

Career Advising Handbook

A Planning Guide to Success



It's Your
Future...
Make It
Happen

Campbellsville University Career Services

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HOW TO USE THIS HANDBOOK

The Career Advising Handbook is devoted to you and your career success! It is designed to help you on your journey from student to career professional. The Career Advising staff is here to guide you with any career related issues as you begin this journey. We provide extensive resources, programs and opportunities, and encourage you to explore, utilize and experience them to their fullest.

This handbook can help you:

- Learn about programs and services available
- Clarify major and career options
- Get you started on your career journey
- Create a resume and cover letter
- Know what resources are available and how to use them
- Utilize the best tools to market yourself
- Prepare for the job search process
- Polish you networking and interviewing skills
- Define career goals
- Identify job opportunities
- Stay motivated during this important journey



We hope you find this handbook helpful and we look forward to partnering with you as you achieve academic and career success!

Four Year Career Planning Guide

| YEAR | FRESHMAN | SOPHOMORE | JUNIOR | SENIOR |
|-----------------|--|--|--|---|
| GOAL | Begin Self-Assessment | Occupation Exploration | Make decisions- to Narrow in on an occupation/Try new jobs | Implement decision for Best Entry Level Employment results |
| STEPS of Action | <p>IDENTIFY likes & dislikes through online self-assessment programs like PathwayU (managed by Academic Support team)</p> <p>GATHER information about majors from campus Majors Fairs & career resource links:</p> <ul style="list-style-type: none"> • Learn How To Become... • What Can I Do With a Major In... <p>ATTEND Career Services workshops offered & Job Fairs/ Majors fair events</p> <p>VOLUNTEER & Explore doing activities that interest you.</p> <p>GET INVOLVED Join various clubs & organizations</p> <p>INTERVIEW/CONNECT with professors/advisors in majors that interest you & take a class</p> <p>CONSIDER working a summer or part-time job to learn what you are good at.</p> | <p>GATHER information about occupations suggested by self-assessment process</p> <p>EXPLORE likes & dislikes about occupations through research and part-time jobs</p> <p>INTERVIEW & JOB SHADOW with professionals in careers that interest you</p> <p>DECLARE an academic major</p> <p>JOIN departmental clubs and/or campus organizations</p> <p>DRAFT a resume for Career Services to review</p> <p>LOCATE summer or part-time job in a field of interest-Potential internship?</p> <p>SUMMER Camp jobs are great work/leadership experience</p> | <p>COMPARE assessment results with details from occupational exploration & find areas of highest overlap</p> <p>NARROW in on a couple of occupations & weigh pros/cons of each</p> <p>ATTEND Career Services workshops, networking events & job fairs</p> <p>UPDATE your professional resume- customize to job you want</p> <p>INTERN/VOLUNTEER in a field you are seriously considering</p> <p>CHOOSE an occupation to start pursuing & begin NETWORKING</p> <p>CONSIDER if you need to continue your education through Grad School</p> <p>LOCATE summer job or evening job related to your future career.</p> <p>ASK department dean if job could count as internship credit hours</p> | <p>COMPLETE a Career-related Internship-for credit (must have Dept dean approval)</p> <p>CONDUCT Graduate School research</p> <p>ATTEND Career Services job prep workshops, networking events/ job fairs</p> <p>RESEARCH potential employers and/or types of job available</p> <p>DETERMINE geographic region of your upcoming Job search</p> <p>NETWORK with acquaintances, contacts, employers, etc. (Job fairs, individuals...)</p> <p>DEVELOP final resume & implement effective job search strategies</p> <p>FINALIZE & distribute your targeted resume for jobs you're considering or grad school applications</p> <p>APPLY for careers with employers in your major field</p> <p>FOLLOW UP with HR</p> |
| RESOURCES | <ul style="list-style-type: none"> • Academic Coaches/Advisors • Ask upperclassmen • PathwayU Self-Assessment • Career Services resource/staff | <ul style="list-style-type: none"> • Career Services staff • Academic Advisors/ Faculty • Job networking contacts • Alumni Network • PathwayU Self-Assessment | <ul style="list-style-type: none"> • Career Services staff • Academic Advisors • Job networking contacts • Alumni Network • Handshake Career Connections | <ul style="list-style-type: none"> • Career Services staff • Academic Advisors • Job networking contacts • Alumni Network • Handshake Career Connections |

Resources: Career Services Staff, Faculty in “First Class”-provide Interest/Personality/Values/Assessment Tools, Ask Upperclassmen, Career Resource Library, Academic Advisor/Faculty, Career Services Networking Contacts, and Alumni Network.
Campbellsville.edu/campus-life/student-services/career-services/

Steps to Choosing a Major

STEP 1: Assess Yourself*

Create a list of:

- What you enjoy doing/What is your passion
- Your academic strengths
- What type of activities you are involved in
- Aspects of previous jobs that you have enjoyed

*Utilize an online assessment tool like [PathwayU](#)-- meet with a career advisor to clarify results if any questions.

STEP 2: Research

Once you have a great understanding of yourself and your characteristics/personality and values, you will then want to research what majors will allow you to embellish on those skills. If possible, take a variety of classes. Research is a necessary step to discover all the options and avoid limiting yourself.

Attend the Majors Fair, network with academic departments, faculty, family, and friends, research through the undergraduate catalog, and make an appointment with your career coach and advisor.

STEP 3: Evaluate and Decide

Narrow down your options to your top 5. Create a list with your pros and cons of each major. During this step, you should also take into consideration your career goal and what major will lead you to that. Consider taking a class in multiple areas before making a final decision.

Search "What Can I Do with My Major?" get involved throughout campus, and beyond when you work or job shadow in the community or back home during the summers and school breaks.

STEP 4: Declare Your Major

Meet with your Academic advisor to discuss the criteria for acceptance into the department and requirements to complete your degree. If after taking classes, you decide to reconsider your major, return to step 3. To officially declare a major, complete forms in the Student Records office.

STEP 5: Career Planning

Once you have chosen a major, you want to ensure that you continue with your career planning efforts. This could include:

- Informational Interviews with professionals
- Remaining engaged with the TypeFocus program
- Regular meetings with a career advisor

Job Search

STEP 1: Assess Yourself and Identify Career Options

- Career Advising: Meet with a career advisor or faculty in your academic discipline; attend Career & Internship Fairs, attend on campus interviews, and update/create a professional Resume and possibly a LinkedIn professional online jobs profile.
- Search the Internet: Visit our Career Services online resource pages for suggested links and tips to increase your chance for success in getting an interview
- Continue to cultivate/add people to your Network (faculty, former employers—who will speak well of you).

STEP 2: Develop Your Resume & Perfect Your Interviewing Skills

- View resume samples/tips in this handbook to revise your resume and meet with a career advisor to get a one-on-one review of your document
- Check out jobs on our free online jobs board to find a variety of positions
- Your resume can get you the interview but your interview gets you the job
- Schedule an appointment with Career Services to do a mock interview
- Always dress professionally to an interview
- Reviewing the interview section of this handbook will help you prepare

STEP 3: Apply for Positions and Keep Records

- Set goals, such as: how many resumes you will send out each week, number of networking connections to contact each day and how much time you spend each week finding positions you will apply for
- Create a job search journal or excel spreadsheet: record all positions applied for, documents sent and contact persons
- Treat all gatekeepers (receptionists, office assistants and secretaries) with respect and remember information they gave you during any conversation

STEP 4: Monitor, Improve, and Stay Motivated

- Evaluate your progress and improve your resume, interviewing and networking skills
- The demonstration of self-confidence, compatibility, high energy and enthusiasm are key characteristics that hiring managers seek in new employees
- **Once you secured your new position, keep your resume up to date and remain in contact with your network
- Continually upgrade your skills when on the new job; always improve to stay current
- The job search process will continue as you apply for promotions and advance your career

Resumes

What is a Resume?

- A brief written summary of your experiences, academic preparation, skills and accomplishments
- Introduces you to potential employers
- Usually reviewed for 30 seconds or less, must make a dynamic first impression
- A marketing tool designed to create an image and get you an interview

This handbook contains samples of several resumes, split up by different majors or areas of interest. We encourage you to consider all the samples and discuss with your career coach what would best represent your unique skills and qualifications. These resumes have been designed with our students and alumni in mind. It represents the types of positions and experience that are most common. You may choose to blend categories from several of the available samples, but be sure to adjust the formatting so that the resume maintains a consistent appearance.

TIPS

- Do not fold or staple your resume. High quality resume paper is essential.
- Font size: between 11-12. Adjust based on length of resume
- Use the same font size and type through the content of your document. Only your name and subtopics should be in a larger font.
- Use bold, italics, capitalization or underlining to highlight valuable information.
- Do not write your resume in the first person singular/omit personal pronouns (I, me, my, etc.).
- Use brief phrases beginning with action verbs to describe job responsibilities
- Highlight accomplishments and emphasize results you have achieved by including numbers, e.g., supervised 10 volunteers, developed campus club budget of \$50,000.
- Use professional email address
- **Tailor your resume for each position!**
- Be honest
- Proofread!

- Ask for help
- Manage your time
- Create a professional image
- Change your resume as needed
- Highlight key skills and experiences
- Phone interviews: smiling will come through your voice on the phone
- Remain confident and positive!



Networking

How to Network:

Join a Professional Organization

- Journals, newsletters and websites with valuable, up to date information about your specific field
- Reduced membership rates for college students
- Attend conferences at reduced rates

Conduct Information Interviews

- Ask for approximately 20 minutes to find out more about a job you aspire to from someone who does it
- Prepare your questions ahead of time
- Send a thank you note

Use Social and Professional Networking Sites

- Keep your online profiles clean and professional
- Some recruiters use Facebook and Twitter for recruiting, or try LinkedIn for professional networking
- Don't be afraid to reach out to others online

Join Campus and Community Clubs and Organizations

- Network with other students and professionals
- Attend events related to your career field
- Volunteer to help a Professor in field of interest (class field trip, project)

Volunteer in Your Community

- You can build houses, help at a food pantry or find volunteer work that will help you develop specific skills needed in your chosen field; volunteering shows you care about making a difference
- Treat your commitment like it is a paid position; It will go on our resume

Every Person You Meet

- Talk to friends and family, ask them to refer you to others they know who work in your field of interest
- Talk to people when you are out and about in the grocery store or at a family member's athletic event.

Do's and Don'ts to Networking

DOs

- Report back to anyone who gives you a lead
- Be professional
- Contact members of your network even when you don't need something, for example to keep them updated on your progress or send
- Ask when giving someone's name to another member of your network
- Write down something about each person you meet on the back of their card to help you remember them
- Send 'thank you' notes

DON'Ts

- Be afraid to ask for what you need
- Be discouraged if you are brushed off
- Stop networking once you find a job
- Attend an interview without questions to ask
- Pass up opportunities to network

Resume Action Words

Accomplishment Verbs

| | | | | | | |
|--------------|------------|----------|--------------|----------|-------------|-------------|
| Accomplished | Developed | Improved | Participated | Reduced | Selected | Streamlined |
| Achieved | Discovered | Launched | Pioneered | Refined | Set-up | Succeeded |
| Attended | Ensured | Learned | Presided | Resolved | Simplified | Transformed |
| Defined | Expanded | Mastered | Published | Restored | Solved | Traveled |
| Determined | Expedited | Obtained | Received | Saved | Spearheaded | Volunteered |

Communication Verbs

| | | | | | | |
|--------------|--------------|------------|-------------|------------|-----------|------------|
| Addressed | Convinced | Displayed | Interpreted | Presented | Recruited | Sold |
| Arbitrated | Corresponded | Drafted | Lectured | Proof-Read | Refined | Spoke |
| Authored | Critiqued | Edited | Mediated | Promoted | Related | Suggested |
| Collaborated | Defined | Enlisted | Moderated | Proposed | Reported | Translated |
| Conferred | Delivered | Formulated | Negotiated | Publicized | Responded | Utilized |
| Contributed | Discussed | Influenced | Persuaded | Reconciled | Shared | Wrote |

Creative / Technical Verbs

| | | | | | | |
|------------|---------------|-------------|-------------|-------------|--------------|-------------|
| Acted | Computed | Designed | Fashioned | Integrated | Performed | Revitalized |
| Adjusted | Conceptualize | Developed | Formed | Introduced | Photographed | Shaped |
| Advertised | Conducted | Devised | Founded | Invented | Pinpointed | Sketched |
| Assembled | Constructed | Directed | Illustrated | Maintained | Planned | Solved |
| Built | Created | Discovered | Initiated | Manipulated | Programmed | Structured |
| Calculated | Customized | Established | Installed | Operated | Revamped | Upgraded |
| Composed | Defined | Exhibited | Instituted | Originated | Revised | Verified |

Helping Verbs

| | | | | | | |
|-----------|-----------|--------------|-------------|------------|-------------|-------------|
| Advocated | Clarified | Counseled | Educated | Interacted | Referred | Shared |
| Aided | Coached | Dealt (with) | Explained | Led | Reinforced | Supported |
| Answered | Conferred | Demonstrated | Facilitated | Motivated | Related | Supplied |
| Assessed | Contacted | Detected | Guided | Provided | Represented | Tutored |
| Assisted | Conveyed | Discussed | Helped | Recognized | Served | Volunteered |

Management Verbs

| | | | | | | |
|--------------|--------------|--------------|------------|------------|-------------|--------------|
| Accelerated | Audited | Controlled | Enforced | Increased | Planned | Reviewed |
| Adjusted | Balanced | Coordinated | Estimated | Led | Presided | Scheduled |
| Administered | Budgeted | Dealt (with) | Executed | Managed | Prioritized | Sold |
| Allocated | Calculated | Delegated | Exercised | Marketed | Produced | Solved |
| Analyzed | Chaired | Determined | Evaluated | Modeled | Projected | Strengthened |
| Appraised | Completed | Developed | Financed | Organized | Recommended | Structured |
| Assigned | Computed | Directed | Forecasted | Outlined | Reorganized | Supervised |
| Attained | Consolidated | Effectuated | Handled | Oversaw | Researched | Took |
| Attended | Contracted | Eliminated | Improved | Pinpointed | Revamped | Trained |

Organization Verbs

| | | | | | | |
|------------|------------|-------------|-------------|-----------|------------|-------------|
| Acquired | Classified | Contacted | Generated | Monitored | Purchased | Specified |
| Answered | Collected | Conveyed | Implemented | Operated | Recognized | Streamlined |
| Approved | Compared | Dispatched | Inquired | Organized | Recorded | Tabulated |
| Arranged | Compiled | Distributed | Inspected | Outlined | Retrieved | Updated |
| Attended | Completed | Exercised | Joined | Prepared | Screened | Utilized |
| Catalogued | Conferred | Filed | Modified | Processed | Sorted | Validated |

Research Verbs

| | | | | | | |
|-----------|--------------|--------------|-------------|--------------|------------|----------|
| Collected | Critiqued | Extracted | Identified | Investigated | Reviewed | Surveyed |
| Compared | Evaluated | Gathered | Inspected | Manipulated | Simplified | Tested |
| Compiled | Examined | Handled | Interpreted | Organized | Studied | Updated |
| Conducted | Experimented | Hypothesized | Interviewed | Published | Summarized | Verified |

Teaching Verbs

| | | | | | | |
|-------------|-------------|-------------|-------------|------------|------------|------------|
| Accelerated | Clarified | Demystified | Explained | Instructed | Played | Stimulated |
| Adopted | Communicate | Developed | Facilitated | Led | Reinforced | Taught |
| Advised | Conveyed | Enabled | Guided | Modeled | Related | Tested |
| Applied | Coordinated | Encouraged | Helped | Outlined | Simplified | Trained |
| | Defined | Evaluated | Informed | Persuaded | Set Goals | Tutored |

School of Education Resume Sample

More tips at: LiveCareer.com/resume-samples/teacher-resumes/beginning-teacher

Trevor Olson

100 Broadway Lane, New Parkland, CA 91010
Home: 000-000-0000 | Cell: (555) 987-1234
example-email@example.com

Summary

Intuitive Beginning Teacher clearly defining learning objectives while encouraging students through positive constructive feedback. Adept at motivating students with creative classroom presentations and interactive discussions. Specialize in effectively communicating with students.

Highlights

- ✦ Strong familiarity with common teaching strategies methods and techniques
 - ✦ Innate ability to engage students with creative classroom instruction
 - ✦ Excellent ability to observe student behavior and react accordingly
 - ✦ Proficient in MS Word PowerPoint Excel and the use of educational software
 - ✦ Willing to embrace innovative teaching concepts
 - ✦ Ability to work with students in a group setting and individually
 - ✦ Outstanding internal and external communications abilities
-

Work Experience

- | | |
|---|---|
| Beginning Teacher Riverfront High School | 6/1/2006 – 8/1/2010 New Parkland, CA |
| ✦ Established clear learning objectives based on required district curriculum. | |
| ✦ Created innovative classroom presentations to teach sometimes complex concepts. | |
| ✦ Developed and implemented an individual classroom style conducive to learning. | |
| Beginning Teacher Oceanside School District | 1/1/2011 – 9/1/2011 New Parkland, CA |
| ✦ Developed weekly lesson plans based on student objectives and curriculum standards. | |
| ✦ Assisted with the training of new teachers working within the district. | |
| ✦ Evaluated student progress and addressed individual learning issues. | |
| Beginning Teacher New Parkland School District | 11/1/2011 – Present New Parkland, CA |
| ✦ Provided feedback to students and established productive communications with parents. | |
| ✦ Responded to inquiries from administration district officials parents and students. | |
| ✦ Established clear classroom guidelines and kept parents informed of learning goals. | |
-

Education

- | | |
|--|--------------------------|
| Bachelor of Science – English University of California | 2006 New Parkland, CA |
| Bachelor of Science – Education University of California | 2010 New Parkland, CA |

School of Business Resume Sample

Mizuki Ikeda

123 Happy Trail
Campbellsville, Kentucky 42718
Cell: (270) 123-4567 E-mail: mizuki@gmail.com

Objective

To obtain an accounting related position that allows me to utilize my current skills and abilities to increase organizational effectiveness, while gaining opportunities for personal growth and development

Education

Bachelor of Science in Business Administration with an Emphasis in Accounting

Campbellsville University, Campbellsville, KY

Expected graduation: December 2014

Accounting GPA 4.0/4.0

Overall GPA: 3.97/4.0

President's List: Five Semesters, Dean's List: One Semester

English as a Second Language

Campbellsville University, Campbellsville, KY

Graduated: May 2011

Work Experience

Internship at Nagano Morita LLP CPAs, Torrance, CA

May-August 2014

- Compiled and Reviewed Financial Statements
- Audited 401(k)
- Recorded payroll, and general ledger entries
- Updated computer system/Organized bookbinding
- Ascertained integration of Financial Statement

Dining Hall at Campbellsville University, Campbellsville, KY

August 2010-May 2014

- Managed hot food station for buffet
- Served on pizza line

Izakaya Hachi, Torrance, CA

May-August, December 2013

- Hostess/Server
- Cashier

(Summer Break, Christmas Break)

Skills and Activities

- **Languages:** Japanese-Native Level, English-Business Level
- **Computer:** Word, Excel, Power Point, Access
- **Teamwork:** Volleyball Team for 9 years, Phi Beta Lambda (Business) Organization, Japanese Drum Club for 2 years
- **Extracurricular Activities:** Volunteer activity- afforestation project on campus, cleaning campus and environmental safeguards, built a slope and trimming garden for physically handicapped/elderly, fundraising for breast cancer through volleyball club

School of Social Work & Human Services Resume Sample

ENTRY Level Sample- recent grad Intern/practicum experience ONLY

Jason Carson

345 Forester Street
Springfield, VA 78787

999-333-2222 jasoncarson@emaildomain.com

Licensed Social Worker and recent graduate seeking a clinical social worker position in the Washington, DC school district.

EDUCATION

Virginia University School of Social Work, Monticello, VA

Master of Social Work, June 2016

Thesis: Changing Attitudes Toward Mental Illness in Elementary Schools

Franklin College, Richmond, VA

Bachelor of Arts, Psychology/Human Services, 2012

Awards: Dean's List (5 semesters), Student Mentor Award (2011)

CERTIFICATION

Licensed Clinical Social Worker, 2016

Commonwealth of Virginia

SKILLS

- Advocacy for individual clients (specializing in juveniles)
- Communication with clients and stakeholders
- Juvenile crisis intervention
- Compliance with federal, state & city guidelines and best practices
- Developing action and follow-up plans with clients and families
- Detailed and accurate client record-keeping
- Knowledge of community resources

SOCIAL WORK EXPERIENCE

Social Work Intern

September 2014 – May 2016

Marvin School District, Marvin, VA

- Completed a clinical internship within three elementary schools in the rural community of Marvin, VA.
- Assessed/evaluated/referred students and made plans to implement any needed services
- Provided direct psychosocial care to students referred to social work office
- Implemented programs for the school in order to meet social and emotional needs of the student population through community collaborations, under the supervision of the school's primary social worker
- Coordinated out-of-school services for students and families in school community
- Managed crisis interventions involving students and their families

AFFILIATIONS

- National Association of School Social Workers
- American Social Work Association

Additional Work Experience could be added as a separate heading

School of Arts & Sciences

Resume Sample



Camila Lopez

Email: abcd1234@gmail.com

Phone : (555)000-0000

OPERA'S ROLES & CONCERTS EXPERIENCE

| | | | |
|-----------------|-------------------------------------|---------------------------|------|
| Fiordiligi | <i>Così fan Tutte</i> | Campbellsville University | 2016 |
| Messiah | Handel | New Haven-Kentucky | 2015 |
| Winter Concert | Campbellsville Orchestra | Campbellsville University | 2014 |
| Mother | <i>Amahl and the Night Visitors</i> | Campbellsville University | 2014 |
| Sister Angelica | <i>Suor Angelica</i> | Campbellsville University | 2014 |
| Chorus member | False Fernando | Campbellsville University | 2013 |
| Rosalinda | Die Fledermaus | Campbellsville University | 2013 |
| Oratory | Mendelsohn | Campbellsville University | 2013 |

PROFESSIONAL EXPERIENCE

| | | |
|---|--|------------|
| Worship leader Church Outreach | Campbellsville University - Campbellsville | 2016- 2017 |
| Choir conductor Presbyterian Church | Rio de Janeiro - | 2007-2010 |
| Public School Teacher Music in Arts | Rio de Janeiro | 2007- 2009 |
| Children's choir conductor, voice teacher | Department of Education and Culture R-J | 2004-2009 |
| Voice Teacher, children musicalization, choir conductor | Public Music School Rio de Janeiro | 2003-2008 |
| Art Therapist Seminary of Music & Theology | Rio de Janeiro | 2003-2005 |
| Choir Conductor Baptist Church | Rio de Janeiro | 2000-2002 |
| Ensemble singer Jewish Synagogue | Rio de Janeiro | 1999-2009 |

AWARDS AND COMPETITION

| | |
|---|------|
| 3 rd Place VI International Competition Ensemble -Trelew-Patagonia-Argentina | 2009 |
|---|------|

Voice Dublin

| | |
|--|------|
| Harry Potter and the Philosopher's Stone | 2007 |
|--|------|

Master Class & Workshop

| | | |
|----------------------|---------------------------|------|
| Quink Vocal Ensemble | Campbellsville University | 2014 |
| Matew Lata | Kentucky University | 2013 |
| Steen Lindhol | Trelew-Patagonia-AR | 2009 |

EDUCATION

| | | |
|---|--------------------------------------|-----------|
| MMVPP- Master in Music Voice Performance and Pedagogy | Campbellsville University | 2016 |
| MMA- Master in Music Arts | Campbellsville University | 2013-2015 |
| MAT Master in Art Therapy | University Candido Mendes, RJ-Brasil | 2004-2005 |
| UMEA Undergraduate in Music Education & Arts | Universidade Candido Mendes-Brasil | 2005-2006 |
| UVP- Undergraduate in Voice Performance University | UniRio-RJ, Brasil | 1999-2003 |

Conductors: John Stevens, Alex Marcum, Tracy Stilts

Directors: Dr. David Heart

Coachs: Kristi Barry

Voice Teachers: Julie Travis, Rebecca Michaels, Stacy Richards, Matt Durham

Reference Page Example

NaKisha Stargel

123 Street Rd., Cityville, KY 12345

Email: nakishajlstargel@hotmail.com

Phone: (270)-867-5309 *can also insert a professional portfolio website

References:

Tiffany Akers
Asst. Manager at James Home Medical
Campbellsville KY 42718
Phone: (270)-000-0000
Email: tiffany_____.com

Dr. Wendy Davis
Associate Professor of History at Campbellsville University
Campbellsville KY 42718
Phone: (270) 000 0000
Email: wvdavis@campbellsville.edu

Mrs. Carrie Estes
Executive Director of Learning Tree Kids Zone
Phone: (270)-000-0000
Email: learningtreeadair@hotmail.com

Ms. Suzie Tucker
Former Director of Learning Tree Kids Zone
Phone: Home: (270)-000-0000
Work Phone: (270)-465-8220

Cover Letter Sample

Multiple samples at TheInterviewGuys.com/cover-letter-examples

Josh Michaels (*Sender's heading*)
4 Church St. | Anytown, NJ 08888 | (555) 555-5555 | josh@somedomain.com

Date

Katherine Yu
HR Director
ABC Company
1530 State St.
Anytown, NJ 08999

Dear Ms. Yu:

Your advertisement for an HR assistant fits my qualifications perfectly, and I am writing to express my interest in and enthusiasm for the position.

After completing a business degree from Rutgers University in May, I enrolled in a human resource development program to enhance my credentials in my chosen field. Course highlights include: Leadership in an Organizational Setting, Performance & Task Analysis in Human Resource Development, and Technology in HR Settings.

Based on your description of the ideal candidate, I also offer:

- A solid educational foundation in organizational development, employee training and development skills and knowledge of how to use technology to improve individual/organizational performance
- A proven ability to build rapport with individuals from all backgrounds
- A track record of excellent performance as a part-time/summer employee concurrent with full-time college enrollment

I would very much like to meet in person to share more of my qualifications and learn more about your HR support needs. Please feel free to call me at (555) 555-5555 or email at josh@somedomain.com.

Thank you for your time and review of the enclosed resume, and I look forward to speaking with you.

Sincerely,

Josh Michaels
Enclosure: Resume

Curriculum Vitae

A CV is a document required when applying for positions in academia, some positions outside the U.S. and certain positions in the federal government. It serves as a comprehensive record of all your academic and professional accomplishments.

Sections to Include:

- Your educational history: including your bachelor's and master's degree; you can list your thesis title under your doctoral degree.
- Teaching experience: describe all courses taught, how many students you instructed and if you mentored any undergraduate research projects.
- Research experience: list all research assistantships and fellowships; describe what you researched, who you collaborated with and the results of the research.
- Nonacademic employment: you may list things such as an internship if it is professionally relevant.
- Conference presentations: be as specific as possible; stating the name of the conference, the title of the presentation, and where and when you presented.
- Publications: list full bibliographic information for publications; you may list submitted papers as long as you indicate that they are under review.
- List languages you speak: include degree of fluency when relevant.
- Awards and honors: received for your research, presentation, teaching or academic achievements.
- Academic service: includes sitting on committees or volunteer work related to your discipline.
- Grants or fellowships: received while in graduate school; list where and when you received them and the institution you received them from.
- Memberships in professional associations: dates which you have been a member are not necessary unless you are a senior-level candidate.
- References: list 3-5 references at the end of your CV; these can include advisors, thesis committee members and other academic professionals.

Formatting Tips:

- Do not list personal data such as date of birth, marital status, etc.
- CV's have no page limit (some senior level faculty can have CV's over 30 pages long).
- In each section of your CV, list all items in *reverse chronological order*.
- Use legible 10-12 point font and be sure that spacing and formatting remains consistent throughout the document.

- Conventions vary slightly by discipline, so consult an expert in your field to ensure your document follows its standard practices.
- Have a colleague proofread your CV to ensure it is free of typos and other errors.

Online Resources:

- [Training.nih.gov/assets/Guide to Resumes & Curricula Vitae.pdf](https://www.training.nih.gov/assets/Guide_to_Resumes_&_Curricula_Vitae.pdf)
- [TheBalance.com/cv-samples-and-writing-tips-2060349](https://www.thebalance.com/cv-samples-and-writing-tips-2060349)
- [Monster.com/career-advice/article/resumes](https://www.monster.com/career-advice/article/resumes)
- [InsideHigherEd.com/advice/2012/12/03/essay-how-list-scholarship-hasnt-been-published-yet](https://www.insidehighered.com/advice/2012/12/03/essay-how-list-scholarship-hasnt-been-published-yet)
- [TheUndercoverRecruiter.com/cv-vs-resume-difference-and-when-use-which/](https://www.theundercoverrecruiter.com/cv-vs-resume-difference-and-when-use-which/)

Professional Dress: Women

Especially for job fairs/interviews

DRESS THE PART

For Women

LONG HAIR

Long hair is fine, when it is styled correctly. An employer should never wonder if you own a comb or if you know how to use one!

LOOP DE LOOP

Earrings can give an outfit the extra pop, but in this case it is more of a blast, blowing away your opportunity to have a potential employer focus on you and not your earrings.

UNDERGARMENTS

Undergarments should be, just that, under your garments. Employers do not want to see your under clothing peeking through your outfit.

TANK TOP

It may be hot outside, but this tank is only going to burn out your job search. Cover up your assets, front and back.

VISIBLE INK

Every tattoo has a story, but most employers don't want to hear it. In many cases you don't know what the tattoo says about you to the employer.

EXCESS'ORIES

Rule of thumb or wrist is to keep it simple and neat. One accessory is the limit.

'HOLE'Y MOLEY

Although pants with built in air conditioning may be tempting, these pants are screaming to employers, "Take me and my career to the E.R. for emergency resuscitation."

BTW: When in a skirt a "mini" is too much, around the knee is just right.

CAT FIGHT

Leopard print is a interview no-no especially in a sandal, along with seeing your toes and where they meet. To put your best foot forward it should be in a sock/stocking and a closed toe dress shoe.

NEAT & CLEAN

Your hair should not stand up or out. You will stand out by having a well manicured appearance, combed hair and a smile.

KEEP IT SIMPLE

Jewelry is optional and if you decide to add some glam to your look, the simpler the better. Employers don't want you to flaunt your bling.

JACKET

A quick way to step up an outfit is to put on a jacket or cardigan. The blouse/shirt and pants say appropriate, the 3rd piece says professional.

LONG SLEEVE

A long sleeve does a couple of things. It gives you a clean and polished look and hides any creativity inked on your arm.

POLISHED NAILS

Finger nail polish should say 1 thing to an employer 10 times, I am the right person for the job. Steer clear of bright, bold colors. French tips or a neutral color say manicured and professional.

PRESSED PANTS

Preparation is key! Before you put those pants on have them pressed. Throwing them in the dryer doesn't count!

POLISHED SHOES

The one thing that can ruin the impression of professionalism in a jiffy is foot wear. Stick with dress shoes that are polished and clean.

Professional Dress: Men

Especially for job fairs/interviews

DRESS THE PART

FOR MEN

NEAT & CLEAN

Your hair should not stand up or out. You will stand out by having a well manicured appearance, combed hair and a smile.

LONG SLEEVE

A long sleeve does a couple things. It gives you a clean and polished look and hides any creativity inked on your arm.

TUCKED SHIRT

Although casual is quick and easy, take the time to tuck in that shirt and straighten your button line, so that your shirt, tie and pants are all in alignment.

PRESSED PANTS

Preparation is key! Before you put those pants on have them pressed. Throwing them in the dryer doesn't count!

NO SHOES, NO SERVICE

The one thing that can ruin the impression of professionalism in a jiffy is foot wear. Stick with dress shoes that are polished and clean.

LONG HAIR

Long hair is fine, when it is styled correctly. An employer should never wonder if you own a comb or if you know how to use one!

IRONIC TEE

The irony is that this T-shirt is the reason you did NOT get the job, but it does get a laugh... behind your back after you leave.

VISIBLE INK

Every tattoo has a story, but most employers don't want to hear it. In many cases you don't know what the tattoo says about you to the employer.

EXCESS'ORIES

Rule of thumb or wrist is to keep it simple and neat. One accessory is the limit.

SHORTS

The only thing shorter than this clothing option are your prospects of getting the job. Showing your "knees" to an employer is the quickest way to "cap" your career success.

"SOCK IT" TO ME

Ankles? No Thanks! To put your best foot forward it should be in a sock and a dress shoe.

BTW, blue & black socks are not the same. So turn on the light before you put them on.

More advice/tips at: thebalancecareers.com

Interviewing Skills

The interview process is the most critical aspect of obtaining a position. No matter how good one looks on paper, a positive first impression is still crucial!

Before

- 1. Know Yourself:**
 - What are your skills, accomplishments, experiences, goals?
 - Identify 5-10 work/school experiences that demonstrate who you are
 - Know your strengths/ what you can offer
- 2. Know the Employer:**
 - Research key information
 - Review the responsibilities you are applying for
 - Review the company profile and visit prospective company websites
- 3. Practice:**
 - Meet with a career advisor for a mock interview
 - Prep! Be aware possible interview questions you may be asked
 - Know the skills you possess for specific positions
- 4. Make a Good Impression:**
 - Always dress professionally
 - Be well groomed
 - Simple jewelry, perfume, cologne
 - Bring a portfolio with a pad and pen

During

- 1. Be Prompt and Prepared:**
 - Arrive 10-15 minutes early
 - Turn OFF your electronics
 - Firm handshake and smile
 - Bring extra copies of your resume and references
- 2. Answering the Questions:**
 - Answer thoroughly, yet concisely
 - Speak slowly and clearly
 - Be honest
 - Smile, be enthusiastic and ask meaningful questions
- 3. Closing:**
 - Be prepared with your closing statement to reiterate your interest
 - Ask questions!
 - Initial interview is NOT the time to ask about salary
 - Thank the interviewer(s) and ask for a business card

After

- **Send thank you note: formal response, use card/note paper**
- Keep track of every job, follow up dates, etc. Names of co. Contact, email addr
- Begin evaluating if this job is right for YOU so if asked to take the job, you will be ready with an answer
- Prepare for potential salary negotiations by researching salary info . The NACE salary calculator is an excellent resource as well as Salary.com



Many more samples/info at TheBalanceCareers.com/job-interview-questions-and-answers-2061204

Interview Strategies

Commonly Asked Questions:

Education

- Explain how your education has prepared you to pursue your career interest. In which respects are you best prepared or most knowledgeable?
- What led you to your major and what courses did you like most in college?
- What is the most significant contribution you made during your internship/co-op or a class project?

Work Related

- How have your previous experiences prepared you for this position?
- What do you consider your greatest strengths and weaknesses?
- What is a weakness of your manager or boss?

Career Plans/Goals

- What are your short and long-term career goals and objectives?
- Why did you choose the career for which you are preparing?
- What are the most important rewards you expect in your career?
- How does this position fit into your career goals?

Personality Qualities

- Tell me something about yourself other than what I can glean from your resume?
- What three character traits would your best friend use to describe you?
- How do you work under pressure? How do you manage your stress?
- Have you ever received constructive criticism and how did you handle it?

Specific to Organization

- What specific skills or experiences make you the best match for this position?
- What ways can you contribute to this organization?
- Why are you interested in this position with our organization?

Questions to ask the Interviewer:

(Select 2 or 3 that were not answered in the interview)

- How would you describe a typical day in this position?
- What is the career path for a person who is successful in this position?
- What priorities would you have for me as a new staff member?
- What is your organization/department most proud of?
- What is the next step in the interviewing process?

TIPS

- Sell yourself when asked about your strengths
- When asked about challenges: state examples of those that can be improved on
- Describe difficult situations in which you have learned from or have made better
- Be careful not to reveal any negative or poor relationships/experiences. Make it positive by saying you learned from this by...
- Awards: accomplishments, creativity, leadership, etc. Shy away from money awards.
- Practice answers in advance!

After the Interview:

If you do not hear from the employer:

- If the interviewer told you that you would hear from them in a certain period and you do not hear from them, it is acceptable to follow-up about the status of your application.
- If you were not told by the interviewer when you would hear from them, politely inquire either by phone or email about the status of your application after TEN business days. Be brief, but be sure to include your full name, date of interview and the title of position you were interviewed for.
- Keep a record of when you spoke with someone, their name and the information they gave you. Do not pester the interviewer.

When another candidate is selected for the position:

- You may want to send a follow-up letter thanking them for the opportunity to interview and if a similar position should open in the future, you would like to have the opportunity to interview again. Always take the high road.

While waiting to hear, do not ignore other job interviews:

- Keep in mind the hiring process may take weeks and sometimes-even months.
- While hopefully this will not happen, it is possible that you will not hear anything at all from an employer you interviewed with.
- While being hired for this position may be a primary focus for you, keep in mind that the recruiter may be busy with other commitments regarding their hiring efforts.
- Remember to relax and take care of yourself! Staying motivated will only make your job search experience more positive and enjoyable.



Sample Thank You Letter (After Interview)

Ms. Mary Smith
Social Security Administration
100 Federal Dr.
Campbellsville, KY 42718

May 5, 20xx

Dear Ms. Smith:

Thank you for meeting with me on Wednesday, May 2, regarding the Claims Representative position at the Social Security Administration. This position is exactly what I have been looking for and I hope I am the person you are looking for as well.

I look forward to using my strong written and verbal communication skills in both English and Spanish to make a difference in the lives of the diverse population that Social Security serves. I was pleased and encouraged by the opportunities for professional development and advancement.

I am confident that my experience as a student assistant at the University has provided me with a solid foundation of skills and experiences that are directly transferable to the Social Security Administration.

I would like to restate my interest in the Claims Representative position, and I look forward to hearing from you soon. If you need any additional information, please do not hesitate to call me at 203-398-1245.

Sincerely,

Your Signature Here
John P. Student

Sample Thank You Letter (after Career Fair)

Mr. Mark Hansford
Acme Company
100 Corporate Dr.
Campbellsville, KY 42718

April 9, 20xx

Dear Mr. Hansford

Thank you for taking the time to speak with me at the CU Career Fair today regarding potential positions at Acme Company. I certainly appreciate your time and attention in the midst of so many students seeking jobs. You were extremely thorough in explaining Acme's customer service and marketing trainee program. Now that I have a better idea of what the position entails, I am even more convinced that I would be an asset to your team and to Acme.

I will be graduating in May with a Bachelor Degree in Business Administration, and have completed two internships in the marketing field. In addition, I have worked my way through college, which demonstrates a solid work ethic and determination, two qualities you said were important to success at Acme.

I look forward to an opportunity to speak to your further about the trainee program. Please contact me at your earliest convenience for an interview at 203-555-3926.

Thank you again for your time and consideration.

Sincerely,

Your Signature Here
John P. Student

Other Sample Letters

Prospecting Letter

Dear Mr. Smith,

I have read about your company on Campbellsville University's JOBSs Website, and I would like to inquire about employment opportunities in your management training program. Specifically, I would like to work in business administration as well as live in the New Haven area after graduation.

Not only will I complete a degree in business administration in May, but I also have two years of experience. My communication, organizational and problem solving skills are complimented by a strong work ethic. Whether establishing rapport with clients or speaking to a group, my communication skills receive positive feedback.

On your home page, you communicate a strong focus on ethics and serving the community. These are values I possess as well and ones that will make me a natural fit and asset to your company. I will call you the week of April 23 to discuss employment opportunities. In the meantime, please contact me at stacymonroe@mail.com or (012) 345-6789 to further discuss my qualifications.

Sincerely,

Stacy Monroe

Thank You Letter

Dear Mr. Career,

Thank you very much for interviewing me yesterday for the finance position with ABC Company. I enjoyed meeting you and learning more about your company and the Finance Department.

Meeting with the other staff members was especially enjoyable as was seeing that the kinds of projects they are working on are in line with the type of work I have done in the past. My education, skills, and experience fit nicely with the job requirements, and I am certain that I could make a significant contribution to your company over time.

You provide the kind of opportunity I am seeking, and I want to reiterate my strong interest in the position and in working with you and your staff. Please call me at 203.841.9854 if I can provide you with any additional information.

Again, thank you for the interview and your consideration. I look forward to hearing from you soon.

Sincerely,

Taylor Smith

Thank You Letter

Dear Mr. Smith,

Dr. James White, Professor of Business Administration at Campbellsville University, suggested that I contact you. He thought that as an alum, you would be an excellent person to assist me with a career decision.

As a business administration major, I am exploring which career path to pursue. Marketing, management, administration, and finance all interest me at this point, but I want to go into my campus interviews next semester with a clear sense of direction. I would like to get your advice on the long-term career implications of each path as well as a better understanding of the day-to-day activities.

I will call you next week to see if I can arrange a brief meeting at your convenience. Thank you for your time.

Sincerely,

Stacy Monroe

Rejecting Offer Letter

Dear Mr. Smith,

Thank you very much for offering me the finance position with ABC Company. It was a difficult decision, but I have accepted a position with another company.

I sincerely appreciate you taking the time to interview me and to share information on the opportunity and your company.

Again, thank you for your consideration.

Sincerely,

Taylor Smith

Professionalism

Professionalism:

It is a new level of responsibility as you transition from student to professional. Professionalism is the method you select for interactions with others, displaying your character with a sense of pride and the standards on which you base your work ethic.

- It is a state of mind
- It is not what you do, but how you do it
- It is how you conduct yourself and act on a daily basis
- It is knowing that you are important and in control of your destiny
- It is a continual demonstration of respect and trust
- It is important to always exhibit ethical behavior

Professionalism Includes:

- Your physical appearance with attention to the following details; hair, nails, make-up, and body exposure
- Dress appropriately, look the part you want to become and acknowledge your style, type and fit of clothing, cleanliness and overall appearance
- Your attitude conveys many messages via your eyes, facial expressions, body language and disposition
- Selection of language which would include tone, word usage, and the pitch of your voice will help solidify your overall positive demeanor
- Do not overlook the value of appropriate cell phone tones, voice messages, computer screen backgrounds, and written correspondence including email

Phone etiquette: TheBalanceCareers.com/good-phone-manners-for-all-occasions-3542356

Email etiquette: TheBalanceCareers.com/how-to-write-and-send-professional-email-messages-2061892

Social Networking- Image is Vital

The main idea behind social networking is to help you create connections with people. If an employer located you on a social networking site, you would want your profile to be professional. Social networking sites, if used appropriately, can be beneficial in making connections with positive employers. Keep in mind it is not only about *what* is posted online but *when* it is posted. An employer can see the times you are posting messages on your page or friends' pages. Are you posting during work hours when you should be working? Or at 2am? (Nothing good happens on the Internet after midnight)



LinkedIn is geared towards more professional networking. The main idea behind LinkedIn is to help you create connections with either people who will recommend you for a job or help you find one.



When utilizing **Facebook**, remember to remove questionable content from your profile. Examine your connections and remove tags of yourself from unfavorable content.



If you use **Twitter**, make sure your bio includes a brief description of your qualifications and what you are looking for. Only tweet in a professional tone or create a separate account for a more private content.

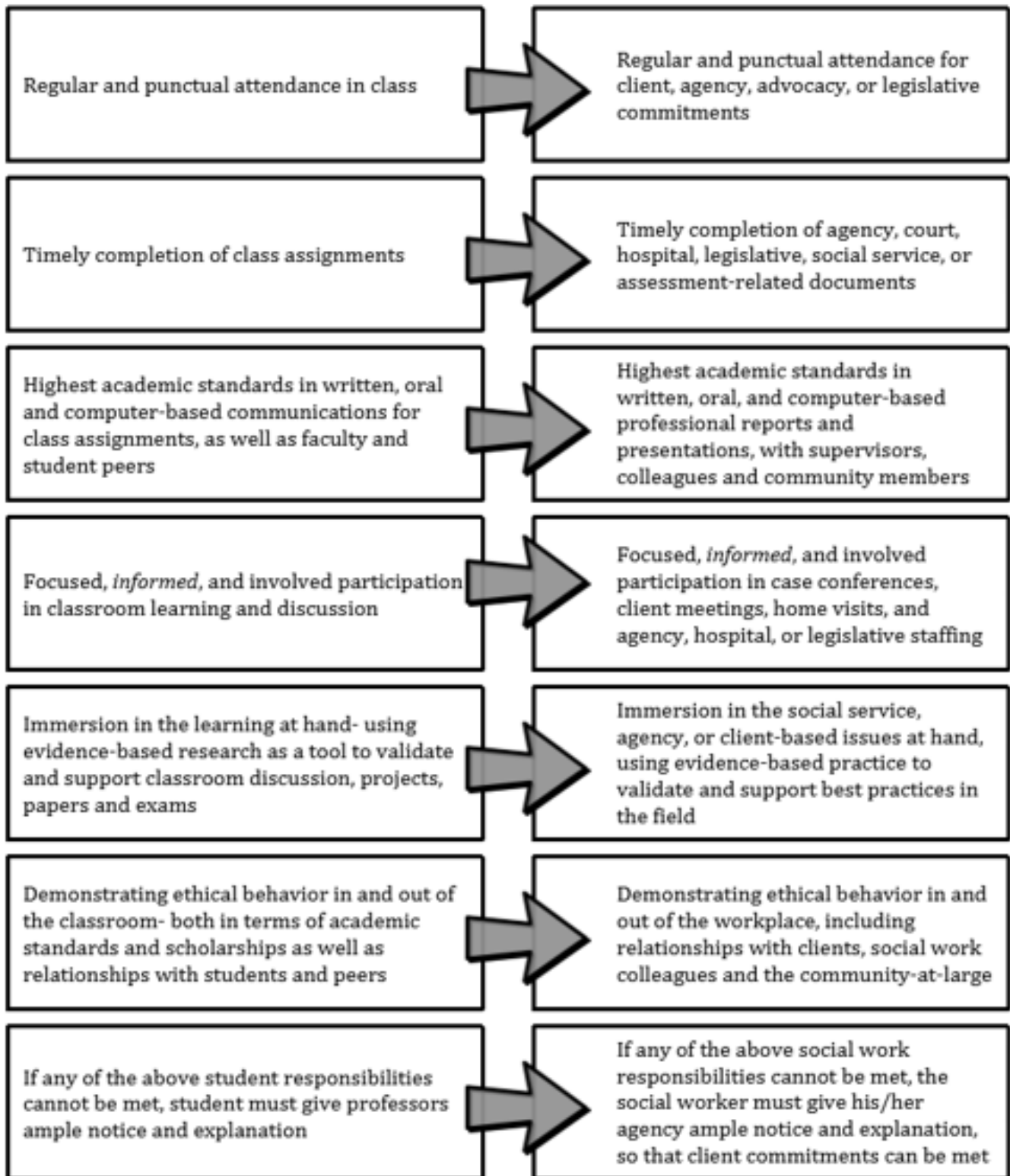
Regardless of whether you are tweeting, using LinkedIn, or even in a hallway waiting for a class or meeting, it is important to maintain your professional image. The foundation you embody must be strong with intent and filled with passion you are defining not only who you are but also what you expect to achieve.

Professionalism in the Classroom Extends to the Workplace

**STUDENT PROFESSIONALISM
IN THE CLASSROOM**



**SOCIAL WORK PROFESSIONALISM
IN THE FIELD**



More tips: TheBalanceCareers.com/professionalism-526248

Using LinkedIn

LinkedIn is the primary online tool for making connections and expanding your network inside and outside of academia. With networking being one of the best ways to develop your career, be sure you utilize LinkedIn for all it's worth.

Creating a Successful Profile

- Use a professional photo: this could be the first picture of you that a future employer sees.
- Be sure you have a complete profile: do not skip any of the available sections unless they are irrelevant to your field.
- Compose a brief summary statement: highlight the skills you want employers to know about and what your long-term career goals include; tailor this statement according to the job you are seeking.
- Include employment experience relevant to your field: there is no limit to the amount of experience you can post; you can include positions or accomplishments that you were not able to fit on your resume.
- Include the following categories: volunteer experience, languages, publications, projects and organizations you support if they support your career objectives.
- Personalize your URL: this will make your profile easier to find and you can list it in your resume.

Growing Your Network

- Join groups that allow you to reach out to other PhDs: examples include
- Follow companies that interest you and where you are seeking employment: sometimes companies will post job and internship opportunities through their pages.
- Join groups for professional associations in your field and causes you are interested in.
- Stay active: post updates, contribute to group discussions and comment on connections' updates.
- Always send a personalized message when connecting with another LinkedIn member: avoid generic "I'd like to add you to my professional network" message.
- Use the private messaging feature: this is a fantastic way to reach out to people for informational interviews.
- Visit the Campbellsville University LinkedIn page and the pages of any other alma maters and use the "Find Students and Alumni" feature to see where other CU students and alumni are working... [LinkedIn.com/school/35871/](https://www.linkedin.com/school/35871/)



Beginning Your New Job: 20 Tips

Congratulations, you have just been hired. Now what? Below are some tips to *help* you as you begin your new job.

1. Choose a mentor. Mentors do not all have to be upper level professionals, someone just one or two levels above you can also serve as a great resource. When choosing a mentor:
 - a. Think about your needs and what you would like your mentor to do for you.
 - b. Develop a list of several potential mentors.
 - c. Decide how you will approach the prospective mentor(s).
 - d. Be prepared to explain why you selected them as a mentor.
2. Always have a positive attitude.
3. Work a full day: be on time or early, stay a little bit later and be flexible.
4. Understand fully what your company does and where your position fits into the company.
5. Know the company's culture and be prepared to meet expectations by giving 100%.
6. Be a self-starter and take the initiative on projects: arrive on time to meetings.
7. Asking questions and receiving feedback expands your knowledge of the workplace.
8. Know and respect the email policy of the company you are working at.
9. Do not post any comments (either positive or negative) on any social networking sites about your job or employer.
10. Be patient with yourself, it takes a while for you to learn everything that you need to know.
11. Personalize your work area but not too personal.
12. Don't speak ill of current or former boss.
13. Spoken and unspoken office policies are important. How do individuals who have been successful at the organization dress and represent themselves, what personality traits do they have in common?
14. Mistakes will happen: keep them to a minimum, own them, learn from them and move on!
15. Visibility, accountability and responsibility are keys to success!
16. Keep in mind the Five Principles of Ethics: do no harm, make things better, respect others, be fair and be compassionate.
17. Communicate with others and be flexible.
18. Complete a self-assessment of yourself. What are your strengths, weaknesses and goals?
19. Balance excitement with rest and stay healthy.
20. Set goals and achieve them.

Remember your first year on the job is not about changing the world or the corporation landscape at the organization. It is about learning from your job and the organization's culture as a means of laying the foundation for future success as you build your professional image.

How to Succeed in Your First Job After College

If you are one of the fortunate college grads who have landed a **good job**, your attention will soon turn to launching your career in a successful way by excelling in your first position.

***Your attitude and work ethic will determine to a large degree whether your work experience is a positive one and whether it provides a platform for a viable career.**

***Some of these tips may seem like common sense, while others will be new to you. Find ways to integrate them into your workdays over time to increase your chances for job success.**

- **Learn Your Boss's Preferences and Expectations**

Listen carefully to the directions that your boss offers and also ask other trusted colleagues for suggestions on ways to measure up to your supervisor's expectations.

- **Arrive Earlier And/or Stay Later Than Your Supervisor**

Prove you are ready to work hard. Send emails (about meaningful work issues) early and/or late in the day to show that you are not only present but productive.

- **Provide Your Boss with Frequent Updates**

Give a report periodically on the status of your projects so it is clear that you are making a solid contribution. Ask for help when you are stuck but don't be overly needy and try to figure out as much as you can on your own.

- **Solicit Feedback Periodically**

Make a good effort to respond positively to constructive criticism but don't expect the frequency of feedback to match that of your teachers, coaches, parents, and professors. Make sure you're keeping track of your work accomplishments and find out what your boss considers other valuable accomplishments.

- **Do Not Miss Work Time**

Do your best to not miss any work time unless it is absolutely essential and then work from home if possible or put in extra hours to catch up when you return. You have been hired as part of a team, and being there to complete your work goals helps others achieve theirs.

- **Approach Tasks with Enthusiasm**

Take on each task with an enthusiastic attitude and attention to detail, no matter how mundane (or seemingly beneath you) the work seems. You will be measured by your ability to carry out your initial role in a positive and effective manner. Your middle name should be "can do" and your attitude should reflect this approach with a smile.

- **Avoid Checking Your Cell Phone**

Avoid checking both your phone and **social media** outlets while at work. If compelled to do so, try to keep it at a minimum and do so in privacy or on your break time. Since your employer is paying you to do work, respect that and check your personal calls and texts on your own time.

- **Review Your Social Media Imprint**

Look at all of your online social media profiles and make sure any **personal information visible** to the public reflects a professional image.

- **Establish a Complete LinkedIn Profile**

Join relevant professional groups on [LinkedIn](#) and add as many contacts as possible. Ask for recommendations from colleagues, clients and other professional contacts over time. This set of credentials will serve you well when you apply for your next job.

- **Meet as Many Co-workers as Possible**

Take the initiative to learn about the role your co-workers play and the work done by their department. By scouting interesting departments, you will be in a position to make internal moves should the need or opportunity arises over time. You can also offer to help others out during their crunch time with projects, but only after consulting with your supervisor and making sure there isn't anything else she would prefer that you were doing.

- **Seek Out Potential Mentors**

Look for more experienced colleagues who you feel a connection with and who can coach you towards success. It can be useful to have a [mentor](#) with just a couple of years more experience and well as a more senior colleague.

- **Affiliate with Positive People**

Avoid the office complainers and slackers at all costs. Don't gripe or complain to co-workers since you never know who will quote you or cast you in a negative light.

- **Be a Team Player and Treat Others Respectfully**

Give credit to others where due but make sure your supervisor is well aware of your contributions in your updates in a factual, matter-of-fact tone.

- **Devise a Professional Development Plan**

Come up with clear goals and objectives regarding what you will learn and the skills you will acquire. Consult managers, the Human Resources department, and professionals in your field and find out what certifications, coursework and/or degrees are advisable for you to advance your career.

- **Continue to Build Out Your Skills**

Put your professional plan into action, list out new skills you'd like to learn over the next year, then follow through.

- **Join National and Regional Professional Groups**

Locate groups for your field and attend meetings and training sessions. Volunteering for committees is a great way to make contacts and raise your visibility professionally.

- **Mentor Other Less Fortunate Friends**

Offer assistance to those friends who haven't yet found work. They may be in a position to help you out in the future.

- **Consider Volunteering Locally**

The contacts you make will view you in a positive way as someone who cares about the things they value. This is also a great addition to your resume.

- **Keep in Touch**

Stay in touch with all of those people who helped pave your way to this first job. These people will feel more invested in you if they can follow along as your career develops.

If you feel as though the job isn't working out, even though you have done all the right things, remember that you don't have to stay at your first job forever. Note the skills and experience you've acquired, update your resume, and work on leveraging your first job into the next step in your career.

Source: [TheBalanceCareers.com/success-in-first-job-after-college-2059871](https://www.thebalancecareers.com/success-in-first-job-after-college-2059871)

