MAKE THE CONNECTION

TEXAS A&M UNIVERSITY-COMMERCE
CAREER DEVELOPMENT 2013-2014
JOIN OUR TEAM
OPPORTUNITIES IN INDUSTRIAL SALES & DISTRIBUTION

For employment opportunities visit our website:
fastenal.com
Click on: CAREERS

Fastenal is an EOE and dedicated to Employer Equity

AMBITION • INTEGRITY • INNOVATION • TEAMWORK
Welcome to Career Development. WE ARE HERE FOR YOU!

The “Make the Connection” Career Development handbook is intended as a guide to assist you in your job search and professional development. All programs and services are available to current undergraduate and graduate students, as well as all A&M-Commerce alumni.

Please give us a call or come by the office if you need further assistance.

Best Wishes,
The Career Development Team

YOUR CAREER DEVELOPMENT TEAM (L to R in photo)

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Vision
Career Development will be known by students, faculty, staff, alumni and employers for providing opportunities and enhancing the professional skills necessary to develop confident, productive and successful citizens.

Mission
Educating students and providing opportunities throughout their college career to assist them with their employment success.

OFFICE HOURS
Monday – Friday 8:00 – 5:00

PHONE
903-468-3223

FAX
903-886-5015

LOCATION
Student Access & Success Center (One Stop Shop)
P.O. Box 3011
Texas A&M University-Commerce
Commerce, TX 75429

WEBSITE
www.tamuc.edu/careerdevelopment

SOCIAL
Find us on:
@HireaLion

fb.com/TamuCommerceCareerDevelopment
The Career Closet

Thanks to a corporate sponsorship provided by Enterprise Rent-A-Car and donations from our campus and community family we now provide business professional clothing to any student who may need some assistance. The Career Closet is located in Room 213, at Prairie Crossing and will be open throughout the year on an as-needed basis. Go to our website (www.tamuc.edu/careerdevelopment) and click on Career Closet or contact our office for more information.

@HireaLion

Follow us on Pinterest, Twitter and Instagram by searching our handle ‘@hirealion’, to learn about the latest career information, events, and what’s new with your Career Development team!

New Identity

Be prepared to seek out jobs on and off campus in a new way! HireaLion (formerly Lion Tracks), the online job database exclusively for A&M-Commerce students and alumni will have a new identity on our website, set to debut in Fall 2013. Also, Groundhog Job Shadow Day is now known as Lion Job Shadow Day, and will debut a new identity this fall, as well. Look for these new icons on our website and all marketing across campus to keep you updated on career and externship opportunities for students!

Interview Stream

An interesting addition to our mock interview services is Interview Stream. Utilized by some of the top employers across the country, Interview Stream is a new way to take your interview to the next level! Record your interview in front of a webcam and have employers, recruiters, and even Career Development staff critique you to help give you that competitive edge. Interview Stream will be housed in our HireaLion (formerly Lion Tracks) online job database.
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The Make the Connection Career Development Handbook is published annually by the Department of Career Development, Texas A&M University–Commerce.

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Counseling Center
Making a Difference

Sometimes a little help
 can make a big difference!

Our counselors can assist you in maximizing your potential for personal growth and academic success.

- Individual Counseling
- Group Counseling
- Medication Consultation
- Consultation and Referral
- Educational Outreach
- Couples Counseling
- Crisis Intervention
- Relaxation Room
- Biofeedback
- Legal Assistance

Services are FREE to currently enrolled students.

Halladay Student Services  #204
903.886.5145
Fraternity & Sorority Life is comprised of 18 nationally-recognized fraternities and sororities—each of which fall into one of four councils: National Pan-Hellenic, National Panhellenic, Interfraternity, or Multicultural Greek Council. Recruitment is held throughout the year and you can find out more online at: www.tamuc.edu/RSC/GoGreek or on Twitter @TAMUCFSL.

DID YOU KNOW? (1) Over 30% of our sorority women are on the Dean’s/President’s list. (2) The fraternity and sorority new member/pledge GPA is higher than the all-campus undergraduate GPA. (3) 58% of fraternity and sorority members maintain at least a “B” average. (4) The majority of the chapters on campus maintain GPAs above the all-men and all-women’s averages.
Before you begin your journey to a wonderful career, it is nice to know exactly what you are getting into. Rather than blindly jumping into the job search, attend events and programs provided by Career Development that can prepare you for career success.

MOCK INTERVIEWS
Want to practice your interview skills before doing the real thing? Interview Stream (located on HireaLion) is our new interactive system. Contact our office for more exciting details!

LION JOB SHADOW DAY
Gain first-hand experience “shadowing” a professional in the field of your major or considered major. Sign up at Career Development between October and November, and we will make the connection between you and a workplace mentor. We will set up the day in February 2014 for you. Watch for emails to your myLeo account in early October. All students are encouraged to participate.

BUSINESS ETIQUETTE DINNERS
Come spend a delightful evening of fun mixed with learning as you hone your social skills at the “mocktail” gathering before sitting down to a four-course meal. Be prepared for that lunch or dinner interview with confidence in your dining etiquette.
Cost: $23.00 or Global Dinner $25.00 (must pay when you sign up at Career Development).

CAREER FAIR
Career Development sponsors up to six career fairs each year. Use these opportunities to connect with potential employers!

For a complete listing of career fair participants, visit HireaLion at: www.hirealion.com/students

Career Fair Tips
• Dress professionally; jeans, shorts, flip flops, t-shirts, tank-tops, hats, and/or athletic wear will NOT be permitted
• Update your resume and bring copies on resume paper
• Create a business card with your contact info and your LinkedIn URL
• Introduce yourself to recruiters in a positive and confident manner. Practice your “elevator” pitch
• Smile, project enthusiasm and offer a firm handshake

• Research companies attending the career fair on HireaLion (formerly Lion Tracks.) Develop your game plan
• Don’t assume there aren’t any companies looking for your degree—talk to the recruiters anyway
• Listen effectively—the recruiter may refer you to another person who may better assist you
• Ask about internship opportunities
• Collect company literature and business cards so you may follow up later
• In addition to providing interview opportunities, career fairs offer the chance to network and build contacts
• Keep track of the people you speak to and follow up with a thank-you note

HIREaLION (formerly Lion Tracks)
• HireaLion offers online postings for internships, full-time and part-time employment (on-campus and off-campus), and co-op jobs for all majors (www.hirealion.com/students). Posting your resume online gives you the opportunity to search job listings posted by employers, school districts, and A&M-Commerce student employment and apply for the positions
• Your resume is available to employers 24 hours a day, 7 days a week. It’s convenient and FREE. You may also view a listing of employers attending upcoming job fairs and receive event announcements

EXPLORE OPPORTUNITIES ON OUR WEBSITE
CAREER ATHLETES • RESOURCES • EVENTS • CAREER FAIRS
WWW.TAMUC.EDU/CAREERDEVELOPMENT
Stay Connected with the Four-Year Plan

**FIRST YEAR:**
- Get familiar with what services Career Development offers. Check out our website: (www.tamuc.edu/careerdevelopment).
- Undecided about your major? Take the MyPlan assessment (call Career Development at 903-468-3223 for a free access code) and set up career counseling appointment with a career counselor.
- Explore options on What Can I Do With This Major and Big Future on the Career Development site.
- Register on HireaLion and begin looking for part-time employment (on-campus/off-campus), internships, or volunteer opportunities (www.hirealion.com/students).
- Sign up for our Lion Job Shadow Day program.

**SECOND YEAR:**
- Explore career opportunities to confirm your major.
- Attend Career Development professional development events.
- Come to a Business Etiquette Dinner ($23) and Global Business Etiquette Dinner ($25). Be sure to dress in business professional attire.
- Sign up for our Lion Job Shadow Day program.
- Consider exploring and participating in career-related activities (summer jobs, part-time jobs, career fairs, volunteer work, internships, and leadership roles in student organizations) the summer of your second going into your third year.

**THIRD YEAR:**
- Continue to explore career opportunities related to your major.
- Attend Career Fairs and other Career Development events.
- Participate in mock interviews. Begin to practice interviewing with Interview Stream (located on HireaLion).
- Schedule an appointment for a resume critique or help with professional school/employment applications, cover letters, and personal statements.
- Upload your resume to HireaLion (www.hirealson.com/students).
- Create a professional LinkedIn profile.
- Identify employers that offer internships or summer jobs. Continue participating in career-related activities in the summer of your third going into your fourth year.

**FOURTH YEAR:**
- Attend Career Fairs and other Career Development events.
- Update online resume on HireaLion (www.hirealson.com/students and LinkedIn profile).
- Start a professional wardrobe: interview attire.
- Secure letters of recommendation and references.
- Research possible employers.
- Explore graduate school options.
- Begin job search 6-8 months before graduation. Assume responsibility for finding employment, be prepared to negotiate your salary, and review your budget and cost of living.

**Making Major Connections with MyPlan.com**

Whether you are undecided on a major or you are not sure which direction to go with your chosen major, MyPlan should be in your plans. Take the FREE online assessment, and call 903-468-3223 to schedule a career counseling appointment.

- Click on the “Account” tab at the top of the page under “New User.” Click on “Create Free Account.”
- Enter free license code (contact Career Development at 903-468-3223 for the code).
- Click “Submit.”
- Take all FOUR assessments and print results:
  - Career Personality Test
  - Career Interest Inventory
  - Career Skills Profiler
  - Career Values Assessment
- Explore majors by clicking on “Majors” tab.
- Continue to explore majors by going to “What Can I Do With a Major In” located on the Career Development homepage.
- Call Career Development at 903-468-3223 to go over your results.
The following policies and procedures are provided as a basis for ethical conduct with the intention to protect you and employers. The reputation of Career Development and A&M-Commerce are at stake with employers when a student displays unprofessional behavior. This can also result in the loss of recruiting opportunities for future students.

**NO SHOW CANCELLATION POLICY**
When you sign up for an on-campus interview, Lion Job Shadow Day placement, business etiquette dinner, resume consultation, career counseling, or job search consultation you are making a commitment and are expected to show up or cancel within the time frame outlined below.

**ON-CAMPUS INTERVIEW**
If you fail to appear or do not cancel before 12 p.m. (noon) the day before an interview date, you will be considered a no show. You will be required to submit a letter/email of apology to the company recruiter within two working days of the missed interview and submit a copy to Lauren Booe at Lauren.Booe@tamuc.edu. Contact our office to obtain the employer’s information.

**LION JOB SHADOW DAY**
If you fail to appear or do not cancel before 12 p.m. (noon) the day before the placement date, you will be considered a no show. You will be required to submit a letter/email of apology to your job shadow mentor within two working days of the missed date and submit a copy to Lauren Booe at Lauren.Booe@tamuc.edu.

**RESUME ASSISTANCE, CAREER COUNSELING, AND JOB SEARCH CONSULTATION**
If you fail to appear or do not cancel before 12 p.m. (noon) the day before your appointment, you will be considered a no show. You will be asked to write a letter of apology within two working days of the missed date to the Career Development staff member with whom you were scheduled to meet.

Not adhering to the no show/cancellation policies may result in a loss of campus recruiting privileges. If you have questions about the Code of Conduct or wish to make an appeal, please contact: Tina Boitnott, Director, Career Development at 903-886-5108 or Tina.Boitnott@tamuc.edu.

**BUSINESS ETIQUETTE DINNER**
Failure to appear or cancel before 12 p.m. (noon) five working days prior to the dinner results in forfeiture of the reservation fee.

**ACCURATE REPRESENTATION POLICY**
Always provide accurate information on your resume and job applications. Do not falsify work experience, G.P.A., dates, qualifications, etc.
BEHAVIORAL INTERVENTION TEAM

Have a friend in crisis?
Do you know someone on campus who may be a danger to themselves or others? Contact the Behavioral Intervention Team for help.

• Steps in when faculty, staff or students report dangerous or troubling student behavior on campus

• Responds with appropriate and timely action to prevent crises and destructive student behavior

For more information, email BIT@tamuc.edu or visit us online WWW.TAMUC.EDU/BIT

ASSISTANT DEAN OF CAMPUS LIFE AND STUDENT DEVELOPMENT

JUDICIAL AFFAIRS

Made a mistake? We are here to help!

• Explain your rights and responsibilities to the community

• Educates you on the student community and ethical standards

We are located in the Halladay Student Services, Room 201
For more information, call 903-886-5087 or email Robert.Dotson@tamuc.edu

STUDENT CONCERNS

Have a problem with university policies, procedures or decisions? We are here to help!

• Express your concerns in a confidential and neutral environment

• Identify action steps to achieve resolution

For more information, call 903-886-5087 or email studentconcern@tamuc.edu

GET YOUR GRADUATION MERCHANDISE AT A&M-COMMERCE MANE CARD OFFICE

FOR MORE INFORMATION VISIT US ONLINE AT WWW.TAMUC.EDU/COLLEGERING OR CALL US AT 903-468-6022

MANE CARD OFFICE
SAM RAYBURN STUDENT CENTER
ROOM 110

ANNOUNCEMENTS
INVITATIONS
RINGS
The mission of the Pride Shop is to provide quality print and creative services for the University while developing students in many aspects of marketing and promotions such as Graphic Design, Radio/TV, Marketing, Photography and Copywriting.

Location: Rayburn Student Center Room #113

Hours of Operation: Monday - Friday 8 AM - 6 PM
P: 903.886.5818 | E: PrideShop@tamuc.edu

The Club at the Rayburn Student Center provides many programs and events essential to making life on campus more pleasant. The Club is the place to be on campus. A diverse population, a variety of programs and events, and an awesome staff creates a comfortable and exciting atmosphere at The Club. It is possible, even in this exuberant atmosphere, to find a quiet spot to relax, grab a drink or quick snack, play games in our state of the art Game Room, or take advantage of our 14ft big screen television. You can find all of this and more in The Club at the Rayburn Student Center.

Location: Rayburn Student Center Room #113

Hours of Operation: Monday - Friday 8 AM - 6 PM
P: 903.886.5818 | E: PrideShop@tamuc.edu

Starbucks

Hours of Operation: Mon. - Thu. 7:30 AM - 6 PM
Fri.: 7:30 AM - 2 PM

RSC The Club

Hours of Operation: Mon. - Fri. 7:30 AM - 10 PM
Saturday: 9 AM - Midnight
Sunday: Noon - 10 PM
P: 903.886.5805 | E: Club.SRSC@gmail.com
Like us on Facebook: Facebook.com/theclub.srsc
Follow us on Twitter: @TheClubRSC

Make the Connection
Tips For Creating the Perfect Resume

The key to obtaining a job is to make a good impression on the potential employer. Often the first impression is your resume. Remember, your resume gets you the interview, and the interview gets you the job!

GENERAL GUIDELINES
There is no perfect resume format. You want to consider the job you are applying for and keep it relevant to that position.

LENGTH One page is preferable; two are acceptable if your information is relevant.

APPEARANCE It is best not to use a resume template. Make sure there are no typographical, spelling or grammatical errors. Use Arial or another sans serif font. Use resume paper in white or ivory and make sure the watermark is displayed properly when printed.

CONTENT Have a particular career objective in mind, and keep your resume relevant to your career objective. Use action verbs to describe your background. Include heading, objective, education, experience, professional affiliations, and an optional summary of qualifications and additional skills.

RELEVANCY Applicant Tracking System (ATS) scans resumes for key words that are usually included in job descriptions. By writing your resume with the ATS in mind, you can ensure your resume will be included amongst the huge number of submitted resumes. Utilize services such as Preptel’s Resumeter Service and Wordle, a free word cloud generator, to uncover keyword patterns in job listings. (from Career Thought Leaders Consortium, February 2012)

AVOID THESE RESUME PITFALLS
TOO LONG Most employers take a 15 to 30-second look at each resume. It is important to make your resume eye catching and informative.

HARD TO READ Use an easy to read font such as Arial or Sans Serif typeface. Your name should be two points larger than any other words on the page. It can be either 14 or 12 point font. Bullets and boldface text should be used to make your resume easier to read and highlight important information, but be consistent with the usage.

TOO VERBOSEx No complete sentences or paragraphs. “A”, “an” and “the” can almost always be left out. Don’t use personal pronouns (I, my, mine, etc).

BORING To describe your work experience, begin every line with an action verb. Do not write what you were told to do in a job; write what you did. A list of action verbs is on page 11. Be sure to watch your tense.

Make an appointment with a career professional for a resume consultation at 903-468-3223.
### Resume Action Word List

Positive action verbs add emphasis to your accomplishments, and add power and direction to your resume and cover letter. Rather than say “Monthly financial reports were completed by me,” say “Generated monthly financial reports.” Remember, you’re being hired to DO something – so show what you’ve DONE in the past by preceding your skills and experiences with action verbs.

#### Clerical or Detailed Skills
- Approved
- Arranged
- Catalogued
- Categorized
- Charted
- Classified
- Collected
- Compiled
- Corrected
- Corresponded
- Distributed
- Executed
- Filed
- Generated
- Incorporated
- Inspected
- Logged
- Maintained
- Monitored
- Obtained
- Operated
- Ordered
- Organized
- Prepared
- Processed
- Provided
- Purchased
- Recorded
- Registered
- Reserved
- Responded
- Reviewed
- Scheduled
- Screened
- Submitted
- Supplied
- Systematized
- Updated
- Validated
- Verified

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#### Creative Skills
- Addressed
- Advertised
- Arranged
- Articulated
- Clarified
- Collaborated
- Composed
- Condensed
- Conf erred
- Consulted
- Acted
- Adapted
- Combined
- Composed
- Conceptualized
- Condensed
- Created
- Customized
- Designed
- Developed
- Directed
- Displayed
- Drew

#### Helping Skills
- Adapated
- Advocated
- Aided
- Answered
- Arranged
- Assessed
- Assisted
- Clarified
- Coached
- Collaborated
- Contributed
- Cooperated
- Counseled
- Demonstrated
- Diagnosed
- Educated
- Encouraged
- Ensured
- Expedited
- Facilitated
- Familiarized
- Furthered
- Guided
- Helped
- Insured
- Intervened
- Involved
- Motivated
- Prevented
- Provided
- Referred
- Rehabilitated
- Represented
- Resolved
- Simplified
- Supplied
- Supported
- Volunteered

#### Management Skills
- Administered
- Appointed
- Approved
- Assigned
- Authorized
- Chaired
- Considered
- Consolidated
- Contracted
- Controlled
- Converted
- Coordinated
- Delegated
- Directed
- Eliminated
- Emphasized
- Enforced
- Enhanced
- Established
- Generated
- Generated
- Handled
- Headed
- Hired
- Hosted
- Improved
- Incorporated
- Increased
- Initiated
- Inspected

#### Research Skills
- Analyzed
- Clarified
- Collected
- Compared
- Conducted
- Critiqued
- Detected
- Determined
- Diagnosed
- Evaluated
- Examined
- Experimented
- Explored

#### Technical Skills
- Adapted
- Applied
- Assembled
- Built
- Calculated
- Computed
- Conserved
- Constructed
- Converted
- Debugged
- Designed
- Determined
- Developed
- Engineered
- Fabricated
- Fortified
- Installed
- Maintained
- Operated
- Overhauled
- Printed
- Programmed
- Rectified
- Regulated
- Remodeled
- Repaired
- Replaced
- Restored
- Solved
- Specialized
- Standardized
- Studied
- Upgraded
- Utilized
RESUME FORMATS

You can immediately capture an employer’s interest by using the best resume format: chronological, functional, or combination. If your achievements and qualifications are presented in the right format, the reader will be able to quickly identify you as a top candidate in eight seconds or less.

The most traditional format is the chronological resume. This format highlights your dates, places of employment, and job titles, presenting them as headings under which your accomplishments are written.

The chronological format is most effective when at least one of the following applies:
• You wish to remain in the same field or industry.
• Your work history shows lateral or vertical career growth or an increase in job responsibility, making your job objective the next obvious step in your career path.
• Your current or most recent position is one you are proud of and enjoy.
• There are no gaps in your employment history; or if you have gaps that can be filled with “job titles” that indicate you were doing something relevant or constructive during that time.

Source: Susan Ireland, 10 Steps: How to Write a Resume, SusanIreland.com, Aug. 2010
Leonidas Lucky Lion
2600 S. Neal • Commerce, TX 75428 • (903) 886-5000 • ll.lion@tamuc.edu

Objective: Marketing Assistant

Summary of Qualifications:
• Over 2 years marketing and sales experience
• Demonstrated effective leadership, organization, and communication skills
• Hard working, highly creative, and team oriented professional

Education:
BBA in Management, May 2013
Texas A&M University–Commerce, Commerce, TX    GPA: 3.5

Skills:
Marketing
• Created marketing campaign for local business resulting in 10% increase in customer awareness
• Developed and implemented marketing plan that increased membership in campus organization by 50%
• Led team in collecting marketing data to create market specific advertising for fictional corporation (class project)

Planning/Organization
• Planned student leadership conference, involving representatives from 18 diverse campus organizations
• Organized fund-raiser that netted $63,000 for scholarships
• Developed programming, scheduled speakers, and booked facilities

Computer
• Created web pages for diverse organizations
• Studied basic computer programs and systems including Windows 2011, MS Office, FoxPro, and Novell Netware
• Created client database and accounting spreadsheets

Work History:
Sales Consultant, AT&T, Rockwall, TX, Jan 2013-Present
Student Worker, Career Development, Texas A&M University-Commerce, Commerce, TX, Aug 2010-Dec 2012

THE FUNCTIONAL RESUME
The functional resume presents your work experience under skill headings, which gives you the freedom to prioritize your achievements by their relevance and impact rather than by chronology. The dates, names of employers, and job titles in your work history are listed very concisely in a separate section, usually at the bottom of your resume.

The functional format is most effective when at least one of the following applies:
• You are making an extreme career change such that your work history is in no way relevant to your job objective. (For example, you are a psychologist who wants to become a landscape architect.)
• You have a checkered employment history (such as difficult-to-explain gaps in employment or job hopping) that you want to downplay as much as possible.
• You are preparing to re-enter the job market after a current span of unemployment, which you prefer not to highlight on your resume.
• You need to focus on experience or skills from a much earlier time in your work history.
• Your most recent position is not impressive or relevant.

Source: Susan Ireland, 10 Steps: How to Write a Resume, SusanIreland.com, Aug. 2010
LEONIDAS LUCKY LION
2600 S. Neal • Commerce, TX 75428 • (903) 886-5000 • ll.lion@tamuc.edu

OBJECTIVE
Early Childhood Education Teacher

SUMMARY OF QUALIFICATIONS
• Over 5 years experience working with youth ages 3-11
• Ability to effectively communicate with parents, staff, and supervisors
• Proven classroom management skills
• Dedicated, energetic, and dependable professional

EDUCATION
Pursuing, Bachelor of Science in Interdisciplinary Studies, EC-6 Generalist
with Bilingual Delivery, Expected 5/14
Texas A&M University-Commerce, Commerce, TX GPA 3.4

RELEVANT COURSE WORK
Educational Psychology
Spanish I-IV
Child Development
Early Childhood Environments
Language and Society
Multicultural-Bilingual Education

RELATED EXPERIENCE
Residency, (Pre-Kindergarten Classes), 1/14 to Present
D.B. White Elementary, Learning, TX
• Develop daily lesson and unit plans
• Instruct diverse student population including ESL students
• Participate in district curriculum alignment
• Assist with after-school tutoring program

Internship, (Professional Development Classes), 9/11 to 12/13
Savoy Elementary School, Savoy, TX
• Taught beginning reading to group of 6 students
• Developed learning stations in reading and science
• Worked closely with 3 special needs students

Coordinator/Teacher, 3/10 to 12/12
ABC Child Care Center, Paris, TX
• Oversaw 8 staff and 6 age appropriate learning areas
• Wrote and designed monthly newsletter for parents

WORK HISTORY
Sales Associate, CVS, Greenville, TX, 2/07 to 3/10

PROFESSIONAL AFFILIATIONS
Vice President, Alpha Chi National Honor Society, 5/12 to Present
Member, Commerce Professional Educators, 9/11 to Present

HONORS
Distinguished Student, Spring ’13, Fall ’12, Spring ’11, Fall ’10
Recipient, Education Department Scholarship, 09/13

THE COMBINATION RESUME
The combination resume brings together the best of the chronological and functional resume formats to highlight both your work history and your relevant skills. Using the basic chronological format to present your work history in the body of the resume, skill subheadings are used to categorize achievement statements under each job title/employer.

The combination format is most effective when at least one of the following applies:
• You are making a career change and want to highlight your transferable skills.
• You wish to advance in the field or industry in which you are currently working.
• Your job titles do not accurately describe the level of responsibility you held.
• You want to fill gaps in employment with unpaid experience that is relevant to your job objective.

Source: Susan Ireland, 10 Steps: How to Write a Resume, SusanIreland.com, Aug. 2010
Leonidas Lucky Lion
2600 S. Neal • Commerce, TX 75428 • (903) 886-5000 • ll.lion@tamuc.edu

REFERENCES

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Texas A&M University – Commerce
(903) 886-5696
MaryAnne.Doty@tamuc.edu

Mr. Simba Mufasa
Manager
AT&T Store
(972) 555-9955

REFERENCE PAGE
Submit it with your application packet if asked; if not take it with you to the interview.
LEONIDAS LUCKY LION
2600 S. Neal • Commerce, TX 75428 • (903) 886-5000 • ll.lion@tamuc.edu

EDUCATION

Ph.D. Candidate, Clinical Psychology, Aug 2013
San Francisco State University, Graduate School of Psychology, San Francisco, CA
Emphasis: Clinical, Development Psychology
Recipient: Student Scholarship (Academic)

M.A., Developmental Psychology, May 2005
San Francisco State University, San Francisco, CA
Thesis: Self-esteem, Parenting Styles, Communication: Determining a Developmental Link
Emphasis: Counseling Electives, Practicum

B.A., Psychology, Dec 2000
San Francisco State University, San Francisco, CA

PRACTICA

Counselor (designate), Dec 2011 to Present
San Francisco Center for Child Study, San Francisco, CA
- Observe and assist with individual child and adolescent therapy, including testing, diagnosis, and care presentation

Counselor, May 2010 to Present
H.E.L.P Line (24 hour child abuse hotline), San Francisco, CA
- Provide crisis intervention, education, and counseling to parents
- Assess nature and intensity of client’s problems quickly
- Develop confidential therapeutic responses
- Maintain knowledge of referral network

Counselor, May 2005 to Present
Private Practice of Richard Lamping, Ph.D., San Francisco, CA
- Provide counseling to 15 clients per week
- Maintain strict client confidentiality

Intern, Jan 2005 to May 2005
Private Practice of Richard Lamping, Ph.D., San Francisco, CA
- Obtained psycho-medical histories and observed therapy sessions
- Discussed treatment plans and therapeutic techniques with doctor
The Curriculum Vitae or CV is generally used when applying for academic, research or scientific positions. It may also be used when applying for fellowships, grants and international positions. The CV differs from a resume in that it is longer than one page and is more detailed. Like a resume, the CV should include your name, contact information, education, skills and experience.

In addition, a CV includes research and teaching experience, publications, grants and fellowships, professional licenses, and other relevant information. As with a resume, you may need different versions of a CV for different types of positions.

The following are examples of components of a CV. You should arrange components so that the most important information appears at the beginning and the least important at the end.

- Education
- Thesis/Dissertation Title
- Coursework
- Licenses/Certifications
- Teaching Experience
- Research Experience
- Laboratory Experience
- Specialized Skills
- Publications
- Presentations
- Community Service
- Professional Affiliations
- Honors/Awards
- Co-curricular Activities
- Foreign Languages
- Travel
- Internships

---

**RESEARCH**

**Research Assistant**, Sep 2012 to May 2013
San Francisco Psychological Services, San Francisco, CA
- Assisted Dr. Richard Servatti with anxiety research project
- Served as actor-facilitator to create anxiety-response behaviors in subjects during videotaped sessions

**Researcher**, Jun 2011 to Sep 2012
The White School, University of California, Irvine, CA
- Worked under supervision of Dr. Ann Miller
- Conducted pre- and post-class testing and follow-up

**TEACHING**

**Teaching Assistant**, May 2004 to Present
Strive to Succeed School, San Francisco, CA
- Assist in teaching students 12-15 years of age library and study skills
- Provide individual and group psycho-educational counseling

**AFFILIATIONS**

- American Psychological Association (APA)
- California Psychological Association (CPA)

**FOREIGN LANGUAGE**

- Fluent Spanish ability to speak, write, read, and translate
2600 S. Neal
Commerce, TX 75428

January 27, 2014

Ms. Mary Smith
Director
Universal Company
4593 Stafford Lane
New Brunswick, NJ 08901

Dear Ms. Smith:

I am submitting my resume for the Marketing Assistant position advertised on your website. I have recently graduated from Texas A&M University-Commerce with an MS in Marketing. I will be relocating to the New Brunswick area.

I am particularly attracted to the position because of my interest in marketing and the opportunity to use my marketing skills in a more specialized career. I have extensive experiences and skills in marketing campaign tactics and technology. I feel that these talents could be valuable to Universal Company since I know you are expanding into new markets throughout the nation.

Thank you for your time and consideration. If I have not heard from you by February 4, I will contact you to ensure you received my application.

You may reach me at (903) 886-5000 or by e-mail at: ll.lion@tamuc.edu.

Sincerely,

Leonidas L. Lion

Enclosure
2600 S. Neal  
Commerce, TX 75428

January 27, 2014

Ms. Mary Smith  
Director  
Universal Company  
4593 Stafford Lane  
New Brunswick, NJ 08901

Dear Ms. Smith:

I would like to schedule an appointment to speak with you. I am interested in learning more about career opportunities at your company.

As you will note from the enclosed resume, I am majoring in marketing and have participated in significant marketing campaigns and research. This background, as well as several marketing courses, has prepared me to combine an interest in marketing with a desire to work in a technical environment.

I would like to learn more about your marketing assistant position, and will contact your office the week of February 4th to arrange an appointment at your convenience.

Sincerely,

Leonidas L. Lion

Enclosure
January 27, 2014

Ms. Mary Smith
Director
Universal Company
4593 Stafford Lane
New Brunswick, NJ 08901

Dear Ms. Smith:

Thank you for the interview today, January 26, 2014. I am very interested in the Marketing Assistant position and hope that the interest is mutual.

I am enthusiastic about the prospect of joining your organization. (Describe what is sparking your interest.) I feel my (name your background, skills or educational emphasis) would enable me to make the transition to a position in your firm with relative ease.

Optional Paragraph
Enclosed is (anything that would strengthen your candidacy for the position). (Tell why you are enclosing this item and how it relates.)

If you have any questions, please call me at [(area code) phone number]. I look forward to the opportunity to discuss further (name opportunities) at (name of employer business).

Sincerely,

Leonidas L. Lion

[Signature]

Thank you for the interview today, January 26, 2014. I am very interested in the Marketing Assistant position and hope that the interest is mutual. I am enthusiastic about the prospect of joining your organization. (Describe what is sparking your interest.) I feel my (name your background, skills or educational emphasis) would enable me to make the transition to a position in your firm with relative ease. Enclosed is (anything that would strengthen your candidacy for the position). (Tell why you are enclosing this item and how it relates.) If you have any questions, please call me at [(area code) phone number]. I look forward to the opportunity to discuss further (name opportunities) at (name of employer business).
2600 S. Neal  
Commerce, TX 75428

January 27, 2014

Ms. Mary Smith  
Director  
Universal Company  
4593 Stafford Lane  
New Brunswick, NJ 08901

Dear Ms. Smith:

I am writing to confirm receipt of your letter offering me the Marketing Assistant position at the Universal Company. I understand the annual salary offer is $45,000 plus benefits. I am very pleased to accept this offer and I am proud to have been selected for the program.

I will contact your office for more details, such as when the training sessions begin.

Thank you for the offer and for your consideration throughout the past few weeks.

Sincerely,

Leonidas L. Lion

Sign in black ink

LETTER OF ACCEPTANCE
This letter serves as your acceptance and understanding of the job offer. Keep a copy for your files.
The A&M-Commerce Alumni Association introduces the Young Professionals Series. The Young Professionals Series hosts networking events throughout the Metroplex in order to further support up-and-coming Lion leaders on their journey to personal growth and career advancement.

Looking for an environment structured to help you make new contacts? Check our website for Young Professionals Series events near you!

For more information on upcoming events, contact Rachel Evans at Rachel.Evans@tamuc.edu
Visit us at the Alumni website at www.tamuc.edu/aboutUs/alumni or call us at 903.886.5765
The TRiO programs at Texas A&M University-Commerce are designed to assist first-generation and economically disadvantaged students in achieving the educational goals of obtaining a bachelors degree and beyond.

Location: Halladay Student Services Building, 3rd Floor
Phone: 903-886-5832

Sponsored by Federal Department of Education
LinkedIn

LinkedIn is standard practice. From being “the new” and “the next” just a short while ago, LinkedIn has rapidly evolved into an essential tool for job search and ongoing career management. If a candidate is not on LinkedIn the perception is that he or she “doesn’t exist,” and that sends a remarkably negative message.

LinkedIn is underutilized for job searching. Our role as career coaches and resume writers must be to teach clients to maximize LinkedIn for the job search. We must also stress that LinkedIn is not the same as the more casual Facebook and that job seekers need to maintain a professional profile on LinkedIn.

Despite being active on Facebook, only about 10% of college seniors are using LinkedIn.

The all-important summary section should be written in the first (not third) person and give some insight into the individual’s personality and character as well as professional qualifications.

DIGITAL IDENTITY

Definition: What does Digital Identity mean?

A digital identity is an online or networked identity adopted or claimed in cyberspace by an individual, organization or electronic device. These users may also project more than one digital identity through multiple communities. In terms of digital identity management, key areas of concern are security and privacy.

—Techopedia explains Digital Identity

Like its human counterpart, a digital identity is comprised of characteristics, or data attributes, such as the following:

- Username and password
- Online search activities, like electronic transactions
- Date of birth
- Social security number
- Medical history
- Purchasing history or behavior

A digital identity is linked to one or more digital identifiers, like an email address, URL or domain name. Because identity theft is rampant on the Web, digital identity authentication and validation measures are critical to ensuring Web and network infrastructure security in the public and private sectors.

—Posted by: Cory Janssen/Techopedia.com
Your name is a brand, telling people what they’re going to get when they hire you. Are you trustworthy? Valuable? Innovative? Someone with a good attitude?

Branding is about emphasizing what makes you stand out. What would you say about yourself? What would others say? Ask a few trusted folks. And then think about how your special features benefit others. For instance, does the fact that you speak another language help include people instead of marginalizing them? Does your ability to plan an event from beginning to end without getting frantic add a sense of calm competency to your organization?

As you “brand” yourself for the job search, think about a few things:

- How do I add value to the things I’m involved with?
- What are some characteristics that I’m proud of?
- What are my interests and passions?
- How do I make myself visible to others?
- What makes me stand out?

Let potential employers know who you are, what you stand for and what makes you stand out!

TRANSFERABLE SKILLS

Part of branding yourself effectively is focusing on transferable skills rather than just your major. Don’t have your resume look like a bunch of job descriptions – instead, emphasize those skills you’ve developed through classes, co-curricular involvements, work, volunteering, and more.

For example:

Student experience
- Served as tutor
- Planned events with group

Transferable skills
- Teaching, working with diverse people
- Teamwork, event planning, multi-tasking
- Building, planning, facilitating
- Coaching, organizing, motivation
- Public speaking, teaching
- Using new media, technological skills
- Sales, organization, outreach, cooperation
- Marketing, PR, writing
- Supervising, delegating, evaluating

Me in 3 – Elevator Pitch

Okay, you’re in line or on an elevator and you meet a possible career contact. What three things would you like to tell her/him about yourself? You only have 30 seconds... go!

Work on your “Me in 3” or elevator pitch now so you’re ready when the time comes!

Business Cards

Create your own business card to use when networking. You can utilize the front and back of the card as a mini profile of the professional you. Here are a couple of sites to assist you with this:

- printingforless.com
- resuminime.com

Be sure to add your LinkedIn
Job Search: Network, Network, Network

Written by Thomas J. Denham, managing partner and career counselor of Careers in Transition LLC, TTU Career Services, 2009-10

NETWORK

Networking is the number one way to find a job, and needs to be a big part of your job search plan. What is a network? It is a group of supporters who are resources for your job search. You may be reserved about asking people to assist you with your job search. Networking gets easier the more you practice it. Most people are happy to help and willing to give advice. Here are Eight Keys to Successful Networking:

Eight Keys to Successful Networking

1. Be Prepared:
First, define what information you need, and what you are trying to accomplish by networking. Remember, your purpose in networking is to get to know people who can provide information regarding careers and leads. Some of the many benefits of networking include increased visibility within your field, propelling your professional development, finding suitable mentors, increasing your chances of promotion and perhaps finding your next job.

Second, know yourself—your education, experience and skills. Practice a concise, one-minute presentation about yourself so that people will know the kinds of areas in which you are interested.

Your networking meeting should include the following elements: introduction, self-overview, Q&A, obtaining referrals, and closing.

2. Be Targeted:
Identify your network. At first you may think, “I don’t have a network. I don’t know anyone.” You can start by listing everyone you know who are potential prospects: family members, friends, faculty, neighbors, classmates, alumni, bosses, co-workers, and community associates. Attend meetings of organizations in your field of interest and get involved. You never know where you are going to meet someone who could lead you to your next job.

3. Be Professional:
Ask your networking prospects for advice—not for a job. Your networking meetings should be a source of career information, advice and contacts. Start off the encounter with a firm handshake, eye contact and a warm smile. Focus on asking for one thing at a time. Your contacts expect you to represent yourself with your best foot forward.

4. Be Patient:
Heena Noorani, research analyst with New York-based Thomson Financial, recommends avoiding the feeling of discouragement if networking does not provide immediate results or instant answers. She advises, “Be prepared for a slow down after you get started. Stay politely persistent with your leads and build momentum. Networking is like gardening: You do not plant the seed, then quickly harvest. Networking requires cultivation that takes time and effort for the process to pay off.”

5. Be Focused on Quality—Not Quantity:
In a large group setting, circulate and meet people, but don’t try to talk to everyone. It’s better to have a few meaningful conversations than 50 hasty introductions. Don’t cling to people you already know; you’re unlikely to build new contacts that way. If you are at a reception, be sure to wear a nametag and collect or exchange business cards so you can later contact the people you meet.

6. Be Referral-Centered:
The person you are networking with may not have a job opening, but he or she may know someone who is hiring. The key is to exchange information and then expand your network by obtaining additional referrals each time you meet someone new. Be sure to mention the person who referred you.

7. Be Proactive:
Stay organized and track your networking meetings. Keep a list of your contacts and update it frequently with the names of any leads given to you. Send a thank-you note or email if appropriate. Ask if you can follow-up the conversation with a phone call, or even better, with a more in-depth meeting in the near future.

8. Be Dedicated to Networking:
Most importantly, networking should be ongoing. You will want to stay in touch with contacts over the long haul—not just when you need something. Make networking part of your long-term career plan.
Campus Life and Student Development

We are here for you!

Dean of Students, Child Development Center, Student Health Center, Judicial Affairs, Leadership Center, Morris Recreation Center, Residential Living and Learning, Sam Rayburn Student Center, and the Counseling Center.

Our Mission

The Division of Campus Life and Student Development promotes a culture of intellectual exploration and inclusion by facilitating student-centered programming, developing student leaders and global citizens, and providing services and facilities designed to encourage continued learning outside of the classroom.

Our Vision

The Division of Campus Life and Student Development seeks to provide nationally recognized student-centered programming, services, and facilities designed to promote lifelong learning and develop tomorrow’s leaders.

Our Core Values

• We value the inherent worth and dignity of each individual.
• We promote and celebrate the diversity and uniqueness of all people.
• We believe in the fearless exploration of one’s dreams and the unfettered pursuit of knowledge, truth, and excellence.
• We seek to give back to our communities, both locally and globally, through service, innovation, and environmental stewardship.
• We are committed to providing a safe environment and instilling an atmosphere of civility for our campus community.
• We encourage, support, and serve as advocates for our students.
• We strive to accomplish our mission with uncompromised purpose, integrity and honor.

• ENGAGE • EDUCATE • EMPOWER
HAVE YOU EARNED A BACHELOR’S DEGREE AND DESIRE TO TEACH?

A&MTRAC, the A&M-Commerce Teacher’s Route to Alternative Certification program provides individuals the opportunity to transition into the teaching profession.

A&MTRAC BENEFITS

- Coursework may apply to a master’s degree
- Financial aid is available to eligible candidates
- Online coursework taught by university professors
- Engaging, interactive workshops facilitated by professionals in all areas of education
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- Emphasis on educational technology
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Texas A&M University-Commerce
P.O. Box 3011
Commerce, TX 75429-3011

EDUCATOR CERTIFICATION AND ACADEMIC SERVICES
Robert.Nottingham@tamuc.edu or 903.886.5671
Erin.Swinson@tamuc.edu or 903.468.3081
Jill.Woodruff@tamuc.edu or 903.886.5886

A&MTRAC: ALTERNATIVE CERTIFICATION
COLLEGE OF EDUCATION AND HUMAN SERVICES
WWW.TAMUC.EDU/TEACHER
903.886.5182
Living on campus is an important part of university life at A&M-Commerce. It’s where great memories and friends are made. As a part of the on-campus community, you will have access to an exclusive integrated living-learning environment that includes a variety of opportunities to enhance your academic and social experience.

VISIT US ON CAMPUS AT:
Halladay Student Services Building,
Room 100

Phone: 903-886-5797
Fax: 903-886-5794
Email: ResidenceLife@tamuc.edu
Online: www.tamuc.edu/studentlife/housing
We are focused on providing academic resources to help each student to reach their intellectual potential and achieve academic success. We hope you will use the excellent resources available to help you make the grade.

SI peer tutoring available
Peer educators attend classes and hold study sessions outside of class!

Contact Information: Academic Success Center
Jodi Oelrich, Coordinator
Office (903) 468-8620
Webpage: www.tamuc.edu/asc
email: asc@tamuc.edu
Facebook: http://facebook.com/ASCTAMUC

24/7 available online tutoring through
www.tutor.com/tamuc

Gee Library • Jamp Room • Online Tutoring
With over 92,000 square feet of space for leisure enjoyment, facilities for meetings, banquets, and conferences, the RSC is the central hub of campus activity. The RSC serves as the heart of campus life and encourages students, faculty, staff, and the community to gather, connect, and experience.

The first floor features many services for the campus community, including lost and found and an information Welcome Desk. The Club provides nightly entertainment and hosts the latest in recreation and electronic games. If you need a special gift, supplies, snacks, or books—check out the Campus Bookstore, Convenience Store, and Food Court. The Pride Shop is your center for copies, large-scale printing, posters, and specially imprinted gifts or awards!

The second floor houses the offices for Student Activities, Leadership Engagement & Development (L.E.A.D.), Catering, and RSC Administration. The Student Activities and Leadership suite includes student organizations, the Campus Activities Board, Fraternity & Sorority Life, The Golden Leos (the student ambassadors for the University), and Student Government. Activities sponsored by student organizations and university departments in the RSC include major events by nationally known entertainers, lectures, movies, cultural, social, and recreational programs and activities.

**RSC Expansion**

Starting in early February, the Rayburn Student Center began its expansion on the south side of the building.

With a total of 28,000 sq/ft being added, we will gain a significant amount of needed space both upstairs and downstairs.

This expansion will more than double the amount of seating available in the dining hall and will also provide many customized seating areas, a special events room, and an all-new action station.

Upstairs, we will be doubling the number of meeting spaces along with adding an office suite for the L.E.A.D department.

**Hours of Operation**

Monday - Friday: 7 AM - Midnight
Saturday: 9 AM - Midnight
Sunday: 10 AM - 10 PM
The Interview: Dress to Impress (first impressions are lasting impressions)

MEN
- Two-piece suit will work in most situations
- Simple pattern tie is best for interview (larger men use a double Windsor knot to minimize bulkiness)
- Shoes and belt match
- Slacks and socks are matching color
- Polish shoes
- Get a haircut, shave (trim)
- Press shirt
- Dry clean suit
- No cologne

WOMEN
- Purchase a suit with a knee-length skirt vs. pants (if on a budget) and a tailored blouse
- Keep accessories simple not flashy, hair styled, and makeup natural looking
- Wear panty hose (stockings)
- Shoes-closed toe and closed heeled, no more than 2 inches high and polished
- Keep jewelry simple
- No cologne or perfume

Contact Career Development about The Career Closet if you are in need of a business professional interview outfit.
Always remember the interview begins before you ever enter the interviewer’s office. The interviewer will evaluate you based on your appearance, handshake, eye contact, smile, and assertiveness at the initial greeting before the first word is ever spoken.

Each interview will differ, however, all will share some common characteristics:

- Typically 30 minutes in length (some may go longer)
- Five minutes for chit chat
- Fifteen minutes for discussion of your background and how it fits the job
- Five minutes for you to ask questions
- Five minutes to conclude the interview

**QUICK TIPS**

- Keep answers brief and concise
- Include measurable information and specific details about accomplishments
- Prepare a few success stories or examples
- Research the company

**COMMON QUESTIONS**

As you discuss your qualifications, be ready to answer questions that appear negative such as a low G.P.A. or non-related work experience. You can turn these into positive attributes. A low G.P.A. might mean you fully funded your way through college by working; you may not have related experience but you do have experience that shows you to be a good employee.

You may be asked questions that seem odd in nature that you can’t prepare for such as:

- Tell me a joke

- If you could have dinner with any famous person in history who would it be and why?
The interviewer is evaluating your response time and how well you perform under pressure. Simply think and answer honestly.

**Behavioral questions**

These interview questions focus on actions and behaviors. Put your best foot forward and answer honestly and concisely.

- Describe a major problem you faced and how you handled it.
- Give me an example of a time you were challenged.
- Describe a conflict you faced in the workplace and how you handled it.

**Traditional questions**

These interview questions focus on impressions. For example:

- Tell me about yourself.
- Why should I hire you?
- Why have you chosen this particular career field?

**SALARY NEGOTIATIONS**

Avoid discussing salary until you have been offered the job. You should have an idea of the salary range being offered.

Salary questions you might be asked:

- What do you require?
- What is the minimum pay you will accept?
- What is your pay record for the last five years?
- Why do you believe you are qualified for so much more?
- We can’t pay the salary you should have. Would you be willing to start lower and work up to that figure?
- What do you expect to be earning five years from now?
The Interview: Practice Questions

“Tell me something about yourself.”
This is a frequent opening question. It provides you the opportunity to sell yourself and to prove to the employer that you have what he/she needs. Take no more than 1-2 minutes to offer a concise, well-organized presentation of yourself. Keep it relevant to what you have to offer them. This is your “elevator” pitch, write it down and practice it.

“Which of the qualities that you possess makes you feel that you would be successful at this job?”
If you did your research, it will be easier for you to focus on the qualifications that they are looking for. Pay particular attention to areas in which your strength relates either directly or indirectly to the position.

“What are your strengths? Your weaknesses?”
Attempt to turn your weaknesses into strengths and to explain what constructive ideas you have about handling them. Your strengths should relate directly to that which is required in performing the job.

“What interests you about our company and why do you want to work for us?”
Again, your research is essential! Find out what products they offer and what services they render. Your answer should reflect your career goals as they relate to the goals of the company. Attempt to show why this particular company, and not any other, is important to you. You should convey that you are looking for a particular job and not just “any job.”

“When can you begin work?”
If you are not employed at the time of the interview, there should be no problem in answering this question. If you are working, you should alert the employer that you need to give the present employer fair notice that you are leaving. Your consideration in this matter will show the new employer that you are interested in leaving behind a positive impression of your term of employment.

“Do you prefer working alone or with others?”
The employer is really looking for a sign that you are confident and able enough to work without supervision. Let him/her know that while you enjoy the freedom of working alone, you also enjoy the team spirit of working with others.

“What activities did you engage in while at school?”
Employers are interested in persons with varied interests. Having no outside interests indicates that you are either dull, or that you need all your spare time to get by in your studies or you have too many obligations.
The Interview: What to Ask

You need to have a few questions to ask the interviewer that reflect your interest and knowledge of the company.

You should ask:
- Questions about the position
- What qualifications is the interviewer looking for in the candidate
- About the potential advancement in the company and educational opportunities

You should not ask:
- Any questions that are answered on the company website or informational brochure
- About salary and benefits
- Personal questions of the interviewer

Sample Questions
- What future changes do you see for the company?
- Who are your competitors?
- What makes your company different from others?
- How does my job fit with the mission of the organization?
- What will I be contributing to the organization?
- What do you wish you knew about the company before you started?
- How would top management describe the corporate culture, and how does this compare with things in the organization as they really are at the lower levels?
- What are the ethical and environmental philosophies of your company?
- What is the company’s philosophy towards their employees?
- What values are sacred to the company?
- What do you see as the biggest areas of needed improvement with the company?
- What are short and long-term strategic directions of the company?
- What is the greatest challenge, from your perspective, facing the organization?
- Can I expect opportunities for advancement with the company if I prove myself?
- What was your career path within the company?
- What makes your association with this employer enjoyable?
- What are the company’s goals for the future?
- If I do well, what will I be doing in five years?
- What programs for minorities does your firm have?
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Going to graduate school can be one of the best next steps in your career journey. However, you must begin the admissions procedure right away.

Application requirements differ substantially among institutions and programs, so read each school’s material conscientiously to make sure you file a complete and timely application. Admission tests are generally required for most graduate schools. Check when your applications are due to make sure that you take the test on an early enough date. Refer to the websites below for dates.

- DAT (Dental Admissions Test) – Dental – www.ada.org
- GRE (Graduate Record Examination) – Arts & Sciences – www.gre.org
- GMAT (Graduate Management Admission Test) – Business – www.gmat.org
- LSAT (Law School Admission Test) – Law – www.lsat.org
- MCAT (Medical College Admissions Test) – Medical – www.mcat.org
- MAT (Miller Analogy Test) – Education – www.swsc.edu

Official transcripts of your undergraduate work must be sent to the graduate schools to which you are applying. Go to the Registrar’s website: www.tamuc.edu/admissions/registrar/transcript for transcript request information or order a copy through your myLEO account.

Letters of recommendation are generally required for admission. It is best to get three letters of recommendation to send to your schools. Usually a student asks two professors in their major and a professor or advisor from another field. Try to get a person that has known you and your work for a while.

An essay is usually required so they have a better idea of your writing skills and what activities you have been involved in at A&M-Commerce and your community. For assistance, contact Career Development (903-468-3223).

These are some ideas to get you started as you pursue graduate school. If you have a clear sense of what career you want to pursue, and if an advanced degree is required for entry into that field, then graduate school is for you.

Check the A&M-Commerce catalog, visit the Office of Graduate Studies and Research, Administration Building, Room 142, or call 903-886-5163 for more information concerning the A&M-Commerce graduate programs offered.
Career Resource Websites
Additional resources listed on the Career Development homepage: www.tamuc.edu/careerdevelopment.

**SALARY**
- salary.com
- salaryexpert.com
- quintcareers.com/salary_negotiation.html
- jobstar.org
- homefair.com
- jobweb.com
- monstertrak.com
- wetfeet.com
- jobpostings.net
- jobs.com
- net-temp.com
- fedworld.ntis.gov
- fedjobs.com
- twc.state.tx.us (Texas Workforce Commission)
- nationjob.com
- hscareers.com (human/social service)
- nbdc.com (National Disability Council)

**CAREER EXPLORATION**
- online.onetcenter.org/
- wave.net/upg/immigration/dot_index.html
- bls.gov/oco/home.htm
- acinet.org
- vault.com
- austinemployment.com
- dfwemployment.com
- houstonemployment.com
- texasjobs.com
- cnmdallas.org

**JOB SEARCH/CAREER DEVELOPMENT**
- rileyguide.com
-eresumes.com (Electronic Resume Development)
- careerjournal.com (Salary Information)
- collegelad.com (Internships, Entry Level)
- degreeedjobs.com
- jobbankusa.com
- chronicle.com/jobs (Higher Ed Jobs)
- monster.com
- careerbuilder.com
- usajobs.opm.gov (Federal Jobs)

**TEXAS JOB SEARCH**
- austinemployment.com
- dfwemployment.com
- houstonemployment.com
- texasjobs.com
- cnmdallas.org

**NATIONAL & FEDERAL JOB SEARCH**
- fedworld.ntis.gov
- fedjobs.com
- twc.state.tx.us (Texas Workforce Commission)
- nationjob.com
- hscareers.com (human/social service)
- nbdc.com (National Disability Council)

**INTERNATIONAL JOB SEARCH**
- idealist.org
- http://us.councilexchanges.org
- overseasjobs.com
- eurojobs.com
- h1visajobs.com
- footprintsrecruiting.com (teaching abroad)
- mofa.go.jp/b/jet/ (teaching in Japan)
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