HOW CAN WE HELP YOU MEET YOUR CAREER GOALS?

Learn more about the programming and opportunities provided for current students and alumni.

DISCOVERING YOUR INNER AGGIE: Self-Assessment Guide
Making plans for your future can be challenging. Starting with the self-assessment process can give you more choices and increase your confidence that you are on the right career path.

Experiential Learning: Cooperative Education and Internship Program
Your time at NMSU should include experiential learning to launch your professional journey. After completing a co-op/internship, you will gain new and unique perspectives for your career plan.
Career Services is here to help you understand and shape your curiosities, passions, interests, and skills. We will work alongside you and your academic advisers to aid you in understanding what you can do with your major, connect you with the occupational outlook for your major, and help you use AggieCAREER Manager (powered by Handshake) to locate student employment, co-ops/internships, and global job search resources.

Advising Appointments
You are encouraged to make full use of the broad range of appointments available with peer advisors and staff, including Career Assessment & Exploration, Internship & Co-op, Job Searching, Resume & CV Reviews, Letters and Statements, Interview Preparation, and LinkedIn Help. Individual appointments assure you will receive customized attention to meet your needs to address your situation.

Workshops
Whether you’d like to learn resume writing tips or best practices in preparing for your next job interview, our workshops are the best place to start.
For a complete listing of upcoming workshops, check out EVENTS in AggieCAREER Manager, the Aggie Life App, or our website.
Additionally, student organizations, residence halls, and classes are welcomed to request a special presentation. Workshops can be combined and tailored to suit the needs of the group:
- Career Assessment & Exploration
- Co-ops & Internship Planning
- Resume & Cover Letter Writing
- Getting LinkedIn
- Improv Games for Interview Success
- Life After College

Events
A week doesn’t go by without multiple opportunities available for you to engage with employers. Networking allows you to develop a rapport with recruiters, learn more about careers with industry leaders, and get a jump start on the hiring process. Meet with recruiters over coffee during a Coffee Chat session at the Barnes & Noble, or attend an Info session. From tabling on campus to Lunch & Learns, we have created several mediums for you to connect.
Career Services also hosts Career Development Events throughout the year. In the Fall, look out for the Mix & Mingle and JCPenney SUIT-UP events. In the Spring, SUIT-UP returns along with the Etiquette Dinner. Periodically throughout the year, Career Services will be visible throughout campus offering resume reviews at Resume AGGIEmania. Keep an eye on the EVENTS in AggieCAREER Manager for updates and additions to our programming.
Your career can be found right here at PVT in southeastern New Mexico. PVT is a diverse telecommunications company with a friendly, family atmosphere. We are rural America at its best, and yet, we operate in a very competitive environment.

PVT offers careers in:
• Sales & Marketing
• Finance & Administration
• IT & Technology
• Plant & Network Operations
• Engineering & Construction

Check out our current openings and find out more about PVT at www.pvt.com/careers.

24/7 CAREER ASSISTANCE
CAREERBEAM
CareerBeam is a full service career development portal designed to provide all the resources necessary to guide you through the job search process and achieve your career goals.

RESUME TEMPLATES
CAREER ASSESSMENT
COVER LETTER TEMPLATES
RESEARCH COMPANIES
INTERVIEW PREP
INDUSTRY REPORTS
JOB SEARCH and more...

A career at Tri-State will give you the satisfaction of keeping the lights on for nearly 1.3 million consumers across New Mexico, Colorado, Nebraska and Wyoming.

Engineering opportunities:
• Power plant O&M
• Generation
• Transmission systems
• System operations
• Environmental compliance
• Coal surface mining
• Summer internships

Disciplines: EE (power option preferred), C/SE, ME, EnE, ChE, MnE

JOIN THE PEOPLE BEHIND THE POWER
You can log in from the Career Services website or visit the link below:
STUDENTS: cb.careersearch.net/login/NMSUstudent.tt2
ALUMNI: cb.careersearch.net/login/NMSUalumni.tt2
ARE YOU CAREER READY?

LEADERSHIP
Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. Assess and manage emotions and those of others. Empathic skills used to guide and motivate. **Organize, prioritize, & delegate** work.

TEAMWORK
Build diverse relationships with colleagues and customers. Able to work within a team structure and can negotiate and manage conflict. Effectively communicate to define common goals. Able to identify & utilize strengths of each team member.

PROBLEM SOLVING
Exercise **sound reasoning** to analyze issues, make decisions, and overcome problems. Able to obtain, interpret, and use knowledge, facts, & data. **Original and Innovative.**

COMMUNICATION
Articulate thoughts and ideas clearly and effectively in written and oral forms to various audiences. Effectively speak to audiences of varying sizes. Create and edit written reports.

PROFESSIONALISM
Work productively and manage time & workload. Professional work image. **Demonstrate personal accountability, integrity, and ethical behavior.**

TECHNOLOGY
Demonstrate the ability to **adapt to new & emerging technologies.** Use technology ethically and efficiently to solve problems and accomplish goals. Value **continuous learning.** Responsive to a variety of training formats.

GLOBAL FLUENCY
Value differences and **implement strategies for inclusion.** Interact effectively with people from diverse backgrounds. **Understand own biases** and use awareness to work to eliminate them.

CAREER MANAGEMENT
Identify areas for **professional growth.** Knowledge of industry leaders and trends. **Pursue and advocate for opportunities.**

The coolest jobs on this planet... or any other... are at Lockheed Martin Space

Lockheed Martin is a pioneer, partner, innovator and builder. Every day, our 100,000 employees come to work with one focus – our customers’ missions. Whether it’s protecting citizens or advancing the boundaries of science, these missions are some of the most important and challenging in the world. We bring an unwaivering commitment to help our customers succeed, and it’s that sense of purpose and opportunity to make a difference in the world that drives us every day.

Start your career at www.lockheedmartin.com/space
SELF-ASSESSMENT GUIDE: DISCOVERING YOUR INNER AGGIE

WHO AM I?
Can you in five minutes or less clearly describe yourself to a stranger? Have you identified your strengths, weaknesses, interests, and special talents? If not, you may find yourself at a distinct disadvantage because your competition may have made this self-analysis.

WHAT DO I WANT TO DO?
For many people, this is a difficult question. Your answer indicates whether you have given an honest reflection about your past, present, and future. The more thought you give to this question, the more convincing you will communicate your goals. Remember: working is doing something and not just knowing something.

WHY DO I WANT TO DO THIS?
Have you thoroughly considered what motivated you to make this decision? Are you realistic? Are you interested and enthusiastic about this career field? Are you willing to put forth the time, effort, and commitment to obtain the experience and knowledge required?

WHERE DO I WANT TO WORK?
Do you have a preference where you want to work? Are you focused on a specific company? Do you have a preference in the size or type (government, non-profit, etc.) of an employer? Is there a specific geographic location where you hope to live and work?

WHEN DO I WANT TO ACHIEVE MY GOALS?
It is important to realize what steps you can take now and prepare for what you need to do tomorrow. Do you need a Masters degree? If so, do you need that degree before you start an entry level position, or would you be better served continuing your education later in life? Are there external forces that will impact your timeline?

ONLINE ASSESSMENT TESTS
Visit our website, careerservices.nmsu.edu, to access the following online assessment tests:
A personal brand is more than who you are. Simply put, your brand is the perception of you. From digital to human interactions, what do others think and say about you?

CREATE.

What do you want to be known for?
If you had to choose just ONE word to describe yourself, what would it be?
Let’s add another: choose ONE word or phrase to describe who you want to be or how you hope to impact the world. List them together below:

If you value leadership, perhaps your words are LEADER and EMPOWER.
If you’re a creative type, maybe your words are ARTIST and THOUGHT-PROVOKING.
Do the sciences run through your veins? If so, try INNOVATOR and IMPROVE QUALITY OF LIFE.
Does this sound familiar?

MARKET.

How do you market yourself?
There are many ways you can apply your brand as you continue along your career path. It impacts your decision of which companies to seek out for employment to the way you describe your experiences. Aesthetically, your brand may also shape the format of your resume and cover letter, as well as how you physically present yourself to others.

Additionally, what does your online presence say about you? Are you actively engaging in conversations in your field? Are you creating a name for yourself with thoughtful contributions? Create content. Share your ideas. Get involved.

Visually project your digitally and in print. Don’t be afraid to ask for help from a creative or business-minded friend.

PROTECT.

Are you really who/what you say you are?
If you thought creating your brand was tough, wait until you have to protect it. Your public image should be thoughtful and intentional. Even if you’re a free spirit, be a free spirit who maintains their brand at all times.

Authenticity is one of, if not the most, important things to consider when developing your brand. It’s not enough to say you’re organized and responsible, you do have to be those things.

People evolve, as can your brand, but its evolution should be a result of your choice, not due to your failure to maintain it. Unfortunately, we live in a world where others may try to sabotage your attempts to be successful. It’s up to you to stay ahead of the curve and respond quickly and appropriately.

Everyday is an interview. It’s your chance to promote your brand or, worst case, destroy it with a false move. How will you protect your brand?
THE INTERESTS:
List industries or jobs that you are curious about.

Do you have a preferred work environment?

Do you have a location preference?

THE NETWORK:
Who are the industry leaders? (Companies, People, Organizations, Associations)

How are you connected to them?

How can you become connected to them?

How are you staying informed? (social media, journals, websites, apps, networking, joining reputable industry associations)

THE SKILLS:
What are the education requirements for this job?

What are the experience requirements?

What technical skills are needed?

What soft skills are needed?

How can you learn/acquire these skills inside and outside of the classroom?

FORECASTING:
How is your field affected by advancing technology?

Are there additional skills or certifications & licensure not currently required by your degree but would be an asset to obtain?

“When one door of happiness closes, another opens, but often we look so long at the closed door that we do not see the one that has been opened for us.”

HELEN KELLER

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Experiential Learning is the process through which students develop knowledge, skills, and valuable work experience from direct experiences outside the traditional academic setting.

Today's employers are seeking candidates with a unique combination of both technical and soft skills such as collaboration, communication, and critical thinking. As you explore what your industry recommends, consider participating in co-curricular engagement experiences to apply your knowledge and reflect on your growth in your field of interest. These projects help build your resume and demonstrate your skills and professionalism when applying for jobs.

Well planned, supervised, and assessed experiential learning programs can stimulate academic inquiry by promoting interdisciplinary learning, civic engagement, career development, cultural awareness, leadership, and other professional skills.

“Success is a journey, not a destination. The doing is often more important than the outcome.”

ARTHUR ASHE

Ways to Engage:
Getting involved on campus and in the community is a great way to learn and gain experiences.

Need Ideas?
- Get an on- or off-campus job
- Join a student organization
- Volunteer in the community
- Conduct a research project
- Gain in-demand skills
- Participate in a leadership program
- Shadow a professional
- Study abroad
- Test your entrepreneurial skills and join Studio G
The purpose of the NMSU Cooperative Education (Co-op) and Internship Program is to provide experienced-based learning through paid employment in practical, curriculum-related work assignments structured to meet your interests, abilities, and career goals. The program is a partnership effort where the student, employer, and university all participate on an equal basis in an effort to make your educational experience richer and more meaningful.

**BENEFITS TO STUDENTS**
- Experience navigating the Job Search process
- Paid real world experience in your field of study
- Network with professionals in your industry
- Possible conversion to full-time employment after college graduation
- An official notation placed on your transcript

**INTERNATIONAL STUDENTS:**
International students must comply with US Citizenship and Immigration Services (USCIS) regulations at all times to maintain their lawful student status.

**HOW DO I GET STARTED?**
1. Consult with the Office of International Student and Scholar Services (ISSS) to meet Curricular Practical Training (CPT) eligibility
2. Obtain a signed CPT request form
3. Submit a completed CPT form to the Cooperative Education & Internship Program

**MEET ELIGIBILITY**
- Minimum of sophomore classification for undergraduate students
- Degree-seeking student with declared major
- Minimum GPA: 2.0 undergraduates; 3.0 for graduate students
- Full-time student status (12+ credits for undergraduates; 9+ credits for graduate students)

**ORIENTATION**
- Activate AggieCAREER Manager account (powered by Handshake)
- Email coop@nmsu.edu to request an Orientation course
- Complete Co-op/Internship Orientation
- STATUS: Co-op Active

**APPROVAL**
- Job Offer Letter
- Job Description
- Request an Experience Form
- STATUS: Experience Approved in AggieCAREER Manager

**COMPLETION**
- Student Evaluation
- Employer Evaluation
- STATUS: Notation on Transcript
THE JOB SEARCH: EXPLORING THE MARKET

FIND YOUR NEXT OPPORTUNITY ON AGGIECAREER MANAGER POWERED BY HANDSHAKE.
2000+ companies, including Fortune 500 companies and local businesses, recruit Aggies like you on Handshake.

PUT HANDSHAKE TO WORK FOR YOU!
Handshake is YOUR job and internship platform. Log in with your Aggie ID at nmsu.joinhandshake.com or through myNMSU.

Optimize your Handshake profile.
- Upload your current resume. Handshake will complete your profile for you! Just review, approve, and publish.
- Strengthen your profile by adding a professional photo, skills, student organizations or extracurricular activities, and coursework.

Add relevant interest, desired industry, job function, and city. Use filters to fine-tune your search.
Handshake will give you suggestions of jobs and events tailored to YOU based on your profile and career interests.

Make your profile public to employers and the NMSU campus. Handshake will help you appear in relevant searches conducted by employers and enable you to connect with other NMSU students.

Find career events. You can find career events on campus like employer information sessions, career fairs, and networking opportunities. Join the event and favorite employers to receive updates.

Schedule an appointment with Career Services Staff and Peer Advisors to discuss career plans.

“Am confused. Is it AggieCAREER Manager or Handshake?”
Both! The Career Management tool at NMSU has long been called AggieCAREER Manager. This year, we’ve migrated to the Handshake platform. You might hear people refer to it interchangeably or, more likely, together.

DOWNLOAD THE APP

Getting a job takes TIME & PATIENCE:
Average time from job posting to an interview:
38 DAYS
Average time from interview to an offer:
24 DAYS

RESEARCHING A COMPANY:
Choosing a company to work for should not be taken lightly. Recall your self-assessment. Prioritize a company’s location, corporate culture, ethics, reputation, and offered salaries.

WHERE DO I LOOK?
CareerBeam has a robust employer research database. You can see annual profits, number of employees, and search for employers by industry in an area.
LinkedIn offers insights in hiring trends and growth, information about current and former employees, and the opportunity to follow, connect, and engage.
Glassdoor provides reviews from current and former employees and salary information.
And always, Always, ALWAYS: visit the company’s website, follow them on social media, and search for news articles.

JOB HUNTING CHECKLIST:
ASSESS GOALS
- Narrow down type(s) of positions & companies
- Identify regions/locations of interest
- Create a budget to identify salary requirements

ONLINE PRESENCE
- Google yourself to get an inventory of your digital footprint
- Clean up public social media accounts
- Boost or increase your industry specific posts
- Create or update your website or portfolio

CAREER RESOURCES
- Update and tailor your resume.
- Save copies on a cloud for mobile/remote access
- Compose an original cover letter for each position
- Update your LinkedIn profile
- Sign up for a FREE trial of Premiere for additional company insights
- Avoid sending connection requests to those you haven’t met in person without an introductory message
- Follow industry and interesting #hashtags
- Practice answering interview questions
- Send THANK YOU notes
- Secure References

NETWORK
- Visit the Career Services office at NMSU
- Meet with company recruiters on campus
- Attend Career Fairs
- Attend Information Sessions
- Meet with headhunters/recruiters in your industry
- Attend industry conferences
- Join industry associations
- Read industry publications
- Join social media groups

“Surround yourself with people who are smarter than you.”
RUSSELL SIMMONS
ON-CAMPUS RECRUITING:
CAREER FAIRS

STUDENT EMPLOYMENT FAIR
August 21, 2019
11 am to 1 PM

CAREER EXPO
September 17 & 18, 2019
9 am to 3 PM

GRADUATE & PROFESSIONAL SCHOOL FAIR
October 1, 2019
10 am to 2 PM

HEALTH PROFESSIONS CAREER FAIR
November 6, 2019
2 PM to 5 PM

CAREER CONNECTIONS
February 4 & 5, 2020
9 am to 3 PM

EMPLOYMENT EXTRAVAGANZA
March 11, 2020
9 am to 3 PM

EDUCATORS’ JOB FAIR
April 20, 2020
1 PM to 6 PM

ALL FAIRS WILL BE IN CORBETT CENTER.

COME PREPARED.
LEAVE WITH A JOB.

1 WEEK BEFORE THE FAIR:

- Study the list of companies/schools who will be at the fair. Start to pair down a list of those you’re interested in.
- Research companies. Visit their websites to see what positions are available. Search for them in the news. Follow them on social media.
- Draft your resume, highlighting the skills and experiences that the companies desire. Stop by Resume AGGIEMania to have your resume reviewed.
- Update your LinkedIn profile and portfolio. Attend a Getting LinkedIn Workshop. Clean up your public social media accounts.
- Browse EVENTS in Handshake for Info Sessions, Networking Opportunities, and Tabling for more opportunities to connect with recruiters.
- Schedule an appointment for a Mock Interview. Participate in an Improv Games for Interview Success Workshop.
- Prepare and practice your Elevator Pitch. Come up with questions that will help you learn more about available positions.
- Attend the Career Fair Prep Workshop on the Monday before the fair for a crash course of “Who’s who” and “What’s what.”
- Make arrangements with work or class schedules to allow for time to attend.

DAY OF THE FAIR:

- Dress to impress.
- Stand in the Superman pose at least a minute before you arrive—hands on hips, feet slightly further apart than usual, chin uplifted.
- Arrive early.
- Bring multiple copies of your resume.

AFTER THE FAIR:

- Follow-up with the recruiters you met via email or LinkedIn connection request. Remind them who you are, what you discussed, & reinforce your interest.
- Check AggieCAREER Manager for info sessions. You are more likely to make an impact if you meet with a recruiter multiple times.

ELEVATOR PITCH:

Introduce yourself. Present the information that you want them to remember about you: Name, Year in School, Major, & Positions you are seeking or future career goals

Value Proposition. Share major achievements & transferable skills targeted to the company/industry and why you are interested in the company.

Keep your pitch to 30 seconds.

“Television is not real life. In real life people actually have to leave the coffee shop and go get jobs.”

BILL GATES

- New Mexico State University -
An effective resume enables you to stand out and be competitive so you can get an interview. Hiring managers want to know what your skills are and what your responsibilities have been.

### CAR Method

**CONTEXT.** What was a task you were given?

**ACTION.** How did you complete the task?

**RESULT.** What was the result? Use numbers where possible.

### EXAMPLE:

**Task:** Rejuvenate the corporate brand by increasing Gen Z customers.

**How was task completed:** Adopted a fresh, authentic voice while creating 3 US trending hashtags on Twitter.

**Result:** Increased followers and Gen Z leads from Twitter by 500% in 2 months.

- Created a Twitter campaign to increase Gen Z followers and leads by 500% in 2 months by initiating 3 US trending hashtags.

Your resume should be more than a simple listing of job duties. Additionally, it shouldn’t be treated as your complete job history.

Include relevant experiences highlighting your qualifications for the position you are applying for. Use the **CAR Method** to communicate your experiences in a concise and impactful manner.

### Keywords

#### LEADERSHIP
- Administered
- Appointed
- Directed
- Guided
- Implemented
- Led
- Managed
- Oversaw
- Recommended
- Scheduled
- Supervised

#### INSTRUCTION
- Advised
- Clarified
- Cultivated
- Educated
- Enabled
- Facilitated
- Instructed
- Taught
- Trained
- Tutored

#### ORGANIZATION
- Built
- Cataloged
- Categorized
- Chartered
- Compiled
- Formalized
- Organized
- Prepared
- Recorded
- Registered
- Restructured
- Simplified

#### ANALYTICAL
- Accounted
- Allocated
- Analyzed
- Approved
- Balanced
- Budgeted
- Calculated
- Designed
- Initiated
- Interpreted
- Introduced
- Mapped
- Measured
- Reduced
- Recovered

#### DESIGN
- Assembled
- Built
- Constructed
- Created
- Developed
- Designed
- Examined
- Explored
- Formulated
- Identified
- Mapped
- Measured
- Tested

#### RESEARCH
- Assisted
- Collected
- Compared
- Diagnosed
- Evaluated
- Examined
- Explored
- Formulated
- Measured
- Surveyed

#### TEAM WORK
- Collaborated
- Co-authored
- Co-presented
- Coached
- Consulted
- Critiqued
- Influenced
- Interacted
- Participated
- Partnered
- Mediated
- Moderated
- Motivated

#### COMMUNICATION
- Advertised
- Articulated
- Communicated
- Composed
- Documented
- Edited
- Lobbied
- Persuaded
- Presented
- Translated
- Wrote

Find more resume resources at: careerservices.nmsu.edu/resumes

**Look for Resume AGGIEMania EVENTS on AggieCAREER Manager**
PISTOL PETE

MARKETING & PUBLIC RELATIONS INTERN
Highly motivated bilingual Spanish-speaking communications student seeking internships in advertising, public relations, or brand management. Interested in leveraging social media experience and writing skills to contribute to the corporate branding initiative to increase sales to Gen Z.

SKILLS
Hootsuite & Later
Adobe Creative Suite
Customer Service
Microsoft Office
Graphic Design
Commercial Writing
Management
Video Production
Salesforce

EDUCATION
Candidate for Bachelor of Arts in Communications; Minor in Marketing May 2021
New Mexico State University | Las Cruces, NM GPA: 3.6
CERTIFICATIONS: Hootsuite & Tableau
NMSU Study Abroad Pathway | Barcelona, Spain January 2018 – May 2018
Universidad de Barcelona

EXPERIENCE
Student Assistant August 2018 - Present
Arrowhead Center: Studio G, NMSU | Las Cruces, NM
- Manage 5 social media accounts targeting current students entirely through organic posting and increased student applications by 300% in one semester
- Create engaging promotional infographics using Photoshop and Illustrator for events and programs that saw an increase in attendance and participation
- Record video of panel discussions and events, edit with Adobe Premiere and Audition, and share across social platforms and Canvas
- Explore partnership opportunities with local and statewide entrepreneur programs, increasing the studio’s leads network by 10% in Salesforce

Contributing Writer August 2018 - Present
The RoundUp, NMSU | Las Cruces, NM
- Author monthly articles targeting concerns of First Generation Students
- Research community issues and interviewed prominent community leaders

Assistant Manager December 2016 – January 2018
ULTA Beauty, Mesilla Valley Mall | Las Cruces, NM
- Conducted weekly and quarterly reports and lead customer acquisition strategies, exceeding monthly sales goals by a minimum of 18%
- Supervised a team of 15—hair stylists, cosmetologists, estheticians—and encouraged staff to engage with customers, promoting social media accounts
- Designed monthly promotional displays and coordinated the shift of promotions
- Joined company as a sales associate; rapidly promoted to assistant manager within 6 months of employment

CONTENT, PUNCTUATION, & GRAMMAR
- Spell check
- Writing is clear, concise, and tailored to keywords in job descriptions
- Remove personal pronouns I & my
- Remove references; create a separate Reference List
- Avoid passive phrases: “worked with” or “responsible for”
- Avoid repetition; offer something new when describing similar experiences
- Unless necessary, avoid text boxes, shading, photos, and graphs

RESUME
CHECKLIST:
FORMATTING & APPEARANCE
- Stick to one page. Avoid using templates
- Margins between .7 & 1”
- Font Size
  - Body: 10.5-12
  - Headers: 12-14
- Name: 14-16
- Fonts: sans-serif are often preferred
  - Sans Serif: Calibri, Arial, Helvetica, Avenir, Gotham
  - Serif: Garamond, Georgia
- Differentiate sections with Headings and organize in order of relevance
- Use adequate white space to avoid over crowding
- Consistency with spacing, alignment, and punctuation.
- Emphasize titles/orGANizations with bold or italics. Avoid more than 2 types of emphasis
- Keep bullet points to one line or nearly complete second line
- Organize degrees and experiences in reverse chronological order
- Save as PDF to preserve formatting

CONTACT INFORMATION
- Preferred professional name
- Phone Number
- Professional email address
- Street Address is optional (remove on resumes posted publicly)
- City, State is optional
- LinkedIn URL if you’re active
- Link to your website/portfolio when necessary

EDUCATION
- Formal name of the Institution
- City, State
- Major/minor
- Graduation month/year
- Optional:
  - Courses that focus on your knowledge and skills
  - Projects & Research
  - Thesis/Dissertation Titles
  - GPA: 3.0+
  - Affiliations, trainings, certifications
  - Conferences
  - Remove High School after 1st year

EXPERIENCE
- Employer name/organization and your Title & City, State
- Dates of employment: month & year
- Create strong bullet points using the CAR approach
- Where possible, measure achievements with numbers, percentages, and results
- Ensure tenses reflect experiences—current in present, previous in past
- Strongest bullet points should be first

OPTIONAL ADDITIONS ON NEXT PAGE
CATEGORIEs AND HEADERS:

CUSTOMIZING YOUR RESUME OR CV

Not all resumes are created equally. Everyone has different backgrounds, experiences, interests, and goals. Additionally, each field has its own set of priorities.

JOB TARGET.
- Type of position, interest or category of employment desired
- Serves as a guide for the resume to focus experiences on the targeted goal

VALUE STATEMENT.
- List of your exceptional qualifications for the job
- Express how you add value to the bottom line of the job target
- Your Personal Brand + Job Target + Exceptional Skills + Benefit to Employer

SKILLS.
- Categorize relevant skills (e.g., Computer, Lab, Code)
- List only the skills you can perform with little to no supervision
- State your proficiency with languages and programs (fluent, advanced, etc.)

HONORS & AWARDS.
- Students and recent grads can include academic honors, awards, and scholarships
- May be listed separately or as a subsection under EDUCATION
- Include date or # of semesters received

RELEVANT COURSES/PROJECTS.
- List course titles (not numbers) of courses in order of relevance. If a Lab, include (Lab) after title
- May be listed separately or as a subsection under EDUCATION

CREATE YOUR OWN TARGETED HEADING.
- Instead of a general EXPERIENCE section, consider creating headings to highlight targeted competencies: Management, Writing, Marketing, Engineering, Lab, etc.

RESEARCH.
- List the research project, department/lab/organization name, dates, and description of the project, methods, and findings
- Use the same format as the EXPERIENCE section

PUBLICATIONS.
- Cite publications using the correct format for your discipline (MLA, APA, Chicago, etc.)
- Bold your name
- Identify if still in submitted status
- Indicate if peer-reviewed

ACTIVITIES/VOLUNTEER.
- List of membership in any clubs, sports, or community service experiences
- May not include a description, depending upon the depth of involvement

INTERESTS.
- List outside hobbies, interests, and talents
- Only include those that are unique, specific, and/or require skill/dedication

LEADERSHIP.
- List office(s) held, organization, dates, and a brief description of accomplishments
- Use the same format as EXPERIENCE

CERTIFICATIONS/LICENSES.
- List if applicable to the position or field

POTENTIAL CV CATEGORIES.
- Academic Preparation
- Academic Interests
- Academic Awards
- Activities & Distinctions
- Affiliations
- Areas of Experience
- Areas of Knowledge
- Committee Leadership
- Conferences Attended
- Dissertation & Thesis Titles
- Educational Highlights
- Fellowships
- Graduate Fieldwork
- Honors & Distinctions
- Internships
- Languages
- Licensure
- Presentations
- Professional Certifications
- Professional Interests
- Professional Memberships
- Proficiencies
- Programs & Workshops
- Publications
- Related Experience

“What is a CV?”
CV stands for Curriculum Vitae, or “course of life.”

Where a resume is a snapshot of your accolades, the CV encompasses the entirety of a person’s professional accomplishments. There is no page limit in the United States. CVs are almost exclusively used for pursuing a job in academia or research.

Pace Yourself for Something Great!

As El Paso’s only Program for All Inclusive Care of the Elderly (PACE), we firmly believe that our employees drive our success. Our staff is made up of compassionate and observant professionals who take pride in providing care to improve the quality of life in each of our participants. We seek to hire individuals who share that same compassion, patience, and care towards the elderly in the El Paso community. If you are ready for a challenge that allows you to demonstrate these qualities, PACE yourself for something great, and join our team!

Comprehensive Senior Healthcare

In a Nurturing Environment

Career Opportunities available at our El Paso facilities!

For more information, visit bienvivir.org or apply at bienvivir-careers.silkroad.com

575-562-3444
GETTING STARTED:

Your cover letter is an opportunity to begin a conversation with the employer and illustrate the reasons why you feel you are qualified for the position.

"But, I'm not very good at talking about myself."

Cover Letters and, to a larger extent, Interviews are less about YOU and more about the hiring needs of the employer.

While a resume can be used for various positions in the same field, your cover letter should directly tie your skills and experiences to the needs of this particular employer.

As an example: if you’re applying to be a research lab assistant at 5 different labs, chances are that your resume won’t vary greatly between them as the same skills are required by each position. By contrast, your cover letters might be vastly different. Perhaps you were referred by the Project Lead to apply for one position, you had an internship with another, the third has a contract with your dream job, another is currently researching in a field you have a lot of experience, and the last is a start-up with the potential to grow exponentially.

Can you see how each letter may have a different focus?

COVER LETTER CHECKLIST:

FORMAT
- Header: Same as resume OR Name & Address
- Date
- Employer Contact Information
  - Name & Title
  - Company
  - Address
- Salutations - Name followed by colon, ":
- Handwritten signature
- Never exceed a page

CONTENT
- Is this letter an original letter written for this specific position at this company?
- Did you list the title of the position (and reference number)?
- Did you demonstrate your value as an employee? (CAR method)
- How will the company benefit from hiring you? Avoid talking about how the job will benefit you
- Is there a specific reason why you are applying for this position with this company?
- Did a current employee at the company refer you to apply for this position?

OTHER
- Write in the Company’s voice. If they are formal, be formal. If they use a trendy tone, match it
- Go easy on the enthusiasm
- Spell check / Proofread

"Tell me about yourself.”

Cover letters are often equated to resumes. In actuality, they are more similar to interviews. When writing, assume that you are answering the interview question, “Tell me about yourself, and why you would be a good match for this position and our company?”

COMPOSING YOUR COVER LETTERS

"Life is what we make it, always has been, always will be.”

GRANDMA MOSES
BEST PRACTICES FOR LINKEDIN

LinkedIn is the largest online professional network with over 500 million members. Over 80% of recruiters say they rely on LinkedIn for recruiting!

Your LinkedIn profile highlights your experience outside the limitations of a one-page resume. Here are a few tips to get the most out of your profile and increase your odds of being seen by a recruiter.

HEADLINE
• Keep it concise
• Include key terms that make it easy for others to define the industry you are interested in
• Similar to summary statements on a resume just shorter

SUMMARY
• Share your present and future career ambitions. Evaluate what projects, research, experience, and relevant involvement you want to include to help viewers learn more about you
• Use a first person narrative to tell your professional story

PHOTO
• Adding a professional photo can result in 7 times more profile views
• Dress like you would for a job interview
• Photos can show your personality. Know your industry.

EDUCATION
• This section is essential for gaining access to alumni groups on LinkedIn
• Use the Describes and Activities sections to share more about your involvement on campus and academic projects

EXPERIENCE
• Share your responsibilities, contributions and accomplishments.
• Upload media or link to sites to support your credibility.
• Copy bullets from Word or, on PC, hold alt key -- type 0149 on numpad -- release alt

SKILLS & OTHER
• Utilize the full range of headings available on LinkedIn to tell your professional story
• Include at least 10 Skills; more is better

LINKEDIN CHECKLIST:
SETTINGS
• Customize your Profile URL
• Make yourself contactable
• Review your public profile settings
• Optimize your location: include all areas you’re willing to commute/relocate

PROFILE
• Use industry keywords liberally
• Headline
• Summary
• Education
• Experience
• Professional preferred name
• Professional looking photo
• Add a background image
• Show examples of your work in media uploads & links
• Add PROJECTS, TEST SCORES, COURSES, PATENTS, CERTIFICATIONS, and VOLUNTEERING/CAUSES
• Take Skills Tests to earn Badges
• If uploading your resume, remove your address

ENGAGE
• Share thoughtful/insightful news within your industry
• Update your profile on a regular basis
• Share samples of your work
• Write articles that add to the industry’s conversation
• Request and manage endorsements
• Request and manage recommendations
• Connect with peers & colleagues from your past
• Join relevant LinkedIn groups
• Follow influencers and companies of interest to you

NEED A NEW PROFILE PICTURE?
Career Services offers FREE Head Shots. Schedule an appointment or look for POP-UP Photo Booth EVENTS in AggieCAREER Manager.

Look for GETTING LINKEDIN Workshops on AggieCAREER Manager.
PREPARING FOR YOUR INTERVIEWS

CONGRATULATIONS!
You have been invited to an interview.

Making it to this phase means that you have the core competencies desired by the employer. It is now time to make a good first impression.

There are several INTERVIEW FORMATS including the following:

- **On-campus Recruitment**: Recruiters frequently visit campus, but most notably during career fairs.
- **Screening**: Before the official interview, and employer may screen you with pre-qualifying questions.
- **Phone Interview**: Typically a screening medium.
- **Skype Interview**: Usually for screening purposes, but also useful when relocating.
- **One-on-one**: one interviewer
- **Panel**: 2 or more interviewers
- **Group**: You are interviewed alongside other candidates.
- **Case**: You are given a complex problem and asked to formulate a solution under tight time constraints.
- **Presentation**: Evaluation of your public speaking & communication skills.
- **Day/Multi-Day Interviews**: Multiple interview segments with different interviewers and varying formats.
- **Dining**: If at any point in the pre-hire phase you are invited out for a meal, consider it part of the interview experience.

For additional insights, visit careerservices.nmsu.edu

COMMON INTERVIEW QUESTIONS:

1. Tell me about yourself.
2. What is your understanding of the position and why are you interested in it?
3. How have your past experiences prepared you for this position?
4. How does this position align with your long-term and short-term goals?
5. What do you know about the company, our products, and our mission statement?
6. In what significant ways can you contribute to our organization?
7. What are your greatest strengths and weaknesses?
8. Tell us about a time when...
9. Describe an example when you showed...
10. Tell us about one of your greatest accomplishments.
11. Describe what you would consider to be the ideal job.
12. What would you do if your colleagues were not doing their share of the work?
13. Describe your decision making process.
14. What kind of boss do you prefer?
15. How do you feel about working in an unstructured environment?
16. Why should we hire you instead of another candidate?
17. Who is your role model and why?
18. If one of your professors or former supervisors were to evaluate you, what would they say?
19. Do you have anything else you would like us to know about you?
20. Do you have any questions for us?

INTERVIEW CHECKLIST:

BEFORE
- Practice your introduction
- Prepare for Behavioral Questions
- Prepare for Technical Questions
- Review software, coding languages, strategies, etc. mentioned in the job description.
- Research the company
- Mission Statement
- Products & Services
- Locations / Size
- Current News / Announcements
- Come up with questions of your own
- Review your submitted materials
- Schedule a Mock Interview with Career Services
- Attend an Improv Games for Interview Success Workshop

DURING
- Arrive early
- Dress professionally
- Turn off your cell phone
- Bring copies of your application materials
- Bring a notepad and pen for notes
- Be poised and expressive
- Engage with the interviewer
- Breathe and speak in a relaxed, conversational style
- Communicate effectively & concisely
- Firm handshake and maintain eye contact
- Avoid fillers: “like, um, & you know”
- Be prepared to talk about compensation and benefits, but don’t broach the topic

AFTER
- Evaluate and reflect on the interview
- Take notes of what you learned, key facts, and interviewers’ names
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THANK YOU LETTERS:

After an interview, it is crucial that you send a thank you letter to your interviewer(s). Nearly a third of hiring managers admit to thinking less of candidates who don’t.

WHAT DO I SAY?

- If you took notes during the interview, address any topics that needed further attention.
- As you left, did you remember another experience that would impress them?
- Do you have any additional questions?
- Provide any samples of your work that may have come up during the interview.
- And, thank them for sharing their time with you.

Most importantly, send your thank you note quickly; same day, same hour is optimal.

DO YOU HAVE CONCERNS?

Do you have questions about tattoos or hair styles or anything else appearance-related?

Just be authentically you, but with a bit of polish.

People have tattoos.

People have various hair types.

It is highly inadvisable to change yourself beyond recognition unless you plan on maintaining the “new you” indefinitely.

WHAT DOES “DRESS FOR SUCCESS” MEAN TO YOU?

Preparing for an interview doesn’t just mean practicing interview questions or researching the company. You have to look the part as well. Your appearance is what your interviewer will notice first and it can go a long way in showing them you’re ambitious, professional, and a great fit for the company.

WHAT SHOULD I WEAR?”

Consider the culture of the place you’re applying to before you pick out your ensemble.

BUSINESS CLASSIC:
Suit in dark gray or navy, carrying a briefcase. Dress shoes/basic black pumps. Simple, elegant accessories.

BUSINESS CASUAL:
Think what you’d normally wear to work but dressed up a bit. Exchange the suit jacket for a cardigan or blazer.

START-UP STYLE:
If normal office wear is jeans and a T-shirt, a suit would be overdressed and a signal that you might not fit in with the company culture. Think dressy casual: dark jeans, a casual dress, or a nice sweater.

FASHIONISTA:
Looking for a job in fashion? Pair a traditional business classic piece with items that are fun and trendy.

When in doubt, default to Business Classic.

Need to give your professional wardrobe a pick-me-up? Look for the JCPenney SUIT-UP Event in AggieCAREER Manager.

ADDITIONAL RESOURCES:
INTERVIEWS & NETWORKING

WOULD YOU LIKE TO PRACTICE YOUR NETWORKING SKILLS IN A FUN ENVIRONMENT?

OCTOBER 16: Mix & Mingle will be hosted at The Game on Espina. Join us as local employers and entrepreneurs offer advice while you interact with peers and professionals.

MARCH 18: Etiquette Dinner will be at Stan Fulton and hosted by Sonia Zubiate. Learn customary US and European etiquette practices while dining on a 5 course meal.

Enjoy a career with the Department of Defense at the Center for Countermeasures, White Sands Missile Range, NM supporting test and evaluation efforts of today’s defense technology.

Please stop by our booth at the NMSU Career Expo on 18 September 2019 and send your resume to: usarmy.wsmr.atec.mbx.ccm@mail.mil

Career opportunities for
- Electrical Engineers
- Computer Engineers
- Physicists
- ECE Technology
- Electronic Technicians

US CITIZENS ONLY

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CONTINUING EDUCATION:
GRADUATE SCHOOL

Much like applying to jobs, applying to graduate school requires time—time to reflect, research, network, and application preparation. If graduate school is part of your journey, create a plan early.

PERSONAL STATEMENTS:

Some programs allow for a general personal statement while others require you to answer specific questions. A personal statement should communicate your promise as a member of the academic community and indicate what you have done to prepare yourself for success in graduate school. While it is important to highlight the skills you possess, you will also want to blend in information about who you are, your experiences, and your long-term goals.

CONSIDER THESE QUESTIONS AS YOU GET STARTED:

1. Why are you interested in this field?
2. What are your career goals and how will completing the program help you accomplish them?
3. How do your experiences set you apart?
4. What do you ultimately want to do with this degree?
5. Are there any red flags in your academic record that you need to address? If so, how? Explain in a positive manner.
6. Why do you wish to attend this particular school? Research the school to identify their unique qualities.

GRADUATE SCHOOL CHECKLIST:

SELECTION
- Identify programs that meet your needs:
  - Quality and reputation
  - Likelihood of acceptance
  - Cost of attendance
  - Traditional vs. Online
  - Degree requirements
  - Time
  - Location

APPLICATION
- Identify all deadlines
- Test requirements? (GRE, LSAT, GMAT, TOEFL, etc.)
- Application and supplemental materials:
  - Application to the School
  - Application to the Program
  - Letters of Recommendation
  - Personal Statement
  - Writing Samples
  - Transcripts
  - Interviews/Auditions

FINANCING
- Identify deadlines for Scholarships and Graduate Assistant & Fellowship Applications
- Complete FAFSA by deadlines
Congratulations on receiving an offer!

Your first inclination might be to immediately accept, but resist that urge. Don’t let the length of the job search prompt you to make a hurried decision. Reflection is key for determining if the position is the best fit for you.

Take time to evaluate the offer. Consider factors beyond the salary.

At Santa Fe Public Schools you are given:

- A choice to make a difference
- A choice to succeed
- A choice to experience professional growth

Join Santa Fe Public Schools!
www.sfps.info/jobs

“It is our choices that show what we truly are, far more than our abilities.”
J.K. ROWLING

---

Red or Green?

At Santa Fe Public Schools you are given:

- A choice to make a difference
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ACCEPT OR DECLINE:

EVALUATING THE OFFER

---

JOBS FIT.

- Does the role fit with your goals?
- Do you have a firm understanding of what your day-to-day duties will be?
- Will you like the work?
- What are your responsibilities?
- Will your work be routine or varied?
- Will you work in a team or on your own?
- What level of stress can you expect with the position?

LOCATION.

- Are you concerned with factors such as the weather, cost of living, or city vs. rural life?
- Will you need to relocate? If so, does the company provide relocation assistance?
- Will you have a long commute?
- Are you able to take public transit or ride a bike?
- Do you have friends or family in the area?

COMPANY CULTURE.

- Can you envision yourself working within the company?
- Do your values align?
- Does the workspace match your needs? (Open concept, cubicle clusters, outdoors, etc.)
- Is there a dress code?
- Is overtime expected?
- Is creativity valued or is it more important to follow protocol?
- Do you like the people who work there?

ADVANCEMENT.

- Will the position challenge you and give you room to grow?
- Will you gain experiences to further your career?
- Is continuing education or professional training provided?
- Is the company successful/profitable?

BENEFITS.

- What benefits does the company provide?
- How much paid vacation and sick leave will you earn annually?
- What are the health insurance benefits?
- Do they offer tuition reimbursement? Some industries fall under Federal Loan Forgiveness programs.
- Do they offer childcare or wellness benefits?
- What are the retirement benefits?

SALARY/COMPENSATION.

- Is the offer competitive for the industry, job level, and location? Do you know where to look to see? (LinkedIn, Glassdoor, CAREER SERVICES also has annual Salary Survey Reports & Projections from NACEweb.org.
- Will the salary cover your cost of living?
- Will you work on commission or billable hours?
- Do they provide bonuses?
- What are the company’s policies on raises?
YOU GOT THE JOB!
... NOW WHAT?

Getting the job is only a small part of your professional journey. Continue to look for training and learning opportunities in your industry. The skills you utilized along the way in your job search will continue to serve you long after.

But for now, **celebrate your win!** You deserve it.

**GRADUATES:** Don’t forget to report your employment status. Complete the FIRST DESTINATION SURVEY. Look for it in your email.

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