

CareerGuide

2020-2021

CAREER & PROFESSIONAL DEVELOPMENT



**UNC
GREENSBORO**

Division of Student Affairs
Career & Professional Development

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WHY JOIN TEAM UCPS?

Union County Public Schools (UCPS) is the sixth largest public school system in North Carolina. It serves approximately 41,500 students at 53 schools and has approximately 5,000 staff members. According to the most recent data released by the NC Department of Public Instruction, 90 percent of schools earned a school performance grade of C or higher. Seventeen schools received an A, which is an all-time high for UCPS. Additionally, 23 schools or 45 percent of schools exceeded growth—the highest number of schools to exceed growth in the last five years.

EMPLOYEE BENEFITS

- Flex Benefits Plan
- NC Retirement Plan
- Life Insurance
- Health Insurance
- Dental Insurance
- Vision Insurance
- Employee Assistance Program
- Workers' Compensation
- Holiday Leave
- Vacation Leave (Annual Leave)
- Sick Leave
- UCPS Passport

Please take time to visit our website at ucps.k12.nc.us or follow us on social media to learn more about our school system. We would enjoy having you join TEAM UCPS!



@UCPS_NCJobs



Dear Spartan,

It's our pleasure to present this year's Spartans Career Guide to help you at every step of your career development. Whether you are just beginning to assess your interests and skills or have already acquired your first job interviews, this guide offers you best practices to make your career search a success.

We look forward to putting our Career Services team to work for you.

Warmly,

Nicole R. Hall
Director, Career Services Center

Career Services Center

Located on the ground floor
of the Elliott University Center

#1 EUC
(336) 334-5454
careers@uncg.edu
csc.uncg.edu



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About Career Services

25th ANNIVERSARY EDITION

Welcome to Your Future



The mission of the Career Services Center is to provide you with the guidance and resources to support your career path wherever it leads you. Our professional team of advisors support your career planning and decision-making, including helping to create a customized career plan that meets your specific needs, while also serving as a vital connection between you and a network of alumni and employers.

Meet with us to:

- Choose a major and career
- Build a resume and cover letter
- Prepare for your interview
- Create a custom strategy to find campus jobs, part-time jobs, internships, and full-time employment
- Explore your graduate school options

Connect with Us on Campus

As the central hub for the career and professional development of students at UNCG, you can meet with our team located in the Elliott University Center. Make an appointment in advance or use convenient drop in hours Monday through Fridays from 10am to 4pm. Not sure where to begin? Meet with one of our Peer Career Ambassadors – your fellow UNCG students – to help get you started.

Meet a Peer Career Ambassador

No appointment necessary

Drop in Mondays – Fridays from 10am – 4pm

Connect with Us Online

Visit eResources under the Students tab on csc.uncg.edu to access a broad range of information, tools and resources. You'll find sample resumes, cover letters, resources for career searches, and much more.

The Spartan network is growing on social media. Connect with us to expand your contacts!



Discover Handshake - the Career Services Center Job Board

Our online job board is available to both students and alumni. Go to handshake.uncg.edu to:

- Search job (full- and part-time) and internship postings
- Participate in on-campus recruiting, career fairs, and workshops
- Post your resume for employers to view
- Search employer contact information

Log in and complete your profile today. You will be prompted to complete a user profile. This tells the system (and, by extension, Career Services and employers) who you are and what you're seeking.

Follow us! Like us! Tweet at us!

 UNCG Career Services Center

 @UNCGCareer

 @UNCGCareer

Your Career Roadmap

25th ANNIVERSARY EDITION

The Career Services Center has put together a Career Roadmap to help you launch your career search successfully. This roadmap serves as your helpful guide to identify goals, assess strengths, and develop the skills to help you compete in the job market. Each milestone is designed for a specific phase in your career journey, including:

- Assessing your needs
- Exploring your career opportunities
- Promoting your strengths
- Connecting with your network
- Engaging with career-building opportunities
- Taking the final steps to reaching your goals



FIND YOUR DESTINATION AT CSC.UNCG.EDU



Assess Interests & Values

Developing your Career Identity includes all the following:

Your interests and values shape the way you spend your time—and your future career choices. If you know what you enjoy doing—pursue it. If you know what drives you and gives you reason to get up in the morning - pursue it! CSC is here to help you articulate what your interests are and what values are most important to you. This will give you the confidence you need to choose your career path.



values: a person's principles or standards of behavior; one's judgment of what is important in life.

interest: a feeling of wanting to know or learn about (something); a subject about which one is concerned or enthusiastic.

What are Your Top Five Values?

1. _____
2. _____
3. _____
4. _____
5. _____

Make an appointment with a Career Services Center team member to review and explore possible career paths.

Work Values: Know your "Must Haves"

Knowing about yourself and your values aids in making sound career decisions that fit your life. The most effective organizations attract people who already share most of their key values. Discussing your values with our career team can help you focus and choose work environments and positions that are the best fit for you.

Sample Work Values

Work Content

challenging
leadership
competence
mastery
risk
detail-oriented
social activism
learning
excellence
focus
creativity
variety
growth
knowledge expert
control
adventure
helping
initiating

Work Setting

flexibility
surroundings
security
high earnings
action-oriented
structured
relaxed pace
casual
quiet
organized
excitement
pressure
predictability
location
public contact
comfortable
income

Work Relationships

teamwork
trust
cultural identity
caring
competition
cooperation
diversity
collaboration
humor
harmony
autonomy
recognition
support
open
communication
people contact
independence
fun

Intrinsic Values

integrity
status
prestige
achievement
respect
responsibility
influence
appreciation
helping others
belonging
community
equality
independence
authenticity
commitment
balance
honesty
having an impact

- **Myers-Briggs Type Indicator (MBTI)**—This assessment identifies personality preferences which may help in choosing a major or career path.

- **Strong Interest Inventory (SII)**—This assessment looks at interests, preferences and personal styles to help you make decisions about a major or career path.

- **Self-Assessment (CFNC.org)** – “Plan for a Career” features online tools to assess interests, values and skills. Start here anytime and bring your results to share with a Career Services Center team member.

- **Office of Leadership & Service Learning (olsl.uncg.edu)** – Visit UNCG’s own service learning department to determine if a service-focused profession is right for you.



Build Your Yourself

As you continue your career journey, remember you are not alone. In fact, did you know 85% of jobs are found through networking?

As a UNCG student, you already have the foundation of a successful career network made up of fellow students, faculty, and alumni. Working with our Career Services team, we can help you identify and make key connections by interests, majors, shared causes, and industries as well as create strategies to remain in touch now and as you grow your network beyond graduation.



**Did you know?
85% of jobs are
found through
NETWORKING.**

The Informational Interview

One proven way to build your network of professional contacts is to request an informational interview with a professional who holds a position in the industry or company you'd like to join. Informational interviews are a time to seek real-world career advice to help you find the right fit. Some sample questions to ask include:

- “Describe a typical day in your department.”
- “What kinds of problems do you deal with?”
- “What do you find most/least satisfying about your job?”
- “What is the job market like in this field?”
- “What are the “hot issues” or recent trends in this field?”
- “What are the typical entry level jobs?”
- “What should the most important consideration be in my first job?”
- “What skills, education and experience are required?”
- “Can you suggest anyone else whom I could contact for additional information?”
- “Would you advise someone like me to get into it?”
- “What do you wish you had known before you entered this field?”
- “What preparation do you wish you had?”
- “How many work hours do you work each week?”
- “Would a geographic move affect your career in any way?”
- “Which professional journals and organizations should I know about in this field?”
- “How did you become interested in this field?”
- “What else do you think I need to know in order to make an intelligent decision about this as my career?”
- “If you could do it all over again, would you choose the same path for yourself? Why?”

An Invitation to Network

Not sure how to request an informational interview? Here's a sample email that you can customize to meet your unique needs:

Dear Ms. Stone,

I hope this email finds you well. Maria Gonzalez one of my professors at UNCG recommended that I reach out to you in regard to your work with Jones & Company, Inc. I am currently a rising senior, majoring in Communications Studies and am interested in a career in public relations. As we were discussing my career goals, Maria mentioned your background and suggested that you would be a great person to speak with as I gather more information about my chosen career and the expectations that come with it.

I was hoping that you may be available to speak with me for about 30 minutes and share your insight on your profession. I am free next Tuesday and Thursday afternoons at 2pm. If that is not convenient for you, I would be happy to find a time that works best for you.

Thank you in advance for your time. I look forward to hearing from you.

*Sincerely,
Jenny Patel*

Skills & Strengths

Explore Your Skills & Strengths

Skills and strengths are individual to each of us. When you have an opportunity to do what you do best, you'll find yourself more engaged in your work, more productive with your team, and more personally satisfied in your life and career. During your time at UNCG, we encourage you to explore what your passions are and what skills you possess so that you may better promote yourself to future employers. Remember, you are gaining and perfecting skills all the time: in your part-time work, student organizations, group projects, and more.

What are Transferable Skills?

Knowledge and skills you have gained from one experience can be applied and "transferred" to a future internship or job. Personal experiences such as part-time jobs, class projects, student organizations, hobbies or sports are just a few examples where you may be able to leverage your existing talents. As you develop and update your resume, consider which transferable skills you might want to highlight:

Speaking effectively
Writing concisely
Providing appropriate feedback
Negotiating
Perceiving nonverbal messages
Creating ideas
Identifying problems
Imagining alternatives
Identifying resources
Gathering information
Solving problems
Setting goals
Counseling
Cooperating
Delegating with respect
Being Sensitive
Listening

Conveying feeling
Initiating new ideas
Handling details
Coordinating tasks
Managing groups
Delegating responsibility
Teaching
Coaching
Decision making with others
Managing conflict
Being punctual
Managing time
Attending to detail
Meeting goals
Enlisting help
Accepting responsibility
Setting and meeting deadlines

Skills Employers Seek on a Resume

Skill	% of respondents
Leadership	80.1%
Ability to work in a team	78.9%
Communication skills (written)	70.2%
Problem-solving skills	70.2%
Communication skills (verbal)	68.9%
Strong work ethic	68.9%
Initiative	65.8%
Analytical/quantitative skills	62.7%
Flexibility/adaptability	60.9%
Technical skills	59.6%
Interpersonal skills (relates well to others)	58.4%
Computer skills	55.3%

Source: National Association of Colleges & Employers

Job & Industry Knowledge

One of the most effective ways to develop real-world industry knowledge and experience is to participate in an internship.

Who — ALL UNCG Students should have practical experience before their senior year.

What — An internship is supervised work that relates to your career interests, future plans, or your major. It can be part-time or full-time; paid or unpaid; for academic credit (consult your department) or not for credit.

When — Any time! One semester, a summer, or year round.

Where — Internships are in every discipline and are local, national or even international. They exist in non-profits, corporations, governments, and more.

Why — You need experience to be competitive when you graduate. You also build your network of potential contacts who can help you find full-time employment.

How — Check out the resources in this guide or come in and talk with our Career Team to set up a plan that fits your needs.

Characteristics of Successful Interns:

- Set specific learning goals up front
- Clarify mutual expectations with supervisor
- Follow directions well
- Display enthusiasm and willingness to learn
- Actively look for ways to contribute
- Follow rules and regulations
- Socialize professionally with staff
- Exhibit punctuality and dependability
- Try to understand the organization
- Seek opportunities to network and be mentored



Quiz Yourself

- Can you name five companies that would hire you based on your skills?
- Can you list five job titles you want to hold in your lifetime?
- Can you name which job titles are entry level?
- Do you need a graduate degree to do what you want to do?

If you didn't have all the answers, our Career Services Center has the resources to help you explore these important questions.

Research Tools

Libguide — This provides access to many databases for company research. You can find companies in your industry, lists of international companies and those in a target geographic location. Visit eResources under the Students tab on csc.uncg.edu.

O*Net — This is a valuable tool for career exploration and job analysis! O*NET OnLine has detailed descriptions of the world of work. Use this to search for jobs by interest area, industry code and more. Go to onetonline.org to learn more.

Career Fairs — One great way to research is in person (it builds your network too). Our career fairs feature more than 90 employers. Check Handshake for dates/times.



Develop your Job Target

- What kind of jobs would you like? What are those job titles?
- What skills do you want to most utilize in the position?
- What kind of work setting do you prefer?
- How far can you commute? Where do you want to live?
- How much money can you expect to make? Do you have a budget?
- What other benefits are important to you (flexible hours, day-care, retirement, etc.)

Create a Target List

List 25 companies/organizations with which you would be willing to work (take into account the answers to your job target above). Fill in the blanks—do you have any connections in your network? If you do—those will go at the top of your list. Measure your motivation for working at the company. 1 = “not excited about working there.” 5 = “really, really want to work there.” Go to the website of the company to determine if they have current openings. Sort your list. Put those with high motivation and connections at the top. Then prioritize your actions based on this list. For more on this strategy check out the 2 Hour Job Search by Steve Dalton (available in the CSC Career Lab).

	Target Company	Connections (Y/N)	Motivation Level (1-5)	Current Openings?
1	Company A	Yes—friend of mom	5	No as of 4/30
2	Company B	Yes—on LinkedIn	5	Yes—1 opening
3	Company C	Yes—Career Fair	4	Yes—2 openings
4	Company D	No	4	Yes—training program

Research the Company

- What products or services does the company produce and sell?
- Where is it located?
- How well did the company do last year?
- What activities by this company have been in the news lately?

Use this information to customize your resume and cover letter for the position you want.

Get Experience

Year after year, the majority of employers taking part in a survey conducted by the National Association of Colleges and Employers (NACE) say they prefer to hire job candidates who have pertinent experience. For college students, typically, relevant experience is gained through an internship.

Build a Network

Whether you get the job you want—or even hear about the job opportunity you want—could easily depend on who you know.

Leverage the Career Services Center

What is it worth to have someone who is in daily contact with potential employers show you how to write a winning cover letter, critique your resume, practice interviewing with you, connect you with people who are working in your field, and give you access to thousands of job opportunities? Employers use this resource to find new hires, so shouldn't you be there?

Courtesy of the National Association of Colleges and Employers

Don't forget the CSC Job Fairs

We have several job fairs at UNCG each year. Log into Handshake to view upcoming events!

Hints to help make Job Fairs productive:

- Dress to impress! UNCG Career Fairs require you to wear a business suit—just like you were showing up to an interview. Visit “Interviewing & Professionalism” under the Students tab on csc.uncg.edu for more on what to wear.
- Research registered fair employers on handshake.uncg.edu to learn more about openings.
- Do not exclude visiting an organization just because you have not heard of it.
- Be sure to ask a Career Team member if you have any questions.
- Greet the employer with a firm handshake and good eye contact, ask pertinent questions, and express your interest in opportunities with their organization.
- Provide employers you are interested in with a resume.
- Get a business card from employers with whom you want to follow up.
- Be sure to write thank you notes or make connections on LinkedIn

Too good to be true?

Be careful of job descriptions that may not be real. Look for the following red flags:

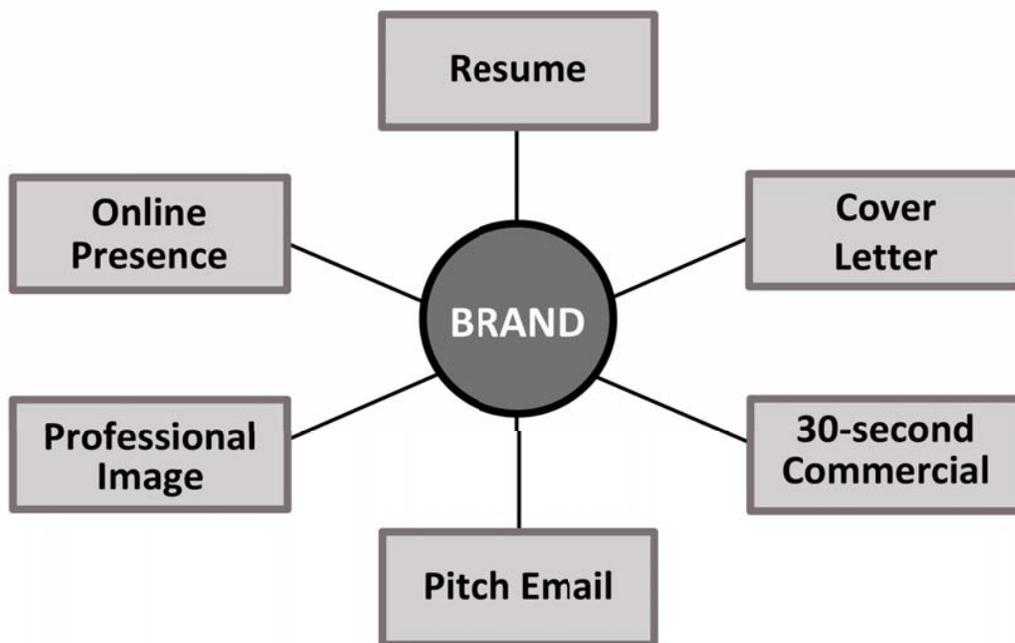
- They ask for your personal bank account, PayPal account or credit card number
- They request you transfer or “wire” any money to using your personal account(s).
- They send an unsolicited email to you with a sales pitch that seems “too good to be true”
- In general, applicants do not pay a fee to obtain a job (but there are some rare exceptions—so be careful, and consult with the Career Team first!)

Promoting Your Brand

Developing your career brand is essential to showcase your knowledge, skills, and experience. Understanding who you are and what you have to offer a potential employer is critical in being able to market yourself as a valuable job candidate. Take a look at the following common marketing materials.

If you don't have one of these tools, create it. The Career Services Center has many resources to assist you in preparing your marketing materials. Check out our eResources under the Students tab on csc.uncg.edu for examples and checklists to help you prepare and make a positive first impression. As you develop your marketing materials, be sure to review each one to confirm that they have the same message, and convey a consistent career brand.

Tools of the Job Search include:



The Objective: Land an Interview!

Based on: ©2012 Mihaylo Career Services/LK

Build Your Resume

One of your most important marketing tools is your resume. The following example can help get you started. Take note of the content and format. You are unique, and so should be your resume. Avoid using templates as they are often difficult to edit and may limit your possibilities. Be sure to tailor your resume for each position.

Review our Resume Guide in eResources under the Students tab on csc.uncg.edu for more examples.

Your Name	
Your Address • 555-555-5555 • email@email.com • Your LinkedIn URL	
Profile	
(3–4 phrases that describe the value, skills, knowledge, experience that you provide the employer. Key areas can include transferable skills, soft skills, technical skills, areas of knowledge)	
Education	
Bachelor of (Science or Arts), Full name of Major	
UNC Greensboro	May 2018
<i>Relevant Coursework:</i> (3-5 course names that are descriptive and speak to your qualifications)	
Professional Experience	
Your Title March 2015–Present	
Company Name, City, State	
<ul style="list-style-type: none"> Identify major transferable skills gained in this position Explain how you fulfilled your job duties—exceed expectations, meet goals, surpass requirements Describe your skills in terms of level and quality, try words like efficiently, effectively, accurately 	
Your Title March 2013–March 2015	
Company Name, City, State	
<ul style="list-style-type: none"> Include specific outcomes of your efforts—did your project get implemented, did you help the overall company mission Include any technical proficiency gained specific to your career field (i.e. Peachtree Accounting Software) 	
Relevant Projects	
Title of Project, Class Name, UNCG	Session (i.e. Spring 2013)
<ul style="list-style-type: none"> 1–2 sentence description of what you did, what your part was, and any results or learning points gained 	
Leadership Experience	
Your Title (2014–Present), Previous Title (2015–2016) Fall 2015–Present	
<i>Name of organization</i> (campus club or organization), UNCG	
<ul style="list-style-type: none"> Describe the leadership skills gained in your duties Describe major outcomes of your efforts in these roles 	
Your title Fall 2014–Spring 2016	
<i>Name of organization</i> (i.e. church, civic organization), City, State	
<ul style="list-style-type: none"> Describe the leadership skills gained in your duties Describe major outcomes of your efforts in these roles 	
Your title Fall 2014–Spring 2015	
<i>Name of organization</i> , City, State	
Skills (include measurable skills: demonstrate your soft skills elsewhere in your experience section)	
Computer: MS Windows, Word, Excel, Access, and PowerPoint	
Social Media: if applicable as a selling point for your skill set	
Language: list proficiency level (Basic, Intermediate, Fluent)	

This list of Action Verbs can assist you as you create strong action-oriented bullet points to describe your experiences.

SAMPLE ACTION VERBS:

Administered	Financed
Achieved	Forecasted
Accomplished	Fostered
Advised	Identified
Allocated	Improved
Analyzed	Implemented
Assessed	Increased
Assigned	Initiated
Attained	Instructed
Audited	Invented
Balanced	Justified
Budgeted	Managed
Calculated	Maximized
Clarified	Negotiated
Compiled	Organized
Computed	Performed
Completed	Persuaded
Conducted	Planned
Consolidated	Prepared
Consulted	Presented
Contracted	Prioritized
Contributed	Produced
Cooperated	Programmed
Coordinated	Recommended
Created	Reconciled
Critiqued	Reorganized
Decreased	Researched
Delegated	Resolved
Demonstrated	Revised
Designed	Scheduled
Developed	Started
Directed	Streamlined
Documented	Supervised
Edited	Synthesized
Eliminated	Taught
Energized	Trained
Enhanced	Transformed
Established	Tutored
Evaluated	Validated
Executed	Updated
Expanded	Upgraded
Expedited	
Facilitated	

JOHN STEVEN CAREERA
JSC2@UNCG.edu // 336-555-4444

EDUCATION

UNC Greensboro
Bachelor of Science in **Marketing** May 2017
Honors: **GPA 3.62**; Dean's List (all semesters)
Related Courses: Marketing Research, Business Statistics, Consumer Behavior

TECHNICAL SKILLS

MS Office (Word, Excel, PowerPoint)
SPSS and conducting research in National Trade Data Bank and Lexis-Nexis

MARKETING INTERNSHIP

Marketing Intern, Fresh Market, Greensboro, NC Spring 2017
• Recognized for final research presentation *Highest Revenue Store Sites* to marketing team
• Gathered data from company databases and created Excel reports for marketing team
• Participated in weekly updates and assisted with creating reports for district meeting

MARKETING PROJECTS

Export Odyssey, UNCG International Marketing Course Spring 2016
• Conducted online database research to evaluate company's competitors in target market
• Created successful marketing plan to export product to foreign market

UNCG Dining Services Research Project, UNCG Consumer Behavior Course Fall 2015
• Designed, tested, administered and evaluated results of surveys given to dining customers
• Conducted focus groups and in-depth interviews of faculty, staff and student diners
• Compiled results into booklet and delivered PowerPoint presentation to class

WORK EXPERIENCE

Collection Specialist, AT&T Wireless, Greensboro, NC August 2015–Present
• Explain procedures to 25–30 new hires and routinely check for adherence
• Check customers credit records and make decisions about phone account activations

Jerome Rodgers
3 Melody Ct.
Greensboro, NC
(336) 444-5555
rodgers@email.edu

OBJECTIVE: Biology major with strong interpersonal and sales skills seeking a position in Pharmaceutical Sales

PROFILE:

- Over 3 years of experience in customer service and exceeding sales goals
- In-depth knowledge of medical terminology and pharmaceutical terms
- Excellent rapport building, presentation, and closing skills

EDUCATION: UNC Greensboro, Greensboro, NC December 2016
Bachelor of Science, Biology; Minor in Chemistry
Randolph Community College (RCC), Asheboro, NC May 2014
Associate of Applied Science, Transfer Degree, GPA: 3.8

SCIENCE RELATED EXPERIENCE: **Technician**, LabCorp, Burlington, NC January 2015–Present

- Perform stability functional testing of raw materials and test kits for HIV, HCV, DNA and Blood screening products
- Analyze, maintain, and validate test data using LIMS system
- Participate in routine lab maintenance and ISO implementation

Lab Technician, Moses Cone Hospital, Greensboro, NC June 2014–August 2015

- Tested plasma for HIV antibody, Hepatitis B, and Hepatitis C
- Completed tests within strict time schedule under standard operating procedures

SALES EXPERIENCE: **Sales Associate**, Fleet Feet, Greensboro, NC June 2014–June 2016

- Led sales team with highest units sold per day; consistently exceeded quotas
- Requested to provide sales assistance to several high profile customers
- Maintained accurate record of finances at day's close

Post Your Resume

Handshake is one of the most important tools we have, and we want to make sure you know how to use all aspects of the system—including the resume approval process. Your resume will need to be approved on Handshake to actually apply for many positions, participate in on-campus recruiting, and opt-in resume books.



To upload your resume in Handshake visit handshake.uncg.edu. Log-in using your UNCG account information and complete your online profile. Then, click on the "Documents" link.

1. Click Add New Document.
2. Browse documents to upload your resume, click Submit.
3. The resume is then in a pending status until a career team member reviews it.
4. Once reviewed, it will either be approved or declined. You will receive an email either way. (If you do not receive an email, go to your Handshake account settings to ensure you have given us permission to email you.)
5. Once approved, it will appear in the Documents tab and you will be able to attach it to any position for which you wish to apply.

To ensure resume approval, review the guidance on the "Build Your Resume" section under the Students tab. If you have any questions, please ask a career team member.

Crafting Cover Letters

A cover letter introduces you to a prospective employer, providing important information concerning who you are and why you are applying for a particular position. The letter should focus on skills, knowledge, interests, experiences and work habits related to the position sought.

Use block style business letter format and keep it to one page unless your professional work experience exceeds 5+ years.

Review our Cover Letter Guide in eResources under the Students tab on csc.uncg.edu for more examples.

Natasha Gomez

1720 Magnolia Circle - Greensboro, NC - 336-545-5454 - NGomez4@uncg.edu

December 5, 2017

Jody Smithfield, Director of Training
XYZ Corporation P.O. Box 1735
Wilmington, NC 28403

Dear Ms. Smithfield:

I am writing to express my interest in the Retail Management Trainee position you listed recently on SpartanCareers. I have researched XYZ's web page, and I am impressed with your company's commitment to excellent customer service and your employee development training program. I will be graduating from UNC Greensboro in May and am seeking a management position.

As you will note in the enclosed resume, I have had meaningful experience in both retail sales and customer service. My positions at The Gap and Lucky 32 have given me the ability to work with a wide variety of clientele. I seek to always improve a customer's experience and value being able to help others. As a management trainee, I would utilize my strong communication skills to work effectively with customers.

My experience as President of Alpha Chi Omega Sorority has helped me to further develop my leadership and organizational skills. Last fall, I had the opportunity to create a fundraiser for our philanthropy. Through coordinating the event logistics, marketing efforts, and managing my sorority sisters to volunteer during the event, I increased my management skills. The event drew a record attendance and brought a personal sense of accomplishment. I am looking for an opportunity to further develop in this way and believe the Management Trainee program can provide that.

I would like to explore the Retail Management Trainee position with you further. I will be in Wilmington the week of March 4th and would love the opportunity to actually come in and speak with you regarding this position. I will call next week to see if we might identify a mutually convenient meeting time. Should you need additional information, please call me at (336) 545-5454. I look forward to hearing from you.

Sincerely,

Natasha Gomez

Natasha Gomez

An Effective Cover Letter Should:

- Be heard in your own voice and introduce yourself (and your resume) to an employer.
- Showcase your knowledge of the company. You should always tailor your cover letter to a specific company. Point out the major "selling points" from your resume that most match the job description.
- Serve as an example of your written communication skills, an in-demand skill by virtually all employers.



Before You Start

See how your skills stack up against what the company is looking in a candidate:

1. On the LEFT side—list from the job posting key skills and experiences needed.
 2. On the RIGHT side—list your experiences, skills and expertise that "answer" their interests.
- *If you're missing some qualifications consider what skills you can draw upon to overcome this.

Company Job Posting:	Your Experiences and Skills:

Networking Email

Subject: *Shelley Landit suggested I contact you*

Dear Mr. Henderson,

Shelley Landit, a close friend of mine, suggested that I contact you. Shelley and I were roommates while in a Study Abroad program in London last semester. We have also become close friends while participating in Women's Club Volleyball and Soccer at UNCG, and I understand that you share our interest in recreational sports. I am currently working towards a B.S. in Recreation, Parks, and Tourism. Last week I mentioned to Shelley that I am having trouble deciding between a concentration in Leisure Services Management and Therapeutic Recreation. Since Shelley had such a great experience being supervised by you at ABC Country Club, she suggested that I contact you to learn more about the day-to-day operation of a leisure-related business.

I am anxious to learn more about Leisure Services Management and whether my skills, interests, and experiences will match well. I would appreciate a few moments of your time to discuss this further. Would you be available this coming week to discuss the possibility of a meeting, perhaps over coffee or lunch? I am free on Tuesday, Wednesday and Thursday. If these days do not work for you, please send me some dates that do work. I look forward to the prospect of speaking with you personally.

Sincerely,
Natasha Nelson
336-888-8888

Tips for Emailing your Cover Letter

Communicating professionally is essential when exchanging emails with potential employers and other professionals. Below are some tips to ensure that your email communication is always professional.

Always include a subject line. Subject lines should be specific. Below are a few examples.

- "Application from Joe Smith for job #573"
- "Referred to you by Jodi Barber at UNCG"
- "Question about internship from a UNCG student"
- "Request for informational interview from UNCG Media Studies major"
- "Application for Marketing Internship (#622)"

When addressing the contact use "Dear Mr. Jones" or "Dear Ms. Grey,"—do not use the first name unless you have already established that this is appropriate.

Use appropriate grammar, spelling, sentence structure and paragraphs in an email and letter.

You can attach your cover letter and resume separately in the same email -OR- you could make the body of your email your cover letter. Be sure to use email format rather than business letter if you do this.

Don't start your email message with "Hey" or "Hi" if you're communicating with someone for professional purposes. Use "Dear Mr. Jones" or simply "Mr. Jones."

Proofread and send yourself a copy of the email before sending it to the employer, to ensure attachments and formatting is all the way you want it to appear.

Post Your Cover Letter

Handshake is one of the most important tools we have, and we want to make sure you know how to use all aspects of the system—including how to load a cover letter.



Your cover letter will need to be approved on Handshake to actually apply for many positions and participate in on-campus recruiting.

To upload your cover letter in Handshake, click on the student log-in from our website: handshake.uncg.edu. Log-in using your UNCG account information and complete your online profile. Then, click on the "Documents" link.

1. Click Add New.
2. Name your document (ex. JobInc JJohnson.doc) and select Document Type.
3. Browse documents to upload your cover letter, click Submit.
4. The cover letter is then in a pending status until a career team member reviews it.
5. Once reviewed, it will either be approved or declined. You will receive an email either way. (If you do not receive an email, go to your Handshake account settings to ensure you have given us permission to email you.)
6. Once approved, it will appear in the Documents tab and you will be able to attach it to any position for which you wish to apply.

To ensure cover letter approval, review our Cover Letter Guide in eResources under the Students tab on csc.uncg.edu. If you have any questions, please ask a career team member.

Employers considering your candidacy often ask that you provide a list of references. This list may be requested at the time of your initial application or later in the hiring process. Normally these references will not be contacted until you are a “finalist” for the position. Accordingly, you should develop a list of references, including names, titles, business addresses, telephone numbers, and e-mail addresses as part of your preparation for the job search. The heading of your reference sheet should match that of your resume.

References typically include former employers, faculty members, and/or internship/practicum supervisors who can speak positively about your abilities. Be sure to obtain permission from your references before adding them to your list and provide them with a copy of your resume. Should a specific employer later indicate that he/she will be contacting your references, you should re-contact these individuals to notify them of this possibility.

Sample Reference List

1207 W. Chatham St. Pfafftown, NC 27040	JAMIE E. MAGEE (336) 773-9482 jem1@gmail.com
References	
Mr. Robert Campbell Computer Operations Manager Todd Organization, Inc. 1215 Elm Street Greensboro, NC 27419 (336) 555-1724 rcampbell@todddorg.com	
Dr. Elaine Yurowicz, Ph.D. Assistant Professor, UNCG Geography Department PO Box 29999 Greensboro, NC 29999 (336) 555-9999 ejyurowi@uncg.edu	
Mr. George Black Customer Service Manager American Express 6500 Airport Parkway Greensboro, NC 27999 (336) 555-6500 g-black@amx.com *Previously with Greensboro News & Record	
Mr. Julian Hunter 1425 Greensboro Haven Lane Wiggles, NC 27355 (336) 555-1234 jjhunter@ipod.com	

Sample Pitch Email

It's important you can write an effective introduction to someone in your career field. Identify quickly how you know them, who you are, what you want (not a job), and some ideas on how best to meet. Keep it short, professional and grateful.

Dear Ms. Castellano,

I hope this email finds you well. Sara Eltabib, a classmate of mine at UNC Greensboro, recommended that I reach out to you in regard to your work with Dunder Mifflin. As a member of the Paper Industry Group on LinkedIn, I recently came across your profile. I am currently a first-year MBA student and am concentrating in finance and marketing. Prior to UNCG, I worked for Inatech as a TPS Report Specialist. While there, I managed a team of five people in the Credit Department.

Recently, Sara and I were discussing my career goals and she thought you would be a great person to speak with in regard to the Paper Industry. I was hoping that you might have some availability to speak with me. Perhaps I could take you for coffee at some point next week. I am free on Tuesday, Wednesday, and Friday afternoons after 2pm. If that is not convenient for you, I'd be happy to find a time that works best for you. I

Thank you in advance for your time. I look forward to hearing from you at your convenience. Please feel free to reach me at this email address or by phone at 555-234-5678.

Sincerely,

Joe Jobseeker

Your Online Presence

MILESTONE 3
PROMOTE 

25th ANNIVERSARY EDITION

Did you know your first interview might happen without you? Today with technology at our fingertips it's not uncommon for employers to search for you online. To be a top candidate you need to know what an employer finds when they search for you. Use social media to build your presence online as well as to create networking contacts for now and in the future.

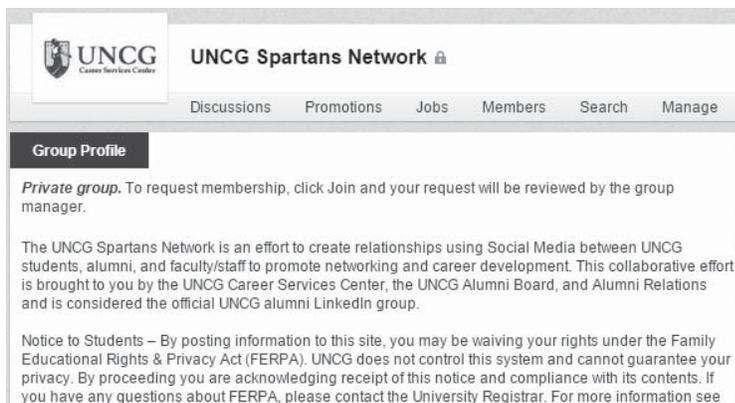
Are you LinkedIn?



Get started on your profile today. Once you've created it work with a career team member to have it reviewed.

Start connecting by joining groups like the UNCG Spartans Network.

LinkedIn is a social networking website for professional networking. With over 414 million users representing over 200 countries around the world, LinkedIn is a fast-growing professional networking site that allows members to create business contacts, search for jobs, and find potential clients. Individuals have the ability to create their own professional profile that can be viewed by others in their network, and also view the profiles of their own contacts. (Source: CrunchBase.com)



Group Profile

To request membership in the UNCG Spartans Network, click Join and your request will be approved by the group manager. The UNCG Spartans Network is an effort to create relationships using social media between UNCG students, alumni, and faculty/staff to promote networking and career development.



Maximize Social Media

Social Media can be a great way to build your career identity and tap into the hidden job market. LinkedIn is the leading professional social media to connect with your in-person network professionally and add to it; you also manage what potential employers learn about you from the Internet. Talk with a career team member on appropriate etiquette for communication using social media.

Tips for using social media in the job search:

- Remember 94% of recruiters use social media in recruiting (Source: Jobvite), so keep everything you put online professional.
- Use the same profile picture across media for consistency of your career identity.
- Use status updates to inform others about your job search and show knowledge of your field.
- Add your LinkedIn, blog or Twitter to an email signature and your resume heading to help employers find you online.
- Join groups relevant to your career interests—comment and post to the groups regularly.

Preparing for Your Interview

MILESTONE 3
PROMOTE 

25th ANNIVERSARY EDITION

Interviewing Preparation

An interview is an opportunity for you and a potential employer to determine if you are a good fit for their company. Keep in mind that employers base hiring decisions on personality, as well as objective skills. Before you have the chance to accept a job offer, you have to conduct a successful interview!

Before the Interview

- Practice interviewing skills. Utilize our Mock Interview Program. (see page 20)
- Research the organization! Lack of knowledge about the organization and position is a prime reason for not hiring someone.
- Be able to prove your skills/abilities relate to the core skills required for the position. Be prepared to give examples of how you developed them.
- Prepare questions for the interviewer. See page 21 for examples.
- Double check the date, time, and location of the interview. Make sure you know how to get there and how long it will take. Drive by the night before if you are unsure.
- Prepare to dress appropriately for the position and industry. When in doubt, dress conservatively.
- Organize and/or prepare materials for the interview, including copies of your resume, your references, your portfolio, etc.

During the Interview

- Plan to arrive about 15 minutes early. Treat everyone in a professional manner.
- Carry a portfolio or folder including extra resumes, your reference list (in case it's requested), and a list of questions to ask.
- Greet the interviewer by formal name and with a firm handshake.
- Speak clearly and enthusiastically about your experiences and skills. Confidence without arrogance is important.
- Listen carefully. Answer the questions asked directly, keeping in mind that the interviewer is looking for answers that show how you fit into their organization. Remember that you are also gathering information about the company on which to base your decision.
- Be positive! Negative statements may reflect poorly on you.
 - Pay attention to your nonverbal behavior. Maintain good eye contact and posture, and control nervous habits.
 - At the end of the interview, ask about the next step in the process and if there is anything you can do to help move the process along.
 - Thank the interviewer for his/her time, and let him/her know you look forward to the next step! If you want the job, say so (in a professional manner).
- Obtain a business card from your interviewer(s).



After the Interview

- Send a thank you letter within one day after the interview.
- Restate your interest in the position and highlight important aspects of the interview.
- If the hiring decision will occur soon, send a well written email. If time allows, thank you notes may be handwritten on professional note cards and if you have neat, easy-to-read handwriting. Send a typed thank you letter if you are unsure what to send.
- Follow-up by phone if you have not heard from the company in the designated time period.
- Even if you aren't offered a position, maintain a positive relationship with the organization. You never know when a new position may become available.

Example Thank You Letter



Dear Ms. Laos:

Thank you for speaking with me about the assistant editor with the Laos Printing Company. The job, as you presented it, seems like a great fit for my skills and interests. Your creative team and workplace culture confirmed my desire to work with you.

I appreciate your time and hope the rest of the interview process goes well for you. I look forward to hearing from you soon.

Sincerely,

Jose Jobs

What to Wear for an Interview

- Invest in a good quality suit (black, dark grey, brown or navy) and a standard long-sleeve button-up dress shirt (white or solid light blue) or basic shell in understated colors
- Maintain a “less is more” mentality with makeup, nail polish, lipstick and jewelry
- Shoes should be close-toed, simple and professional (avoid heels higher than two inches)
- Socks, hosiery, belts and accessories should be in matching neutral tones ties should be solid colors, stripes, or small patterns
- Skirts should be no shorter than knee-length
- Carry a portfolio or briefcase large enough to carry your unfolded resume or other materials



Our Pinterest page has boards devoted to what to wear in an interview and career fair. Find us at UNCG Career Services.

A Worthy Investment

During your college years, a business suit will be necessary. Yes, you will need a business suit for our career fairs, networking events and future interviews, but you will also need professional attire for a variety of events on and off campus. It will be well worth the investment - so invest well! Have questions? Contact the CSC career team today!

Other Tips for Success

- Investigate the organization where you are interviewing to see what the average employee wears. A good guideline is to always dress more formally than would be expected on the job.
- Remember that it is easier to dress down conservative clothes than dress up informal attire.
- Make sure you are well-groomed and your attire is laundered, pressed and wrinkle-free
- Make sure clothes fit correctly and are not too loose or too tight
- Avoid anything that is too trendy or “loud”

Mock Interview Program

MILESTONE 3
PROMOTE 

25th ANNIVERSARY EDITION

Interview Practice and Preparation for Students

In today's instantly connected world, you must plan for and expect to find yourself participating in interviews conducted in a variety of formats. The Career Services Center is here to assist you in your efforts to prepare, practice and perform successfully when you interview for jobs, internships and admission to graduate programs.

The Career Services Center provides various ways for you to practice and develop your interview skills:

- In-Person (Face-to-face) Interview
- Online Recorded Interviews (via InterviewStream)
- Telephone Interviews
- Video Interview (ex. Skype)

In-Person Interviews: Schedule an appointment for an in-person, phone or live video mock interview to receive constructive feedback from our career team. Call 336-334-5454 or stop by our office in the Elliott University Center

InterviewStream: Practice interviewing online anytime! Anywhere! InterviewStream is an online interview practice FREE to UNCG students.

1. Login through csc.uncg.edu - click Students
2. Click Interview Stream logo in the toolbox
3. Sign up with your UNCG email address and create your account.
4. Choose your interview type and GO! If you choose, you can customize your interview and pull from over 7,000 questions!
5. Get feedback and tips about your verbal and non-verbal communication skills. You can even count the number of times you say "Um..."

We have a technology room available by scheduled appointment in our office for enrolled students who need assistance or a webcam. Please call 336-334-5454 or stop in to reserve this room.

Video Interview: Schedule an appointment for practicing a video interview. Call 336-334-5454 or stop by our office in the EUC.



Types of Interviews

Phone: Usually serves as a screening tool to determine who the company would like to bring in for a face-to-face interview. These usually last 10–40 minutes. Have your resume, job posting, and company website in front of you. Be sure to speak clearly and slowly to be understood. Be sure you have enough phone battery and are in a quiet place where you won't be disrupted.

Panel: Usually where several company representatives meet with you at one time. This can be intimidating but do your best to make eye contact with all representatives and stay calm.

Group: Usually the opposite of a panel, this is where several applicants will be interviewed by the company at the same time. Try to have your voice heard without dominating the discussion.

Task-Oriented or Testing: You may be given some exercises to demonstrate creative and analytical abilities. A company may ask you to take a short test to evaluate your technical knowledge and skills. Sometimes a presentation to a group is necessary



We have a Pinterest board with ideas, articles, and examples to further prepare you.

Find us at UNCG Career Services

Behavior-Based Interviews

Employers ask behavior-based questions in an interview to evaluate a candidate's experiences and behaviors in order to determine their potential for success with their company. The employer identifies desired skills and behaviors, and then structures open-ended questions to elicit detailed responses from the candidate.

Below are example questions to help you get familiar with the format.

Goal Setting

- Give me an example of an important goal which you have set and tell me how you reached it. What steps did you take? What obstacles did you encounter?
- Tell me about a goal that you set that you did not reach. What obstacles did you encounter?

Initiative

- Describe a project or idea that was implemented primarily because of your efforts. What was your role? What was the outcome?
- What was the best idea you came up with during your college career? How did you apply it?

Leadership

- Tell me about a team project when you had to take the lead or take charge of the project? What did you do? What was the result?
- Describe a leadership role of yours. Why did you commit time to it?

Planning, Organization and Time Management

- How do you prioritize projects and tasks when scheduling your time? Give me some examples.
- Tell me about a project that you planned. How did you organize and schedule the tasks?

Teamwork

- Describe a situation where others you were working with on a project disagreed with your ideas. What did you do?
- Tell me about a time when you worked with a classmate who was not doing their share of the work. How did you handle it?

Analytical Skills/Problem Solving

- Describe the project or situation that best demonstrates your analytical skills. What was your role?
- Tell me about a situation where you had to solve a difficult problem. What was your thought process? What was the outcome? What do you wish you had done differently?

Communication

- Tell me about a recent experience in making a speech or presentation? How did you prepare? What obstacles did you face? How did you handle them?
- Give me an example of a time when you were able to successfully communicate with another person even when that individual may not have personally liked you (or vice versa). What obstacles or difficulties did you face?

Creativity

- When was the last time you thought "outside the box" and how did you do it? Why?
- Tell me about a problem that you've solved in a unique or unusual way. What was the outcome? Were you happy or satisfied with it?

Decision Making

- Give me an example of a time when you had to be quick in coming to a decision. What obstacles did you face? What did you do?
- What is the most difficult decision you've had to make? How did you make it? What was the result?

Addressing Behavior-Based Interview Questions

Utilize the STAR technique to successfully demonstrate your skills. Tell a story!



Situation: Set the scene. Describe a situation and context of the story (who, what, where, when, how).

Task: Highlight any specific challenges or constraints you encountered.

Action: Describe what you did to complete the task, highlight your strengths in relation to the job.

Result: Close with the result of your efforts. Include figures to quantify the result if possible.

Your Turn: Questions to Ask Employers

- Tell me about initial training and/or professional development opportunities offered here.
- How has this company fared during the recent recession?
- How would you describe the company's workplace culture?
- Describe working relationships with other departments in the company.
- What are the company's values and ethics? How are these manifested in relationships with employees, customers and suppliers?
- What characteristics best describe a successful person at your company?
- What do you like best about your job/company?
- Is this a new position or am I replacing someone?
- Upon what criteria will my performance be evaluated? How will this be done and by whom?

ALWAYS Ask:

What's the next step in this process?

Find an Internship

Securing an internship in your target industry or organization can be an effective way to gain real-world experience and build your network. By working with one of our career coaches, you can leverage our growing list of employers offering internships or you can choose to create your own. Here are just some of the ways you can find an internship that fits your needs:

- **Sign Up for Handshake**
Our online website features employers seeking career opportunities for students and alumni alike.
- **Research an Industry**
If you cannot find existing internships in your area of interest, we recommend researching companies in your chosen field and review the “Careers” section on their sites for opportunities.
- **Tap Your Network**
Your friends, classmates, and faculty can be a great source for internship leads. Let them know that you are seeking an internship, and clearly state your interests, skills, and goals so they can help find the right fit.
- **Create Your Own Internship**
If you already have identified your target organization, you may be able to create your own internship if one doesn’t currently exist. Check out the Creating Your Own Internship on Handshake to learn more.

Schedule Your Internship

Summer Internships

- Can occur between May and August
- Can either be for credit or not for credit
- May require final evaluation from employer supervisor
- Internship scholarships are available during the summer term

Fall/Spring Internships

- Can occur between May and August
- Can either be for credit or not for credit

The UNCG Career Services Center (CSC) believes that part-time work experience can be a valuable part of the career planning, skills building, and leadership development of a student. We offer resources and advice for finding on- and off-campus work.

Types of Student Employment

• Federal Work-Study Jobs

Federal Work-Study (FWS) is a federally funded program for students who qualify as part of their financial aid package. Numerous UNCG departments and offices employ eligible students through this program. In order to be considered for FWS, a student must be enrolled at least half-time and have documented financial need by completing the Free Application for Federal Student Aid (FAFSA). More information about this process is available at www.uncg.edu/fia.

• Federal Work-Study Community Service Jobs

Federal work-study positions in non-profit agencies (mostly off-campus) are available to students as “community service” positions. In order to be considered, students must be awarded federal work-study. Students can check online on Handshake for available positions. Community service positions offer a variety of work experiences valuable to developing job skills. Students interested in these unique opportunities must meet with an advisor in the CSC prior to applying.



• On-Campus Departmental (Non Work-Study) Jobs

Many “non work-study” positions are available for students each year which are fully funded through individual University offices and departments. All degree-seeking students enrolled for at least 3 credits are potentially eligible for these positions. Students often discover these jobs by directly inquiring with departments in which they have an interest.

• Off-Campus Jobs

Off-campus employment opportunities may be viewed online by logging into Handshake, clicking on “Jobs” and selecting “Part-Time.”

Students can view all available Federal Work-Study jobs, as well as many departmental jobs, by accessing Handshake.

Go to handshake.uncg.edu and filter by “on campus employment”.



Part-time Job Search Assistance

One of the best ways to find work on-campus is to contact departments directly for availability of positions or an application. Students can also view on-campus job listings on Handshake – handshake.uncg.edu.

I-9 Verification

PRIOR to working, students who have accepted an on-campus job must complete employment eligibility (I-9) verification in the CSC office. This process requires original identification documents such as a social security card, birth certificate, or passport. Details are available at csc.uncg.edu in “Work During School” under the Students tab.



On-Campus Interviewing and Recruiting Events

On-campus interviewing allows you to connect with potential employers regarding possible employment opportunities. On-campus interviewing is held year-round and can:

- Provide a chance to participate in screening interviews on campus
- Expose you to a variety of industries and companies
- Enhance your chances for acquiring full-time employment and/or internships

Note: On-campus interviewing is only one method for finding employment after graduation. Not all industries utilize on-campus interviewing. If your area of interest is not included or even if it is—explore additional options with a career team member today!

To Participate in On-Campus Interviews:

- Students must be currently enrolled at UNCG or be an alumnus of UNCG.
- Students must complete their profile and get their resume approved in Handshake. (Our Career Team is available M–F 10am–4pm to assist in CSC)

Company Information Sessions

Information Sessions are an hour of time when a company brings some of its employees to campus to meet and talk with students about who they are, what they do, who they hire and how people get hired. This is an opportunity to hear about companies who specifically are interested in hiring from UNCG and want to meet the right kind of candidate. You can only know if you're the "right kind" by coming to hear what they are



seeking. Come to any and all of the information sessions Career Services offers so that you'll know where you should look when searching for a job. Even if they aren't recruiting for your specific skill set you could meet key people in the company and figure out where you might fit—all before you actually apply. Figure out what you want by checking out what they offer!

Why should you attend one?

1. There is an opportunity for networking.
2. You can identify career paths that might fit for you.
3. You can learn about a company who is interested in hiring from UNCG.
4. Discover opportunities for an internship or full-time employment.
5. You can ask questions regarding how to get hired and be a good candidate.



Be sure to log into Handshake or check csc.uncg.edu for upcoming Company Information Sessions.

Companies that recently recruited on campus

Action Greensboro
Allegacy Federal Credit Union
Automatic Data Processing-ADP
Alight Solutions Amazon
Apex Analytix
BB&T Insurance Services
Central Intelligence Agency - CIA
City of Greensboro
Cone Health
Delhaize America
Enterprise Rent-A-Car
Epes Carriers, Inc.
Fastenal Company
Furnitureland South
Global Brands Group
Guilford County Schools
Hanesbrands
Honda Aircraft Company
Infosys
Inroads
Inmar
Kayser-Roth Corporation
Kohl's Department Stores
Liberty Hardware
Lidl U.S.
Lincoln Financial Group
Market America
NC Department of Public Safety
NetApp
Novant Health
Paychex
Peace Corps
Pepsi Bottling Ventures
Red Ventures
RTI International
Sherwin-Williams Syngenta Corporation Target Corporation
Teach for America
The Pepsi Bottling Group
Travelers Insurance
USDA Forest Service
Vanguard
VF Corporation Volvo
Waffle House
XPO Logistics

Going to Graduate School?

Review the guidance in the “Prep for Graduate School” section under the Students tab on csc.uncg.edu.

Before you commit to pursuing an advanced degree, it is important to consider how it helps your career path. Talk with specific programs about where their students go after graduate school. Research programs you want to consider. Use online rankings such as *US News & World Report* or visit sites like Gradschools.com to conduct detailed searches for programs based on location, type or format (online vs. in person). Use the considerations list below to help you compare and contrast schools. Come visit CSC to talk with someone about your path to graduate school.

Graduate School Considerations

CATEGORY	SCHOOL 1	SCHOOL 2	SCHOOL 3
Name of Program			
School/University			
Location			
Strengths of Program			
Weaknesses as you determine			
Application Deadline			
Financial Aid Deadline			
Meet prerequisite requirements?			
Essay?			
Online application?			
Test scores required? sent?			
Transcripts sent?			
Recommendations notified and sent?			

Admission Tests

If a test is required, you will need to research and prepare for it in advance of any admission deadlines. Kaplan has information and review materials for many of the required tests (<http://www.kaptest.com/>). It is important that you know what is required for your specific program. Common tests include:

- GRE (www.ets.org/gre)
- GMAT (www.mba.com/us)
- MCAT (www.aamc.org/students/applying/mcat)
- LSAT (www.lsac.org)

Also, be sure to check out our website featuring additional testing information.

Writing a Personal Statement? Admissions committees may be trying to evaluate a number of things from your statement, such as:

- Reason for deciding to pursue a particular degree at a particular institution
- Personal uniqueness—what would you add to the entering class?
- Expectations regarding the program
- Writing ability
- Immediate and long-term goals
- Research and/or work experience

What are your plans after graduation?

Did you get a job?

Are you going to graduate school?

Are you going to start your own business?

UNCG Career Services wants to know! Connect with us on LinkedIn (UNCG Spartans Network), participate in our networking events with current students and fill out our Alumni Survey which is emailed to you leading up to graduation. We keep all of your information confidential and we will thank you for completing our survey by giving you a free UNCG alumni t-shirt. All of the survey information is compiled and shared directly with the Chancellor. The ability to report the great successes of UNCG students is extremely important in strengthening the reputation of the University and assists in improving UNCG for future students and alumni.

The Career Services Center is here to help you launch into the next step of your career. We help alumni just like when they were students (in-person appointments, phone calls, drop-in services, etc.) up to 12 months post-graduation.

Also, you can set up an alumni account on Handshake to access job postings, career fairs, and alumni events.



Evaluating Job Offers

MILESTONE 6
ARRIVAL 

25th ANNIVERSARY EDITION

Your stellar resume lands you an interview with an interesting company. During the interview, your outstanding professionalism and relevant experience let the employer know that no one else in the world can be more perfect for the position than you, so they offer you the job. The problem is the salary they're offering isn't exactly what you hoped for ... so do you accept or decline the offer?

Step 1

Take the time to evaluate the offer. You do not have to make a decision immediately.

Step 2

Make sure you have the right reasons to negotiate the salary.

- Your skills, experience and education are worth more than the offered salary.
- The pay range for the position is less than the industry average.
- The cost of living is higher in the area where the job is and the offer does not reflect that.
- You have multiple job offers with similar salary/benefits package.

Step 3

Do your homework.

- Determine the market rate salary range for the type of position in a particular industry. Check out the Job Seeker Salary Calculator: jobsearchintelligence.com/etc/jobseekers/salary-calculator.php
- Uncovering salary information is not as difficult as it may seem. Try the following resources:
 - Payscale.com allows you to input your information and information about the company to see a salary range.
 - Check Glassdoor.com for actual reported salaries.
- Prepare a budget to determine your financial needs. Go to nccareers.org/RealityCheck to get more information!
- Document your skills and accomplishments and be prepared to talk about them. Check out our Gap Analysis Worksheet for help!
- Salary is not the only area to negotiate. Weigh your options and evaluate your total compensation package which includes: salary, benefits, incentives, allowances, paid days off, flexibility, parking passes, etc.

Step 4

Prepare for your salary negotiation conversation.

- Decide, before you go into an interview, what salary you want to earn, what you need to live on, and what you will be willing to accept. Be realistic: entry level salaries are less negotiable than salaries for mid-level for executive positions.
- Practice your salary negotiation skills with a friend, or during a CSC video-taped mock interview session.
- Don't be the first to mention salary during the interview.
- Never say "I need at least XXX dollars."
- Never lie about your salary history.
- Relax, it's natural to feel embarrassed or uncomfortable discussing salary.

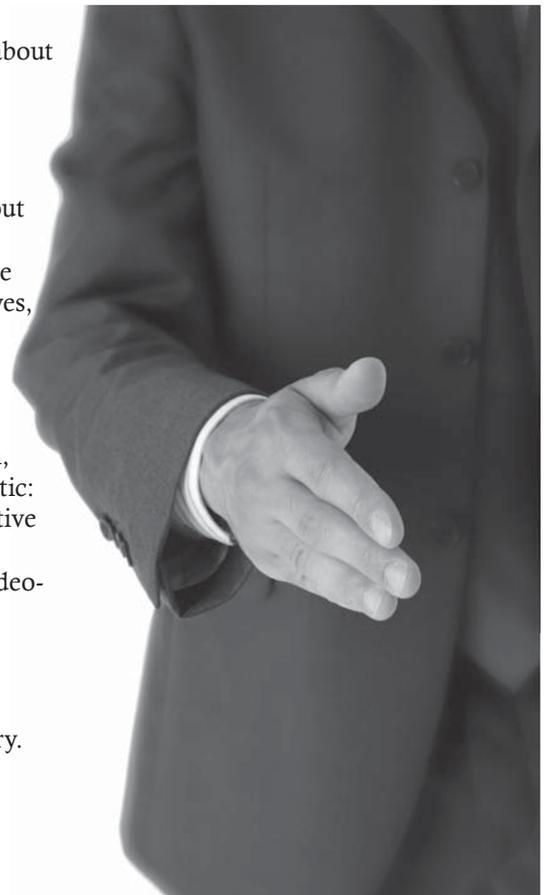
Check out more ideas on how to find market rate salary ranges!

 glassdoor.com

 SimplyHired

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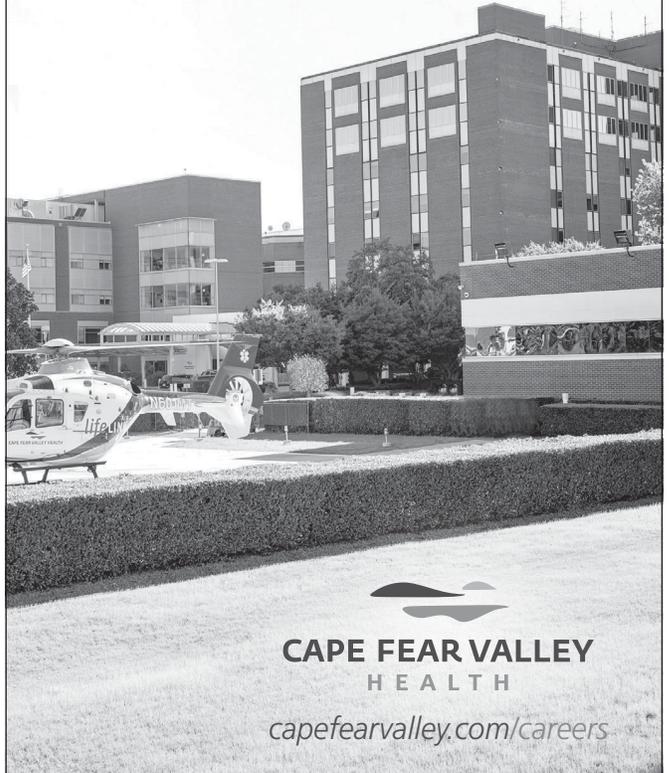
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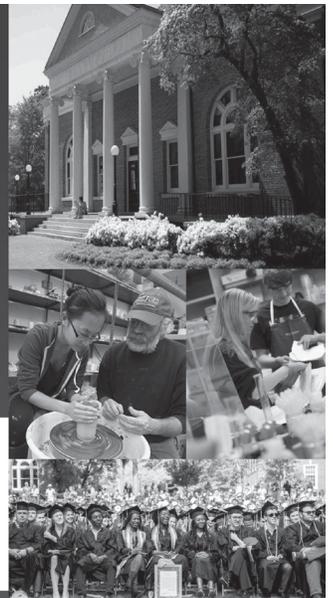
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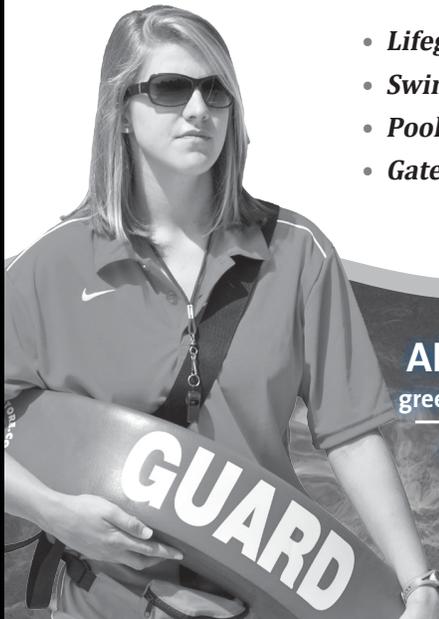


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