appreciated the opportunity to learn more about XYZ Corporation during your campus information session on July 8, 20xx. As a senior Sociology major at Texas A&M University, I was impressed by XYZ’s commitment to community partnerships and your reputation as a leader in your field. I also enjoyed the opportunity to speak with several former students currently working at XYZ, including John Smith, who enthusiastically described the variety of projects he has completed over the past four years. Because of your industry success, your dedication to community service, and your leading-edge projects, I am very interested in pursuing a position within your organization.

Currently, I am serving as an intern with City of Dallas, Texas. In addition to my internship, I have served as the Vice President of Membership for the Alpha Phi Omega service fraternity. This group participates in a number of recruiting activities to maintain and continually increase membership, including several new programs that I initiated over the past two years. As a result of these new programs, membership has increased for Alpha Phi Omega by 8%.

In closing, I am genuinely interested in a position with XYZ Corporation. I look forward to having the opportunity to meet with you and to discuss my qualifications further. You may contact me at 123-456-7890 or aggiemail@tamu.edu if you have any questions or would like additional information.

Thank you very much for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Josephina Aggie
Josephina Aggie
1234 Aggie Way  
Houston, TX 77123  
(281)123-4567  
gigem@aggie.net

October 15, 20xx  

Ms./Mr. Xxxxxx  
Manager, Retail Giant  
1234 Retail Way  
Houston, TX 77123

Dear Ms./Mr. Xxxxxx,

Thank you for your time during your recruiting visit to Texas A&M University on October 14, 20xx. During my interview, I was excited to learn more about the Innovative Management Trainee program with Retail Giant. It is a wonderful opportunity and I look forward to hearing from you.

As we discussed, I will be graduating in December with a Bachelor’s degree in Agricultural Economics. Complementing my education, I have worked over the past five years in the retail sector in various positions, including sales clerk and assistant manager. I am confident that this combination of education and experience provide me with the relevant skills to successfully complete Retail Giant’s program and to become an effective leader within your organization.

Again, thank you for your time and for your interest, Ms./Mr. Xxxxxx. The interview reinforced my strong desire to become a part of your management team, and I eagerly await the next step in this process. I can be reached by phone at (281) 123-4567 or by email at Aggie@tamu.edu should you have any questions or need additional information.

Sincerely,

Joe Aggie
Joe Aggie

Send a thank you note by mail or email within 48 hours.
References

References should be written on a separate page from the resume and should list complete contact information including the person’s organization/title, address, telephone numbers and email, if permission is given to use it. Include your name and contact information at the top of the page exactly as it appears on your resume. Select references who have seen you in action and can talk about your skills, experience, and accomplishments.

Persons used as references can be employers, professors, advisors and any professional individuals who know you well. Do not use relatives as references. Always ask for permission first before using someone as a reference.

Aggie Name
123 Spring Loop, #1234
College Station, TX 77123
(979) 123-4567
aggiemail@tamu.edu

Dr. Xxxx
Professor
Texas A&M University
College of Agriculture and Life Sciences
109 Kleberg Bldg.
2402 TAMU
College Station, TX 77843
(979) 123-4567
xxxx@tamu.edu

Mr. Yyyy
Supervisor
Mead Paper
2705 Market Street
Chillicothe, Ohio 45601
(419) 123-4567
yyyy@mead.com

Ms. Zzzz
Department Manager
Johnson Controls, Inc.
4527 Appleton Drive
Sparks, MD 21152
(301) 123-4567
zzzz@employer.com

Be sure to offer your list of references to the recruiter, particularly during an interview.
Gaining Experience

Gaining work experience and practical skills as a student is a necessity if you expect to be successful in obtaining the job you want after graduation or being admitted to graduate/professional school. It is never too early to start gaining experience.

Employers are more eager to hire an applicant who has taken the initiative to gain exposure to the working world. These experiences can be either paid or unpaid. Volunteer work, summer employment, externships, cooperative education, independent research classes, work abroad, and internships are all forms of experiential learning. To learn more about what types of opportunities are available before you graduate, visit the Career Center and talk with a Career Coordinator in Experiential Education.

Types of Experiential Education

### Internships

An internship, either domestic or international, usually occurs in the summer and relates to a student’s major or area of interest. Internships are a good way to gain experience in your field and see a snapshot of the industry.

**Quick FAQs on Internships:**
- May or may not receive academic credit, determined by your major department or internship program.
- One term, normally in the summer.
- May be paid or unpaid.
- May involve fees for international programs.

**Requirements:**
- Set by your major department and the employer for which you work.

**How to get started:**
- Make an appointment with your Career Coordinator

See “Finding Your Internship/Cop-op” on page 29 for more information.

### Cooperative Education

Cooperative Education is a planned and supervised work experience that allows students to earn both money and academic credit. Co-op is not a summer-only program. It offers you an option of taking on more challenging assignments and projects during the fall/spring semesters, with the potential for completing up to 3 work terms with an employer. Co-op is an excellent way to gain in-depth hands-on experience.

**Quick FAQs on Co-op:**
- Receives academic credit for each work semester.
- Can be 1, 2, or 3 work terms.
- One-on-one job search assistance.
- Always paid.

**Requirements:**
- 2.5 to 4.0 overall GPA.
- 30-45 hours completed before first work term.
- Co-op faculty advisor approval.

**How to get started:**
- Attend a Co-op Orientation. Dates and times are at HireAggies.com. Click on events calendar.

### Work Abroad

More students at Texas A&M are seeking opportunities to gain international work experience. The Career Center partners with international education programs to provide students with structured experiences in locations such as Dublin, London, Madrid, Singapore, Sydney, and more.

Typically, programs like these have application processes that include essays, interviews and, almost always, early deadlines. We encourage you to think about and begin planning for international experiences early on in your academic career. It is recommended that you speak with an advisor in both the Career Center and the Study Abroad office.

### Summer Jobs

A summer job may or may not be related to your major. You should start this job search early in the fall rather than waiting until spring. If you are looking for a summer job in the Bryan/College Station area, you will want to contact your Career Center. You may also choose to contact companies directly about summer opportunities.

### Externships

Externships provide an opportunity for a one-day visit to employers in your field of study. Explore specific careers, make professional connections, and gain first-hand experience from professionals. For more information visit HireAggies.com and click on AggiExternships.

### Volunteer Work

Volunteer work is an excellent way to gain experience in certain career fields. Some organizations are not able to hire interns or part-time staff and use volunteers to perform many functions. If you consider volunteering, make sure that you obtain adequate information about the duties you will perform and are able to gain as much practical experience as possible.
Finding Your Internship/Co-op

When to Begin Your Search
Ideally, you should begin no later than two semesters before the term you would like to work—for summer jobs preparation begins in the fall. If you plan to search for a position through on-campus interviews, you should apply in both fall and spring semesters.

How to Begin Your Search

- Talk with your academic advisor about when an internship/co-op would fit into your degree plan.
- Decide on some parameters for your search.
  1. Do you want a summer, fall or spring job? In which academic year(s)? What location(s)?
  2. What are your skills and abilities? Think of skills you have used in the classroom, special projects, extracurricular activities or volunteer work (writing, researching, analyzing, coordinating, managing, etc.).
  3. List five of your academic interests. Why have you chosen your major? What type of experience would complement your academic studies?
  4. In what industry or industries do you have an interest (government, high-tech, nonprofit, retail, etc.)?
- Determine what you want to gain from your work term (personal goals, learning objectives, etc.).
- Attend Career Center workshops and panel programs.
- Begin by targeting several organizations. Start with 10 to 20. If you are unsure of the particular company you wish to target, the Career Center has many good resources that detail companies in certain industries.
- Research the organizations using company website and other on-line resources such as CareerShift.
- “Pare down” the firms to which you will apply, according to how their programs coincide with your goals and objectives.
- Develop a system to track your search.

Utilizing All Resources

- Discuss opportunities with advisors and professors within your major department.
- See employers at the numerous career fairs held on campus each year. Attend career fairs both in and outside your college. Talk with Former Students who share your major or who are employed in your industry of choice. (AggieNetwork.com --> Find an Aggie).
- Contact your network of friends, family and professors. Let them know you are looking for an internship.
- Look for companies in your chosen industry by using resources on HireAggies.com.
- Obtain company lists from the Chambers of Commerce in the regions you are considering.
- Utilize the Career Center’s online resources such as Internships USA, Internships.com, and HireAggies.com.
- Become active in campus chapters of professional societies.
- Look at the staffing or employment section of a company website.
- Personally contact the employers that interest you.

Applying for an Internship/Co-op

- If the position is posted on HireAggies.com, follow instructions on posting resume, making note of and following any additional instructions.
- If applying through company website, complete all parts of the application.

HireAggies.com • CAREER CENTER 29
Career Fairs and Career-Related Events Offered at Texas A&M

At least 20 career fairs are sponsored each academic year. For additional information including date changes and locations, look under Events on our website at HireAggies.com.

January
- Engineering Career Fair
- Retailing Career Fair
- SBSLC Campus-wide Career & Graduate School Fair, Southwestern Black Student Leadership Conference

February
- Agriculture Career Exposition
- Business Career Fair
- Construction Science Career Fair
- Camp Day
- Geosciences Career Fair
- Health Professions Symposium
- Horticulture Career Fair
- Landscape Architecture & Urban Planning Career Fair
- Liberal Arts Career Fair
- National Veteran Career Fair and Conference
- P.A.I.D. Industrial Distribution Career Fair
- Recreation, Park and Tourism Science Career Fair
- Volunteer Opportunities Career Fair

September
- Agriculture Career Exposition
- Business Career Fair
- Construction Science Career Fair
- Engineering Career Fair
- Overseas Day
- P.A.I.D. Industrial Distribution Career Fair
- Retailing Career Fair
- Sciences Career Fair
- Volunteer Opportunities Career Fair

October
- Graduate & Professional School Day
- Law School Caravan

November
- Education Career Fair

April
- Education Career Fair

A General Word About Career Fairs

Career Fairs give employers an opportunity to put their company or organization on display to students and university officials. It also serves as an information exchange venue for the employer representative and a prospective employee. By attending career fairs students meet face-to-face with an employer in a neutral setting that is far less threatening than the interview. This is an ideal situation for the student, because this is where you can ask everything you ever wanted to know about a particular employer.
Networking

No doubt you have heard of “networking”, but do you know what it really is and how it can help you? Simply, networking is the process of gathering helpful information from a group of contacts to assist you in planning your career. Through this process, you can build personal contacts that will help you to learn firsthand about your career options and connect you to potential employers. You don’t have to know scores of people who are all incredibly important. Anyone can network successfully—all it takes is preparation, a modest investment of your time, and enthusiasm. And, as an Aggie, you are already a step ahead of other college students because you are a member of one of the world’s largest and most effective networks—the Aggie Network!

Getting Started

1. Develop a list of potential contacts. These can be fellow classmates, former students, parents and other family members, parents of classmates, professors, advisors, current and former employers, guest speakers, Career Fair representatives, members of professional associations, other organizations to which you belong, and web-based networks.

2. Decide what your purpose will be in contacting your network and develop your list of questions. If you are in the early stage of career planning, then you may be exploring major or career directions. If you are in the latter stage of career planning, your purpose is to obtain information on how to conduct your job search and obtain job leads.

3. Carefully review what you have to offer and what you are seeking. Knowing yourself better will enable you to speak easily and with more self-assurance to your contacts, and it will help you to make the right match with jobs and employers. Examine your achievements, professional and personal interests, and important values.

4. Practice introductions of yourself that you will use in meeting your networking contacts. You will want to use a shorter thirty-second introduction for situations such as career fairs and receptions when there is little time to talk. A longer sixty-second introduction works well during a meeting with one of your network contacts.

5. Identify networking resources and venues. The Association of Former Students offers various A&M Clubs, events such as tailgates, Find an Aggie, and the online directory, through which you can identify helpful contacts by occupation, major and location. Professional and trade associations often have valuable websites to help you identify businesses and individuals as well as events that can connect you to individuals within your industry of choice. The Career Center also has a number of resources online, including CareerShift, that can help you identify potentially valuable contacts.

Networking Benefits

- Focus your choice of major or career direction. Get the inside story (both positive and negative) from those who are actually working in the industry.
- Obtain advice about your job search. Speaking with those in your career field can help you develop strategies for learning about job openings.
- Validate your choice of career. Confirm whether or not your chosen major is right for you before you pursue your career.
- Improve your interviewing skills. Take the opportunity to speak with a variety of professionals about your career interests and goals. This will help you become more comfortable engaging in conversations with contacts, and it will improve your interview questions and answers.
- Uncover information about a specific employer or job. Websites and printed literature can only give so much information. Go beyond these resources and learn about the organization’s culture and expectations.

Join the AggieNetwork Group on LinkedIn!
Networking Email

After identifying a networking contact, send an email (to an individual only—no group mailings) or call the person to let them know the purpose of your communication. DO NOT send them your resume at this point!

Dear Mr. Aggie Contact,

My name is Jane Aggie. I am a student at Texas A&M University, graduating with a Bachelor of Science in Agricultural Leadership and Development in May 20xx. I am considering pursuing a career in (insert your area of interest here). I found your contact information in the Aggie Network online directory. I was wondering if you would have a moment to share with me any advice, ideas, leads, or contacts. Any suggestions you could offer would be greatly appreciated.

Thank you for your time.

Jane Aggie
979-845-5139

Informational Interviewing

Conducting informational interviews can help you gain information about specific career paths as well as broaden your professional network. Once you have identified networking contacts, and sent them a networking email, the next step is to conduct an informational interview in order to gather advice, develop your network, and obtain insight from a professional. Plan to LISTEN more than you speak!

**Sample Informational Interview Questions:**

- How did you get to where you are today?
- What skills and core competencies are needed in your profession?
- If you were starting your career today, what would you do differently?
- What can I do to make myself marketable for this career?
- What advise do you have for someone like me?

Remember to send thank-you notes or email immediately following the interview.
Starting Your Search (Job or Internship)

At this stage, it is assumed that you have made headway through the career development process. This is the point where you are ready to pursue your career goals with the implementation of a well-organized job search. Before starting your search for a job or internship, you may choose to research the job market and assess current job market trends. Once you have completed this, you will be ready to develop your job search strategies.

Job Market Trends
Will there continue to be a need for workers in the occupation you want to enter? What work environment would you choose, and do you have alternatives? It is important that you are knowledgeable about the job market outlook and how it relates to current trends in society. Websites such as the Occupational Outlook Handbook (www.bls.gov/ooh), the Career Center (HireAggies.com) and the National Association of Colleges and Employers (www.naceweb.org) can provide up-to-date articles and statistics.

Campus Recruiting and the Job Search

Search for Your Job Early
You should search for full-time employment opportunities at least three semesters prior to graduation. The longer you wait, the more interviews and opportunities you will miss. Campus recruiting information is typically made available prior to the first week of each semester. Many employers interview in the fall semester for December, May, and August graduates for both full-time positions, co-op and summer internships. Recruiting also takes place in the spring for May and August graduates.

Learn how to effectively use our online recruiting system EARLY! Visit HireAggies.com and click on Workshops on Demand to learn how to access our online recruiting system and use its resources most effectively. Instruction on how to navigate the system, submit resumes and schedule interviews are available. If you have any questions, come by the Career Center to speak to a member of our staff. You can access our information 24 hours a day from HireAggies.com.

KEY JOB SEARCH STRATEGIES

- Prepare a winning resume
- Gain relevant experience before graduation
- Build your network of contacts
- Show confidence in the interview
- Dress your successful best
- Sell your unique capabilities
- Be persistent and follow up
- Determine your career direction

Utilize the computers in the Career Center:
Mon - Fri: 7:30am - 6pm (during the on-campus recruiting season)
Mon - Fri: 8am - 5pm (regular hours)

You will incorporate networking, career fairs, campus recruiting, and other employment sources as strategies for getting the job you want. If attaining your career goal will require an advanced degree, then getting into graduate or professional school should also be a part of your strategy.
Professional Etiquette

Your academic knowledge and skills may be spectacular, but do you have the social skills needed to be successful in the workplace? Good professional etiquette indicates to potential employers that you are a mature, responsible adult who can aptly represent their company. Not knowing proper etiquette could damage your image, prevent you from getting a job and jeopardize personal and business relationships.

Meeting and Greeting
Etiquette begins with meeting and greeting. Basic rules will help you get ahead in the workplace:
- Always rise when introducing or being introduced to someone.
- Provide information in making introductions—"you are responsible for keeping the conversation going." "Joe, please meet Ms. Crawford, CEO at American Enterprise, Inc., in Cleveland." "Mr. Jones, this is Kate Smith, a senior majoring in computer information systems at Northwestern University."
- Unless given permission, always address someone by his or her title and last name.
- Practice a firm handshake. Make eye contact while shaking hands.

Dining

Remember that an interview is always an interview, regardless of how relaxed or informal the setting. Anything that is said or done will be considered by the interviewer.

In order to make a good impression during a lunch or dinner interview, make sure you:
- Arrive on time.
- Wait to sit until the host/hostess indicates the seating arrangement.
- When ordering, keep in mind that this is a talking business lunch. Order something easy to eat.
- Wait to eat until everyone has been served.
- Keep hands in lap unless you are using them to eat.
- Practice proper posture; sit up straight with your arms close to your body.
- Try to eat at the same pace as everyone else.
- Take responsibility for keeping up the conversation.

Eating

Follow these simple rules for eating and drinking:
- Start eating with the implement that is farthest away from your plate. Remember to work from the outside in.
- Season food only after you have tasted it.
- Pass salt and pepper together—even if asked for only one.
- Pass all items to the right. If the item has a handle, such as a pitcher, pass with the handle toward the next person.
- While you are speaking during a meal, utensils should be resting on plate (fork and knife crossed on the plate with tines down).
- Don’t chew with your mouth open or blow on your food.

The interviewer will usually take care of the bill and the tip. Be prepared, however, if this doesn’t happen and have small bills ready to take care of your part, including the tip. Never make an issue of the check.

Social skills can make or break your career. Employees have to exhibit a certain level of professionalism and etiquette in their regular work day, and particularly in positions where they come in contact with clients. Be one step ahead—practice the social skills necessary to help you make a great first impression and stand out in a competitive job market.

Excerpts from an article written by Jennie Hunter, retired professor, Western Carolina University.
Clean Up Your Social Media Identity

The social media profiles of job candidates are an area of scrutiny for recruiters. In fact, there are now even online research analysts who will comb the internet for damaging information on a firm’s applicants. (On the flip side, there are “scrub services” that will clean up a job hunter’s digital footprint.) Here are some simple ways to take a DIY approach to scrubbing your online presence.

Google Your Name
Search for your name online occasionally to see what comes up, or set up automatic name alerts at Google.com/alerts. You may discover results for many people with your same name, possibly with embarrassing or outrageous content. To find the real “you,” try tweaking your name (e.g., Sam versus Samuel) or add some additional identifying modifiers (perhaps your city or school).

Search for your name on all the networks to which you’ve ever belonged, including Facebook and YouTube. (Recruiters check everywhere.) After a thorough review, ask yourself: Will this social media profile foster callbacks, interviews and job offers? If not, keep reading.

Keep Some Mystery
“Most new grads grew up texting, Skyping, Tweeting, Facebooking and reading or creating blogs,” says Jenny Foss, who operates Ladder Recruiting Group in Portland, Ore. “Older, more experienced competitors aren’t ‘native social media people.’” That’s the plus; the minus is you have to shift your mindset from “impressing the guys” to “promoting myself as a polished professional.”

Foss recommends you adjust the privacy settings on your accounts. But you’re not safe even then since companies can change privacy policies. When possible, it is better to remove negative or overly private content than hide it.

There’s No Swimsuit Competition
Recruiters will judge you by your profile photos. Do they tell the right story? “Don’t post sexy photographs of yourself online. Don’t even be too glamorous. That’s a really big turnoff to employers,” says Vicky Oliver, author of 201 Smart Answers to Business Etiquette Questions. “Dress in photos as you would in an interview.”

Remove unflattering pictures, videos, and unfavorable comments you’ve posted on social networks. Post a high-quality headshot, the same one across all platforms. Important: Don’t forget to check out photos where friends have tagged you on Facebook. If you’re pictured at a party with a drink in hand, delete the tag. Adjust privacy settings to prevent that from happening again.

Blot Out the Bitter
Have you ever gone online while under the influence or in a foul mood? Bad idea. “Whatever you wouldn’t do at the networking event, don’t do online,” says Oliver. Some examples of social media gaffes: Posting about parties, dates, getting into posting wars with your friends, or using obscenities, faulty grammar, typos, or cryptic texting shortcuts.

“I personally would never put a thumbs-down sign on someone’s comment,” Oliver says. “I would not write anything negative, no snippy commentary at all.”

Content You Should NEVER Share
These may seem really obvious, but people lose jobs (and job offers) every day because of them:

• Don’t refer to a company by name; they may get alerts when mentioned online.
• Don’t complain about your job or boss.
• Refrain from making snarky comments about co-workers or customers.
• Don’t reveal your drug/drink habits.
• Never make discriminatory or inflammatory remarks.
• Don’t share intimate relationship details.
• Don’t brag about skipping work, playing games or sleeping on the job.
• Do not broadcast an employer’s confidential information.

Get LinkedIn
This is the single best social media platform for job seekers because of its professional focus. Some savvy employers are now even requesting LinkedIn profile info as part of the job application process. One of the most powerful aspects of this profile is the recommendations from previous bosses and co-workers. Testimony from others is proof positive of your professionalism.

Make good use of keywords and set up links between all your social media profiles. LinkedIn, Facebook, Twitter, and Blogspot all rank high in Google searches.

Witness Protection Program
Some job seekers are so concerned about privacy they’ve gone into lockdown mode and blocked all of their profiles. Unfortunately, that makes recruiters wonder what they’re trying to hide. Plus, many of them seek employees with social media skills, so cleaning up what’s out there is usually better than shutting it down.

What Would Your Mother Say?
Many career coaches and recruiters say that the rule of thumb for social media content is: Would you want your mother or employer to see it? No? Then don’t post it.

“Self-censorship is the main key,” says Alexandra Levit, author of Blind Spots: The 10 Business Myths You Can’t Afford to Believe on Your New Path to Success. “Always think before you post, because if there is a single person out there who you don’t want to see your content, I guarantee it will get back to them.”

You may be too close to the situation to judge what’s appropriate or not, so it can be helpful to have a second pair of eyes to look over your profiles. Select someone who’s about the same age as your target employers, experienced in your field, or at least in the hiring process.

Netiquette Tips
Dan Schwabel, a personal branding expert and author of Me 2.0, offers these tips to keep your digital reputation clean:

• Don’t over-promote yourself or people will get turned off.
• Do share industry insights, useful resources, quotes and facts with your audience.
• Don’t send your resume to employers on Facebook.
• Do build a relationship through tweeting before you email blindly.
• Don’t come to an interview without researching the company and the hiring manager online, using LinkedIn first.

Written by Jebra Turner, a former human resources manager, who writes about career issues, and other business topics. She lives in Portland, Ore., and can be reached at www.jebra.com.
The Interview

In all interviews, you must make a good first impression. This means arriving on time, being properly dressed and groomed, and exhibiting positive non-verbal behavior (firm handshake, good eye contact, smile and confident presence). It is difficult to recover from a bad beginning, so make your first impression a positive one.

The Art of Interviewing

In order to be successful at interviewing, learn and apply these steps:

1. **Know your product – YOU!**
   Your product is your knowledge, skills, energy, accomplishments and personality. You should make your potential employer fully aware of your value.

2. **Know your customer's needs**
   You must research the employer needs and the industry opportunities. Gather this information through the Career Center, employer presentations, career fairs, business and government publications, the Internet, and networking with people.

3. **Make a great first impression**
   Initial impressions are critical. The interviewer will take note of your appearance, manner, energy level, enthusiasm and confidence, so make the most of those first few minutes.

4. **Show how you can fulfill the needs or solve the problems**
   Convince the interviewer that you can be of great service in solving his/her problems and/or furthering the success or increasing the effectiveness of the organization. There was something in the job description that made you submit your resume to the company. What was it?

In preparing for interviews, participating in a mock interview can be most helpful. HireAggies.com provides an online mock interview tool that you can use to enhance your job interviewing skills. It creates a compelling and realistic “simulated interview” experience where you are asked challenging questions and must respond, just as you would in a real job interview.
Common Interview Styles

One-on-One, Traditional Interview
This is the most common type of interview. The interview consists of a series of questions that may or may not be standardized. The best preparation for this type of interview is to research the employer and the industry prior to the interview.

Serial Interview
This is a variation of the traditional interview technique that involves a series of sequential interviews with several interviewers. Usually, the interviewees have hiring authority, and may become your future manager(s). You should treat each person you meet as if he/she were a key player in the decision-making process.

Group/Panel Interview
Panel interviews are becoming more common as organizations encourage more teamwork and group decision-making. This type of interview typically occurs at the employer’s location. The panel may include three to ten people, possibly more. Each person may have been assigned a specific area of questioning. Your strategy should include equal eye contact with each person, with special attention to the individual who asked the question.

Stress Interview
This interviewing technique is less common, but may be used. The technique tests a candidate’s ability to articulate while under pressure. An example would be an interviewer who speaks quickly and aggressively, perhaps opening with “Why should we hire you?” Should you encounter a stress interview, project self-assurance. It will be easier if you understand that it is a test.

Case Method Interview
This type of interview involves questions in which you will be asked to solve hypothetical industry-related problems. These problems will be similar to the ones the organization may encounter during their regular course of business. The interviewer is not necessarily seeking a “correct” answer to the problem, but wants to evaluate your problem-solving and analytical reasoning skills. Be prepared to justify your answer and walk the interviewer through your solution step-by-step. You may have to ask questions of the interviewer if you feel you do not have adequate information to arrive at a logical solution.

Behavioral Interviewing
The behavioral interview is based on the premise that the best way to predict your future performance is to determine and evaluate your past behavior. Review the job description to see what behaviors are evident. First, an employer determines a profile of desired behaviors. Some behaviors and characteristics employers may attempt to measure include:
- planning
- leadership
- stress tolerance
- organization
- flexibility
- initiative
- problem-solving
- motivation
- teamwork

In this type of interview, the recruiter asks an open-ended question designed to stimulate recollection of a situation that would lead to a desired behavior. Some examples of situations that may provoke desired or undesired behaviors are:
- balancing/prioritizing several tasks within a short period of time.
- working with an unproductive or uncooperative colleague.
- finding better ways to perform a task.

The interviewer asks for an overview of the situation, including the candidate’s role, other players involved, key events and the outcome. Not every outcome will be positive and, in those situations, it is important to include what you learned and what you would do differently next time.

The acronym “STAR” provides a guide for formulating answers for behavioral questions.

Describe the Situation in which you were involved.

What were the Results of your actions?

Describe the Task to be performed.

What was the Action you took?

Differences Between Behavioral and Traditional Interviews
- During the behavioral interview, the recruiter will ask for specific details, not theories or generalizations about events and actions.
- In a behavioral interview, the recruiter will focus on actual past actions and will follow-up with questions such as, “Looking back on this experience, what would you do differently?”
- In a behavioral interview, the recruiter tends to be more interactive and probing.
- The behavioral interview tends to be longer.
The Day of the Interview

1. Arrive at the interview early! Allow plenty of extra time for parking, walking, inclement weather, and that one last look in the mirror before you go in for your interview.

2. Be aware of the importance of a good first impression. The first five minutes are critical. Your appearance should be professional, smile, show enthusiasm, maintain good eye contact, and give a firm handshake.

3. Upon entering the interview room or office, take the lead from the interviewer. Take a seat when and where he/she asks. Sit comfortably, but appear attentive and not overly relaxed (e.g., do not slouch back in the chair).

4. Carry an attractive portfolio (black, or brown leather) and include extra copies of your resume, references, and transcript. Also include questions on a notepad that you may want to refer to later in the interview. Do not, however, take extensive notes during the interview.

5. Listen carefully to the questions being asked and answer them completely! Stay focused on the question and be careful not to ramble.

6. Memorize the key selling points you want to present in the interview. Be prepared for the appropriate time to communicate these.

7. Select and be prepared to describe situations and events that you have dealt with effectively, in case the interviewer asks behavioral questions.

8. Develop at least 3-5 well-stated questions that you will ask the interviewer about the job or the organization. Write questions on a notepad in your portfolio, and refer to these when asked.

9. Avoid discussing salary, vacation or benefits until the interviewer initiates the discussion.

10. Avoid providing a salary expectation until you have researched the average rate for someone with your qualifications. If pressed, give a general salary range.
Sample Interview Questions

Traditional Interview Questions:
- Tell me a little about yourself.
- Why did you choose Texas A&M?
- Why did you choose your major?
- Which courses did you find most difficult? Why?
- What would you like to be doing five years from now?
- What has been your greatest accomplishment?
- Describe your greatest strengths and weaknesses.
- Would you rather be in charge of a project or work as part of a team?
- What have you learned from the jobs you have held?
- What interests you most about this job/company?
- What is the most difficult situation you have faced?

Behavioral Interview Questions:
- Describe the best/worst team of which you have been a member.
- Tell me about a time when your course load was heaviest. How did you get all of your work done?
- Give me a specific example of a time when you sold someone on an idea or concept.
- Describe a time when you had to make a decision that was not popular with the group.
- Tell me about a time when you were creative in solving a problem.
- Describe a time when you got co-workers or classmates who dislike each other to work together.
- Tell me about a time when you made a bad decision.
- Describe a situation when you had to request help or assistance with a project.
- Tell me about a time when you failed to meet a deadline.
- Tell me about a situation that required you to be assertive in getting your point across.

Case Interview Questions:
- A chain of grocery stores currently receives its stock on a decentralized basis. Each store deals independently with its suppliers. The president of the chain is wondering whether the firm can benefit from a centralized warehouse. What are the key considerations in making this decision?
- A magazine publisher is trying to decide how many magazines she should deliver to each individual distribution outlet in order to maximize profits. She has extensive historical sales volume data for each of the outlets. How should she determine delivery quantities?
- You are visiting a new client who sells golf balls in the United States. Having had no time to do background research, you wonder what is the annual market size for golf balls in the U.S. and what factors drive demand. You have 15 minutes before your meeting. How would you go about answering these questions?

Stress Interview Questions:
- What kinds of people do you find it difficult to work with?
- What are some of the things you find difficult to do?
- How would you evaluate me as an interviewer?
- What interests you least about this job?
- How do you handle rejection?
- What is the worst thing you have heard about our company?
- See this pen I'm holding. Sell it to me.

Questions to Ask Employers

It is acceptable to write key questions on a notepad that you will carry with you into the interview. They should be intelligent, probing questions that will help you to get the information you need to make an informed decision. By researching the organization and the industry, you can develop good questions. The interviewer will recognize the extent of your research.

1. Please describe the duties of the job for me.
2. What kinds of assignments might I expect the first six months on the job?
3. Does your company encourage further education?
4. How often are performance reviews given?
5. What products or services are in the development stage now?
6. Do you have plans for expansion?
7. What are your growth projections for next year?
8. Have you cut your staff in the last three years?
9. How does the company view creativity and individuality?
10. How does this company differ from its competitors?
11. Is your company environmentally conscious? In what ways?
12. In what ways is a career with your company different than others?
13. Is this a new position or am I replacing someone?
14. What is the largest single problem facing your staff (department) now?
15. May I speak to the last person who held this position?
16. What is the usual promotional time frame?
17. Does your company offer either single or dual career track programs?
18. What do you like best about your job/company?
19. Once the probation period is completed, how much autonomy and authority will I have in decision making?
20. Has there been much turnover in this job area?
21. Do you fill positions from the outside or promote from within first?
22. What qualities are you looking for in the candidate who fills this position?
23. What skills are especially important for someone in this position?
24. What characteristics do the achievers in this company seem to share?
25. Is there a lot of team/project work?
26. Will I have the opportunity to work on special projects?
27. Where does this position fit into the organizational structure?
28. Does your company offer opportunities to incorporate assignments with your international division in the career path?
29. What is the next course of action? When should I expect to hear from you or should I contact you?
Planning and Organizing
How were you able to balance your coursework with extracurricular activities?

Activities

How balanced?

Result

Adjustment/Flexibility
Describe a situation at [insert workplace or school] that required you to accomplish several things at one time. What did you do?

Situation

Action

Result

Initiative
Have you suggested any new ideas to any of your bosses? What prompted the ideas? What happened?

Idea (Suggestions)

Why suggested?

Result

Have you found any ways to make your job easier?

Examples

Situation

Action

Result

Motivational Fit
The extent to which people must work together closely varies from job to job. When have you been satisfied with your working relationship with others? Why?

Example

Situation

Action

Satisfied/Dissatisfied

Customer Service Orientation
How frequently do (did) you have interactions with customers (internal/external) in your part-time job? Tell me about one of these interactions.

Situation

Action

Result
Judgment/Problem Solving
Give an example of a good decision you have made recently.

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<th>Situation</th>
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Teamwork/Collaboration
Interacting with others can be challenging at times. Describe a situation when you wished you had acted differently with someone.

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<th>Situation</th>
<th>Action</th>
<th>Result</th>
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Ethical Behavior
Tell me about a time when you made a decision that was contrary to the general opinion of the group.

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<tr>
<th>Situation</th>
<th>Decision</th>
<th>Action</th>
<th>Result</th>
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Leadership
Describe a situation in which your efforts influenced the actions of others.

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<th>Situation</th>
<th>Action</th>
<th>Result</th>
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Motivational Fit
When were you most satisfied/dissatisfied with your work (school)? What was most satisfying/dissatisfying about that?

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<th>Situation</th>
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The Company Office Visit/Site Interview

The company office visit is an important step in the candidate’s interview process. Its purpose is two-fold. First, it allows for an in-depth assessment of the candidate by company recruiters, and second, it gives the candidate the opportunity to see the environment of the company, its employees, and its culture. The office visit typically takes place later in the recruitment process, following a first or second round interview.

Preparation

• Ask for your itinerary before you arrive.
• Know the company well! Do your research and your homework to make it evident that you know as much information as possible about your prospective employer. Take advantage of company websites, brochures, annual reports, and sources of public information to gather data.
• Review the job description before the office visit. This interview will be more focused on your skills and experience as they apply to that job description. You will be asked more technical, job-specific questions than were asked during the initial interview.
• Always take more copies of your resume and other relevant documentation, even if you’ve already given your interviewer a package. Also, documents such as letters of recommendation are appropriate to bring with you.
• Prepare good and insightful questions. Keep in mind that recruiters hear the same standard questions from candidates every day.
• Remember who you spoke to during your pre-office visits and what role they played. Refer to those people by name in the office visit interview.
• A site visit usually involves many interviews with a number of different people. You may be asked the same or similar questions by several individuals. It is important to answer consistently.

Making Travel Arrangements

• Before leaving on your trip, know the name and phone number of your contact and be sure you understand the directions to the facility. If possible, make a trial run before the actual appointment time.
• In some cases, employers may provide transportation from the hotel to the office site. Get information regarding when and where you will be met.
• If traveling by airplane, determine if you will need to arrange your own transportation from the airport.
• It may be best to carry on any luggage instead of checking it; you may arrive at your destination only to find that your checked luggage has gone elsewhere. Dress appropriately during your travels. You never know who may meet you at the airport.
• When you check into your hotel, always check for messages. Your recruiter may have updated the schedule for you. Ask the hotel staff about checkout times.
• ALWAYS be on time. It’s better to arrive early than late. Arriving early also gives you time to relax and do some last minute preparation.

Expenses

• Often, office visit trips are pre-paid by the company. On occasion, depending on the company structure, they may ask you to pay for some of the expenses initially and submit an expense report for reimbursement.
• Once your office visit is scheduled, simply ask your recruiter how the company prefers you to handle your trip expenses.
• Always collect receipts for your expenses, even if the company prepays.
• Use common sense and good judgment on your expenses. Hotel movies, expensive dinners, or alcohol on a receipt will not make a good impression on your prospective employer.
• Have cash with you for cash-only services, such as tips and taxi fares. Bring a major credit card for emergencies, meal expenses, or car rental.

Things to Look for During the Office Visit

• Evaluate the overall attitude of the employees in the office—Are the people happy? Tense? Overworked?
• Look for enthusiasm in the workplace—Are the employees genuinely excited about their company and what it represents?
• Assess the general organizational culture and comfort level—Do you feel comfortable with your surroundings? Is it a culture you respect?

Community

• Request information from the local Chamber of Commerce or Visitors Bureau about the area.
• Get an apartment or home guide from the Chamber or you can usually find them in the local grocery store.
• Feel free to ask about housing, lifestyle, and cost of living with your recruiters during the office visit.
• Recruiters like to see that you are planning ahead with these issues.

Tips to Keep in Mind

• Dress in business attire unless informed otherwise.
• Be courteous to everyone—they’ll all be providing feedback!
• Refrain from drinking alcohol during recruiting social events or meals.
• Table manners during meals.
• Meal conversations are still part of the interview.
• Be prepared with all the pertinent information for past employment and references in case there are forms to fill out.
• Bring extra resumes and transcript, and portfolio with paper and pen.
Closing the Interview

**The Screening Interview**
- Get a commitment about the next step.
- Ask how you'll be notified.
- Express your strong interest in the job and the employer.
- Request a business card.
- Send a thank you note by mail or email within 48 hours.

**Office Visit/Site Interview**
Make sure...
- All of your questions have been answered or addressed.
- You have a thorough understanding of the role you would play in the company.
- You have a realistic understanding of the job.
- You have a business card or written contact name for everyone you met during your visit.
- You evaluated the company's behavior, environment, and culture.
- You asked for the next step.
- Follow up with a thank you note to anyone who spent time with you, even the person coordinating the visit.

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Job Search Ethics

**Do not lie—ever.**
From your resume, to your cover letter, to the interview, honesty is the best policy!

**Be sincere.**
Only apply and interview for jobs you are truly interested in. Remember, the recruiter's time is just as valuable as yours.

**Fulfill interview commitments.**
If you schedule an interview with an employer, show up! If you need to cancel, do so as soon as possible (preferably at least two business days prior to the interview time).

**Do not renege.**
Once you accept a job offer in good faith, you should 1) stop all interviewing, 2) notify other employers recruiting you that you accepted another offer, and 3) fulfill your commitment in the job offer you accepted.

**Communication is key.**
If you have decided to no longer pursue an opportunity, bow out early AND let someone know! Simply not calling back or avoiding contact with the company is unacceptable.

**Ask the Career Center!**
If you find yourself questioning a situation and not sure what the "right thing" is, come and see us at the Career Center!
Offers, Salary/Compensation Evaluation and Negotiation

You’ve had a successful interview with Company XYZ and just received a job offer. Congratulations! You have now moved to the next stage of the recruitment process, salary negotiation.

First Things First. The Offer!
Whether you’ve received an internship or job offer, the company should provide a written letter or email with details of the position offered.
- Position title
- Salary/compensation
- Start date
- Supervisor’s name
- Deadline to respond

If benefits (health insurance, vacation/sick leave, wellness programs) are not specified, ask your liaison for this information. It can be helpful when evaluating the offer.

Compensation Defined
When referring to compensation, we are referring to the total compensation value of an offer. This would include your salary, health insurance, benefits (sick and vacation time) as well as bonuses or performance incentives. When referring to salary, we are referring the cash value of the wages you receive annually.

When evaluating your offer(s), consider the criteria you used when searching for a job. How many of these criteria are present in the job offer? If you need more time to consider an offer, do not be afraid to contact the employer to ask for an extension in your deadline.

Once you’ve decided to accept the offer, provide your acceptance to the company in writing. Also let any other companies you were interviewing with know that you’ve accepted an offer and would like to withdraw from their recruitment process.

Keys to Salary Negotiation
Do not negotiate your salary unless there is truly a valid reason for doing so. Reasons to negotiate your salary include:
- If you have specific skills relevant to the position that are above and beyond what a typical candidate would have
- If you are relocating to a community with a higher cost of living (see Cost of Living index for reference)
- If the salary offered is significantly below the average paid to A&M students with your qualifications

Be aware that negotiating simply because you want to earn more money may have a significant negative impact on you in the hiring process.

Things to Keep in Mind:
Salary discussions should begin only after you’ve received a defined job description. This usually happens once the interview process has been completed and a job offer has been extended.

Job offers from companies should be extended in writing and job offer acceptances or declines should be provided to the company in writing. All job offers deserve a written response back to the company.

Don’t be the first one to bring up salary. Let the employer establish the first benchmark and initiate the conversation.

Always provide a range when discussing salary and be prepared to accept a salary on the lower end of that range.

Conduct salary research before beginning negotiations. Leverage the job description in your research as position titles are not the same across companies and industries.

Research the cost of living for the marketplace you’ll be living in and estimate a budget to determine the minimum salary you’ll need to meet your obligations. Take into account expenses, taxes, insurance and savings allotment when building your budget.

If salary is not negotiable or it is fair based on industry standards, consider negotiating other elements of your benefits package including vacation time, signing bonus (if applicable), relocation stipend (if applicable), start date and performance review timing.

IMPORTANT NOTE: It is a violation of Texas A&M’s and the Career Center’s code of ethics to continue in the job search/recruitment process once you have accepted a job offer.
Cost of Living Index

The following is a selection of cities where many graduating students accept offers. The cost of living index is based on the composite price of groceries, housing, utilities, transportation, health care, clothing and entertainment in each city listed. Use the calculation to compare salaries in different cities. For further information about the data below, please refer to www.bestplaces.net/cost-of-living.

To compare information from other sources, refer to these websites: www.salary.com and www.homefair.com/real-estate/salary-calculator.asp.

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Salary Comparison Equation

City #1 x Salary = $________
City #2

What is the New York City equivalent of a $50,000 salary in Austin?
New York City 168 x $50,000 = $78,505
Austin 107
Graduate School: Checklist

12 months prior:
- Develop a list of 5-7 programs you are interested in applying to.
- Research the programs, making note of average GRE/GMAT scores, average GPA, application and admission deadlines, required materials to be included in your application and name and contact information, for each program.
- Consider potential sources of funding including professional organizations, the programs/schools you're applying to, graduate assistants and fellowships and government agencies.
- Register for the GRE or GMAT exams depending on the program requirements.
- Outline and draft your personal statement.

9 months prior:
- Set up meetings with your professors and faculty members in your department. They can serve as your references, discuss program requirements and help you develop your personal statement.
- Narrow down the list of programs you are interested in to those to which you will submit applications.
- Schedule campus visits to schools you are interested in to learn more about the programs.
- Take the online free version of the GRE (or GMAT) test to determine how much studying you'll need prior to taking the actual graded exam. Be aware that taking the exam multiple times can reflect poorly on you as an applicant and could delay the application process (you can only take the exam once per calendar month and so many times in a calendar year).
- Build a timeline of all dates including exam dates, application deadlines and admission dates. Make note of instructions and addresses; applications materials may not go to the same address.

7 months prior:
- Finalize draft of your personal statement and have it reviewed by the University Writing Center and the Career Center.
- Have all GRE/GMAT scores sent to the appropriate programs.
- Secure at least 3 letters of recommendation from your professors or other faculty members.
- Request transcripts from all institutions (except high school) you've attended and send them to the schools where you've applied.

6 months prior:
- Follow up with those who are writing letters of recommendation for you to remind them of deadlines; provide a stamped envelope with the address of where the letter should be sent if a hard copy of the letter of recommendation is required.
- Fill out applications, completing a draft version first, and then submitting the final application at least 4 weeks prior to the application deadline. Keep a copy of each application submitted for your records.

3-4 months prior:
- Confirm that the programs you applied to received your application materials.
- Schedule interviews as appropriate and send thank you notes to all you meet with.

Month of:
- After receiving acceptance into a program, inform the other schools of your decision.
- Update those individuals who assisted during the process and send thank you notes to those who wrote letters of recommendation.

Well done!
Writing a Personal Statement

1. Answer the questions asked
   - Find questions in each application that are somewhat similar.
   - Don’t be tempted to use the same statement for all applications. Customize your answer for each individual application.

2. Tell a story
   - Think in terms of showing or demonstrating through concrete experience.
   - Make your statement fresh, lively and different to distinguish yourself and make yourself memorable.

3. Be specific
   - Back up your statements with specific examples or reasons.
   - Be sure your desire to obtain your prospective career is logical, the result of specific experience that is described in your statement.

4. Find an angle
   - Figure out a way to make your story interesting. Finding an angle or a “hook” is vital.

5. Concentrate on your opening paragraph
   - Grabbing the reader’s attention in the opening paragraph is vital. This paragraph is the framework for the rest of the statement.

6. Tell what you know
   - Be specific. Use the language professionals use to convey your knowledge of the field.
   - Refer to experiences such as work, research, courses and professional readings, and explain why you are suited for it.

7. Avoid certain subjects
   - Avoid references to experiences or accomplishments in high school or earlier.
   - Avoid potentially controversial subjects (for example, controversial religious or political issues).

8. Do research
   - Identify and capitalize on the attributes that set your choice apart from other universities or programs. Mention the values these characteristics have on your interest in attending this school.

9. Write well
   - Be meticulous. Type and proofread your essay very carefully.
   - Express yourself clearly and concisely.
   - Adhere to stated word limits.

10. Avoid clichés
    - Avoid cliché statements such as stating on your medical school application that you are “good at science and want to help people.” This is not expressing an original thought.

Questions to Think About When Writing Your Personal Statement

1. How did your pre-college education influence your decision to pursue graduate study in your field?
2. How has your college experience influenced your decision?
3. How has your work experience influenced your decision?
4. Who has had the most influence on your decision to pursue graduate study? In what ways?
5. What situation has had the most influence on your decision?
6. What personally motivates you to pursue graduate study in this field?

The typical personal statement should be 2-3 double spaced pages or 500-700 words. A good outline to follow—
Paragraph 1—A personal human-interest story
Paragraph 2—Your academic interests and achievements
Paragraph 3—Your relevant work and/or research experiences
Paragraph 4—Your career interests
Paragraph 5—Why you are interested in this particular school
Paragraph 5—The qualities you will bring to this school

Adapted with permission from the Rutgers University Career Services Guide and Purdue University’s 2013-14 Career Planning Handbook.
Congratulations on your graduation from Texas A&M! You are now part of the Association of Former Students. THE Aggie Network. In addition to the friends and connections you made while at Texas A&M, you are now part of a network of over 417,800+ Former Students.

If you haven’t already, create a profile on AggieNetwork.com and link it to LinkedIn. It’s free! This is the Association of Former Students website. There are many benefits to having an account on AggieNetwork.com—search for classmates and network with other Aggies; set up an @aggienetwork.com email address; and leverage Former Students Career Services through HireAggies.com. As a Former Student, you have access to Career Center resources throughout your career to help improve job search skills, explore new options and to expand your professional network.

That’s right! You have Career Coordinators who specialize in Former Student needs and services. Former Student Career Services can provide you with the tools and resources you need to effectively explore your options then access and utilize the Aggie Network. In addition, Former Student Career Services can work with you to develop and implement a job search plan using tools and strategies that will help you identify and secure jobs in the “wired world” and the “hidden job market”. The Careers link at AggieNetwork.com provides Former Students with special access to networking contacts and research not available elsewhere.

Former Student Career Services Helps Students:

- Network more efficiently
- Explore jobs, industries and career paths
- Identify potential employers
- Interview more competitively
- Develop more compelling cover letters
- Learn tips for surviving job cuts
- Identify potential mentors
- Grow their professional network

Did you know 75% of all jobs exist on the “hidden job market” but are never listed on the job boards?
Graduating soon?

If you're an upcoming college grad looking for a career instead of a job, consider a career that offers:

- **Income** - Unlimited income potential, outstanding compensation/training program with monthly business development allowance and extensive benefits package.
- **Impact** - Play a vital role in families' and businesses' financial well-being. Impact individuals and communities with fraternal programs.
- **Independence** - Build a business for yourself. Control your career destiny.

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• access to Temple University's very own healthcare system.
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