

Career Design Center



*Career Guide for
Student Athletes*

UtahStateUniversity®

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Your career development can be both exciting and overwhelming at the same time. The process involves a series of manageable steps and the good news is you don't have to do every step in order or on your own. You can receive assistance for each of these steps with the help of your Career Design Specialist. Perhaps the most important issue regarding the internship or career search is to understand that action is required. Start checking off as many of these activities as you can, and you'll find yourself on your way to a great career.

Step 1: Clarify Your Goals—“Know Yourself”

- Identify your personal strengths, skills, interests, and values.
- Practice articulating what skills you have that solve problems for employers.
- Identify key skills/projects you obtain(ed) from your academic major.

Step 2: Research Opportunities—“Know the World of Work”

- Research potential career fields: job titles, typical industries, entry-level jobs, and salaries.
- Consider geographic locations, size of firms, and government employment.
- Research organizations or companies that might hire someone with your skills, interests, and background.
- Identify the top three geographic areas where you would like to live and work.
- Identify five to seven potential employers you intend to reach out to (Step 3).
- Conduct informational interviews with practicing professionals in careers of interest to you.

Step 3: Get Ready for the Search—“Prepare Yourself”

- Complete your profile in Aggie Handshake.
- Make an appointment with your Career Design Specialist to review documents and to discuss effective networking.
- Prepare a LinkedIn profile and/or a portfolio to highlight your skills, talents, and experiences.
- Develop a 30-second introduction for short encounters with employers and at career fairs.
- Identify international opportunities for internships/career positions and research business practices abroad.
- Identify 3-5 individuals who will serve as references and ask if they will provide a good recommendation.
- Attend employer panels, workshops, and fairs. Check the events on Aggie Handshake.
- Join a national association representing your specific career field.
- Access a variety of online job posting sites beginning with links listed on the Career Services' website.
- Complete a mock interview with your Career Design Specialist and use the *Acing the Interview* guide.
- Obtain interview attire which is appropriate for the field in which you plan to work.
- Ensure your voicemail greeting and email address are professional.
- Create a neutral/professional email address to give employers.
- Review your social networking sites (i.e., *Facebook*, blogs, etc.) and be comfortable with the image they portray of you to potential employers.

Step 4: Start Searching—“Take Action”

- Check Aggie Handshake frequently for internship and career opportunities.
- Prepare to attend career fairs by visiting the Career Design Center's website and researching organizations.
- Develop a system for tracking your contacts, interviews, and other career-search activities.
- Follow-up on every interesting job lead with a targeted cover letter and resume.
- Prepare a strong resume and cover letter to share with employers you may network with.
- Develop a list of potential networking contacts—both employers and alumni—and keep in touch with them.
- Follow-up on each cover letter/resume you send to the employer requesting an interview.
- Send thank you letters or emails to every person who interviews you.
- Review the results of your actions with your Career Design Specialist to adjust your career search plans as needed.
- Negotiate a starting salary and benefits package that suits your needs and matches your skills.
- Report your job offer to the Career Design Center or contact your faculty internship coordinator to receive internship credit for your related experience.

Athletes have valuable skills that employers are seeking, but it can be difficult to articulate those transferable skills in a resume, cover letter, or during an interview. Below, in bold, are samples of the skills that students potentially develop by participating in a sport. Each skill is followed by bullet points demonstrating the skill.

For more information on resume development you can, register for a Canvas course, review the "Applying For Jobs" guide, or check out the Drop-In Resume and Cover Letter Review times at the USU Career Design Center. All information can be found at usu.edu/career-design-center

Relevant Skills & Experience

Time Management/Organizational

Due to the training requirements, mandatory practices, and games and travel demands, athletes have many opportunities to display and develop time management skills.

- Attended 5 a.m. practice session Monday-Thursday, one-two evening games a week and mandatory study sessions every Sunday evening.
- Concurrently took a full course load, worked 15 hours a week, and participated in daily soccer practice and weekly games, while maintaining a 3.6 GPA.

Team Work

Many sports require players to work together for a common goal, like blocking one player or achieving victory over another team.

- Worked within team of four to develop team strategies, improve identified weaknesses, and implement game plan.

Strong Work Ethic

Athletes are familiar with hard work because of the physical and mental manner in which they train, as well as their sports' demand on their time.

- Completed a three week "boot camp" with strength-training two hours per day, game strategizing meetings, and practice for two hours per day.
- Participating in three sports, held a part-time job, and graduated with a 3.5 cumulative GPA.

Leadership

Most sports have leadership positions, but every sport strengthens an athlete's leadership skills.

- Lead team to win the regional championship, 20??.
- Organized travel arrangements for away games (scheduled meeting times location and researched hotels).
- Recruited new players and organized a fundraiser that raised \$600.
- Initiated, lobbied and recruited for a club sports team while adhering to campus club guidelines.

Interpersonal

Interpersonal skills are heightened in athletes because of the need to work with and depend on teammates.

- Worked with teammates to problem solve internal play conflicts and motivate team players.
- Acknowledged as Most Valuable Player by teammates, 20??.

Transferable Skills

In addition to the skills you have gained as an athlete, you have also gained many valuable skills and knowledge from your education, community service, and athletic experience. These skills are some of the "transferable skills" that will help you build a great resume and market yourself well in the next interview. Below is a list of "transferable skills" you should evaluate to help you identify your strengths and potential value (place a check next to the ones that apply to you):

Planning and Organizational

- Meet deadlines and manage time effectively
- Work under time and environmental pressures
- Successfully juggle multiple demands (school and work)
- Identify and prioritize things to be accomplished
- Assess needs
- Develop goals for self and/or an organization
- Work effectively with organization members
- Follow up with others to evaluate progress of tasks
- Stick to a difficult endeavor and see it through to completion (4 years of college)

Critical Thinking

- Quickly and accurately identify the key issues when making a decision or solving a problem
- Identify general principles that explain data or human behavior
- Examine assumptions underlying analyses or conclusions
- Recognize interrelationships in information obtained from diverse sources
- Use facts to judge validity of theories
- Create innovative solutions to complex problems
- Critically evaluate theories and research and apply the results to solve problems

Human Relations and Interpersonal

- Maintain group cooperation and support
- Keep a group on track when working towards a goal
- Interact and work effectively with peers, superiors and subordinates
- Interact with and appreciate people from diverse cultural, social, ethnic and religious backgrounds.
- Communicate effectively and sensitively in both individual and group situations
- Teach a skill, concept or principle to others
- Leadership skills
- Demonstrate effective social behavior in a variety of settings and circumstances
- Effectively collaborate with others to complete projects or reach goals
- Delegate tasks and responsibilities
- Ability to work on a team and diverse assignments

Computer

- Use computer software to prepare reports, graphs, brochures, etc and to conduct research
- Internet research and e-mail skills
- Computer programming skills
- Webpage and website design skills

Oral and Written Communication

- Organize and present ideas effectively for formal and spontaneous speeches
- Effectively participate in group discussions and brainstorm ideas
- Debate issues while respecting the opinions of others
- Read and condense large amounts of material
- Write reports clearly, grammatically, concisely, objectively, convincingly and in appropriate format
- Delivered verbal presentations clearly and persuasively
- Express and defend ideas in a clear, objective, non-dogmatic manner
- Effectively utilize campus resources for public relations
- Use various media to present ideas effectively and/or imaginatively
- Possess courteous telephone skills

Research and Investigation

- Use a variety of information to research problems or answers to questions
- Conduct literature search on
- Develop a new research question(s)
- Apply a variety of research methods to test the validity of data
- Design and experiment, plan or model that systematically defines a problem
- Construct, administer and interpret questionnaires or surveys
- Ethically recruit and treat research subjects
- Select appropriate statistical tests for the analysis of research
- Analyze and interpret statistical data
- Use computers or laboratory equipment to assist with research
- Select, administer, score, and interpret various psychological tests or assessments
- Deal effectively with financial, temporal, and personnel constraints on research

Attitudinal Factors

- Define and explain ethical behavior and practice it in difficult situations
- Take initiative in job related duties
- Tolerance from stress and ambiguity
- Demonstrate flexibility and ability to handle change
- Recognize that value of lifelong learning and seeks professional development opportunities
- Identify personal values and apply them when making decisions
- Ability & motivation to develop knowledge and skills in expanding job responsibilities

Create success statements for your resume, cover letter, and to help you successfully answer questions in an interview.

Action Verb + Skill/Responsibility + Actions/Tools + Benefit/Result = Success Statement

Scope & Scale- Use numbers/data to illustrate your success
No periods- success statements are not complete sentences

RELEVANT SKILLS & EXPERIENCE

Planning & Organizational

- Met deadlines and managed time effectively as a Division I student athlete in tennis to successfully balance academics and athletics
- Assessed needs for staffing and created weekly work schedules for 12 employees ensuring efficiency and complete coverage of office
- Managed multiple demands at work and school successfully while maintaining a 3.5 GPA

Leadership & Teamwork

- Led and collaborated with executive council of Social Work Club to develop programs for 37 members
- Oversaw annual inventory for 100,000 square foot production facility as a night manager
- Worked effectively with other students to achieve a 50% increase in recycling in campus housing

Communication

- Organized and presented ideas effectively using technology and writing skills for presentations to large and small groups
- Write and speak French fluently
- Wrote articles and columns for a bi-monthly arts and entertainment publication to increase awareness of events taking place on campus

Computer & Technical

- Used iMovie to create a 90-second social marketing campaign on childhood vaccines
- Procured, installed, and maintained hardware and software for 60 users

Engineering

- Applied knowledge of thermodynamics and reactor design to complete simulation from preliminary coding
- Developed 2D rocket trajectory simulator using MATLAB

Customer Service & Sales

- Contacted vendors to rent booths and sent promotional materials to potential buyers, increasing festival sponsors by 80%
- Sold home security systems door-to-door earning over \$25,000 in 3 months

Science

- Developed laboratory microcomputer systems for instrument automation and custom test equipment
- Conducted more than 500 manual and computerized assays of steroids and fibrogens in a hospital lab

Your Success Statements should be more than just a list of duties and tasks. They should be focused on your responsibilities and quantifiable accomplishments.

A resume and cover letter should be tailored to a job description. A general resume or cover letter will not be as effective. Use the job description to guide how you tailor the documents.

The following verbs will help you best describe your experience in an “action-oriented” fashion. Use these words in conjunction with nouns; the nouns are what will be picked up by the scanner. NOTE: The items in bold could be subheadings on a Skills Resume.

Leadership & Teamwork

| | | | |
|--------------|------------|-------------|--------------|
| Advocated | Formed | Mentored | Recruited |
| Approved | Founded | Moderated | Represented |
| Authorized | Governed | Monitored | Responded |
| Counseled | Guided | Motivated | Reviewed |
| Determined | Headed | Negotiated | Spearheaded |
| Developed | Hired | Operated | Sponsored |
| Diagnosed | Influenced | Originated | Staged |
| Directed | Initiated | Oversaw | Started |
| Disseminated | Inspired | Pioneered | Streamlined |
| Elected | Installed | Presided | Strengthened |
| Enforced | Instituted | Prioritized | Supervised |
| Enlisted | Instructed | Processed | Taught |
| Ensured | Integrated | Produced | Trained |
| Examined | Led | Promoted | |
| Explained | Managed | Recommended | |

Planning & Organizational

| | | | |
|--------------|------------|------------|-------------|
| Arranged | Ensured | Maintained | Reorganized |
| Assembled | Examined | Monitored | Reviewed |
| Catalogued | Executed | Operated | Routed |
| Collected | Explained | Organized | Scheduled |
| Coordinated | Formalized | Planned | Streamlined |
| Disseminated | Initiated | Processed | Updated |
| Distributed | Installed | Recorded | |

Communication

| | | | |
|-------------|--------------|-------------|------------|
| Advised | Corresponded | Interpreted | Recruited |
| Answered | Demonstrated | Interviewed | Reported |
| Apprised | Drafted | Introduced | Responded |
| Assessed | Edited | Lectured | Scheduled |
| Authored | Educated | Planned | Screened |
| Briefed | Explained | Presented | Spoke |
| Clarified | Facilitated | Projected | Summarized |
| Composed | Familiarized | Proofread | Taught |
| Conducted | Handled | Publicized | Trained |
| Constructed | Informed | Published | Translated |
| Contacted | Instructed | Reconciled | Wrote |

Technical & Analytical

| | | | |
|--------------|------------|------------|-------------|
| Administered | Developed | Generated | Maintained |
| Analyzed | Devised | Identified | Operated |
| Assessed | Discovered | Improved | Programmed |
| Audited | Documented | Increased | Reduced |
| Charted | Drafted | Inspected | Researched |
| Classified | Edited | Installed | Restored |
| Compiled | Evaluated | Instituted | Searched |
| Computed | Examined | Integrated | Streamlined |

Creative & Innovative

| | | | |
|----------------|-------------|------------|-------------|
| Arranged | Developed | Initiated | Presented |
| Authored | Devised | Invented | Produced |
| Composed | Directed | Launched | Revitalized |
| Conceived | Edited | Modernized | Restored |
| Conceptualized | Established | Originated | Shaped |
| Created | Fashioned | Performed | Stimulated |
| Designed | Formulated | Planned | |

Counseling & Helping

| | | | |
|--------------|-------------|-----------|-----------|
| Aided | Contributed | Helped | Supported |
| Assisted | Counseled | Instilled | Treated |
| Attended | Facilitated | Mentored | Tutored |
| Collaborated | Fostered | Provided | |
| Comforted | Guided | Settled | |

Marketing & Sales

| | | | |
|-------------|--------------|------------|--------------|
| Arbitrated | Educated | Increased | Proposed |
| Attained | Ensured | Influenced | Publicized |
| Augmented | Established | Integrated | Published |
| Boosted | Exceeded | Launched | Purchased |
| Broadened | Excelled | Led | Researched |
| Calculated | Expanded | Maintained | Resolved |
| Centralized | Expedited | Marketed | Revamped |
| Consulted | Familiarized | Mediated | Revitalized |
| Convinced | Gained | Negotiated | Secured |
| Decreased | Generated | Performed | Sold |
| Developed | Identified | Persuaded | Solicited |
| Dissuaded | Implemented | Produced | Strengthened |
| Documented | Improved | Promoted | Supplemented |

Skills/Qualities Employers Want
 (Based on a 5-point scale; 5 = extremely important)

- **Critical Thinking/Problem Solving** **4.66**
- **Teamwork/Collaboration** **4.48**
- **Professionalism/Work Ethic** **4.41**
- **Oral/Written Communication** **4.30**
- **Digital Technology** **3.84**
- **Leadership** **3.65**
- **Career Management** **3.38**
- **Global/Multi-cultural Fluency** **2.78**

Source: Job Outlook 2019, National Association of Colleges & Employers

| <i>Elements of a Successful Cover Letter</i> | |
|---|---|
| Format | <ul style="list-style-type: none"> • <i>Use consistent format</i> • <i>Clear, concise writing</i> • <i>Correct grammar and spelling</i> • <i>Omit address if sending as an email</i> |
| 1st Paragraph Why them? Mission? Values? Culture? | <ul style="list-style-type: none"> • <i>Identify the position you are applying for</i> • <i>If possible, name any referral or contact</i> • <i>Link your education and work experience to the job</i> • <i>State why you are interested and a good fit for this organization</i> |
| 2nd Paragraph Why you? Success Numbers Connect! | <ul style="list-style-type: none"> • <i>Identify your 2-3 strongest qualifications as they relate to the job</i> • <i>Build on applicable work, education, or service accomplishments</i> • <i>Include results-oriented success statements – using specific examples</i> • <i>Can be paragraph or bullet point format</i> |
| 3rd Paragraph Thank you | <ul style="list-style-type: none"> • <i>Thank the employer</i> • <i>Request an interview</i> <p><i>Discuss how and when you will follow-up</i></p> |

AMBER CRANE

435.555.xxxx amber.crane@usu.edu

February 27, 20XX

ASSISTANT ATHLETIC TRAINER

My love for athletics coupled with experience in first aid training, has me very excited about practicing my knowledge about athletic training at Hillcrest High School. Last summer I volunteered as a youth basketball coach at the IMG Academy Basketball Camp. I enjoyed teaching skills in a fun and practical way to 30+ youth ages 10-14. As a junior in Exercise Science, I am prepared and excited to work with students at Hillcrest High School.

I am equipped to provide valuable input to the athletic training as I have played basketball for Utah State University for the last 3 years. My leadership position has taught me how to motivate and instruct other during difficult situations. The exposure to other sports will allow me to apply my coaching and communication skills while learning to help manage the team. Additionally, my love for learning and passion to improve will enhanced my ability to give proper diagnosis when called upon.

After completing my degree in Exercise Science, I hope to launch my career with NCAA; this chance to work with your team is an unmatched opportunity for me. I am confident that I will be able to provide the school with an informed, enthusiastic, and hard-working, interpretive attitude. I look forward to hearing back from you by next week!

Sincerely,

Amber Crane

Chronological Resume—Sample B**BRADY SMITH**

linkedin.com/in/bsmith

(801) 435-3988

bsmith@gmail.com

Position with Santa Barbara School District as Athletic Trainer

EDUCATION

Utah State University

Logan, UT
May 20xx

Bachelor of Science, Computer Science

- Demonstrated leadership; teamwork, motivational, and time management skills as a member of the Division I Track Team

RELEVANT EXPERIENCE**New Student Program and Orientation**

Utah State University, Athletics

- Served as mentor to 12 new students entering Utah State University
- Conducted activities for students about social, academic, and personal skills to increase their chance for success at USU

mm/yy - mm/yy
Logan, UT

USU Summer Track Extravaganza

Utah State University

- Supervised practices and camp activities for groups of 30-50
- Organized running drills and games for campers
- Instructed and motivated children ages 7-14

June 20XX
Logan, UT

∞

- **Physical Fitness Trainer**
Orangetheory Fitness
- Constructed a 16-week exercise program
- Trained three adults working independently with each for two hours a week
- Completed an end-of-the-year fitness assessment for residents of an assisted living center

mm/yy - mm/yy
Salt Lake City, UT

COMPUTER SKILLS

| | | |
|----------|-------------|----------------------------------|
| MathCAD | Solid Edge | Solid Works |
| C+ | Fortran | MATLAB |
| Lab VIEW | Mathematica | Advanced Excel (Macros, Vlookup) |

ACHIEVEMENTS & ACTIVITIES

NCAA Division I Track, Utah State University
NCAA Division I Cross Country, Utah State University
Recipient, Athletic Academic Achievement Award, Utah State University
Volunteer High School Running Coach, Mountain Crest High School

Chronological Resume—Sample A**VANESSA MILLER**

(839) 738-4938

vanessa@aggiemail.usu.edu

EDUCATION**Bachelor of Science, Accounting**

Utah State University, Logan, UT

May 20xx
GPA 3.5

- Devoted an average of 30 hours per week to training, practices, meetings, travel, and game competition while completing a challenging Business degree

ACCOUNTING PROJECTS

Nonprofit Accounting Analysis, Utah State University, Logan, UT Fall 20XX

- Participated on team of four to develop an accounting system to track revenue and expenses
- Adapted a database in Excel resulting in additional funds for underprivileged clients

WORK EXPERIENCE

Account Manager, Enterprise Rent-a-Car, Logan, UT May 20xx- present

- Frequently served as store supervisor in the manager's absence
- Developed 26 new corporate accounts, retaining 76% of new clients, averaging a \$20,000 annual rate
- Trained 12 employees in rental procedures and liability issues
- Created Access database to track frequency of customer usage

Retail Associate Intern, The Buckle, Chicago, IL May 20xx – August 20xx

- Provide excellent customer service by phone and in person
- Resolve customer complaints including tracking lost items
- Selected to lead inventory team

LEADERSHIP & SERVICE

Member, Spanish Club, USU, Logan, UT

- Traveled to Mexico City to perform 50 hours of service at a local orphanage

mm/yy - Present

Volunteer, Non-Profit Organization, Irvine, CA mm/yy - mm/yy

- Developed strong work ethic by working 12 hours a day to meet for key weekly goals
- Supervised up to 10 volunteers directly, improving teaching tactics
- Fluent in reading/writing in Spanish; refined public speaking skills

Translator, Valley Hispanic Center, Logan, UT mm/yy - mm/yy

- Translated documents into English for native Spanish speakers
- Developed relationships with inter-community agencies

Willing to Relocate * [linkedin.com/in/vmiller](https://www.linkedin.com/in/vmiller)

Skills Resume—Sample C

JENNIFER WHARTON

(435) 755-3948

jenn123@gmail.com

Seeking a position with the city of Atlanta working with at-risk youth

EDUCATION

B.S., Sociology, Emphasis: Criminology
Utah State University (USU), Logan, UT

May 20xx
GPA 3.5

- Captain, Division I Soccer 20XX

RELEVANT SKILLS & EXPERIENCE

Research

- Performed statistical analysis using SPSS, including cross-tabs and regression analysis
- Constructed, administered, and interpreted questionnaires in Qualtrics for research

Coaching & Leadership

- Conducted therapeutic recreational and athletic activities with teen groups
- Monitored sports activities to ensure safety and provided emergency first aid when needed
- Led the team as captain for one year and implemented a community service project to teach students with disabilities

Team & Communication

- Student athlete who devoted an average of 30 hours per week to training, practices, meetings, travel, and game competition while completing a degree in History and student teaching at the high school level
- Worked with a team of four to identify and improve weaknesses, and implement a game plan for improvement

Computer

- Designed an Access database for community literacy program to track participant and volunteer hours
- Used ezPlug to re-design and maintain webpage for the USU Criminology Student Club (www.usu.edu/clubs)
- Proficient in: ezPlug, InDesign, HTML, SPSS, and Microsoft Office

WORK & LEADERSHIP HISTORY

Intern, Utah State Legislative, Salt Lake City, UT
Student Researcher, USU Sociology Department, Logan, UT
President, USU Criminology Student Club, Logan, UT
Server, Café Sabor, St. Geroge, UT

mm/yy – mm/yy
 mm/yy – mm/yy
 mm/yy – mm/yy
 mm/yy – mm/yy

Hybrid Resume—Sample D

JOHN STAFFORD

johnstafford9999@gmail.com | (435) 234-3948

Seeking a position in the management training program at ICON

EDUCATION

BS, Human Movement Science
Exercise Science Emphasis
Utah State University, (USU)

May 20xx
Logan, UT

- Maintained a 3.5 GPA while training, conditioning, and studying playbooks approximately 25-30 hours per week

INTERCOLLEGIATE ATHLETICS

Utah State University, Division I NCAA Football
Full Scholarship
Two-year starter

Two-year letter winner
20XX-20XX Academic Honor Roll

WORK EXPERIENCE

Telephone Interviewer

Information Alliance

mm/yy – mm/yy
San Jose, CA

- Conducted telephone surveys to 30 clients daily to improve customer satisfaction
- Consistently exceeded call volume goals by 10%

Server

Chipotle

mm/yy - mm/yy
Sunnyvale, CA

- Served large groups efficiently in a fast-paced environment
- Learned to multi-task, problem-solve, and pay attention to detail
- Improved language skills through effective communication

LEADERSHIP & SERVICE

President

USU Athlete Advisory Committee

mm/yy - Present
Logan, UT

- Coordinated on-campus NCAA Diversity Workshop
- Contributed to newsletter for student

Service Coordinator

AIAA Student Chapter

mm/yy - mm/yy
Logan, UT

- Served large groups efficiently in a fast-paced environment
- Learned to multi-task, problem-solve, and pay attention to detail

Summer Football Coach

Coach Donaldson's Football Camp,

Summers 20XX – 20XX
Santa Clara, CA

- Taught fundamentals of football to youth ages 10-14

Willing to Relocate Internationally – Work Permit Eligible

Important Tips for a Reference Sheet

- Always ask your references if they are prepared to give you a good recommendation. Provide your references with a resume, job description, and type(s) of job you are applying for so they can speak about your qualifications effectively.
- Provide three to five references.
- Use at least one (more is better) employment-related reference. Good sources include previous supervisors, co-workers, faculty, advisors, or community/service leaders.
- **References should not be included on a resume**
- Keep personal references to a minimum.
- Use the same color and quality of paper for the reference sheet as you do for your resume.
- Only submit your references when requested. Otherwise, take your reference sheet with you to the interview.
- Thank your references and anyone else instrumental in your job search when you accept a job offer.
- As your career builds, keep your reference list up-to-date.

Sample Reference Sheet

YOUR NAME
(repeat the header from your resume)

REFERENCES

Mr. George Hildall
Manager of Production
ACME Company
1234 Address Avenue
City, UT 87888
801-752-9999
georgeh@acme.com
Former Supervisor

Ms. Gale Strong
Training Supervisor
XYZ Company
9444 Southwest Street
City, UT 87888
435-752-9898
gale@xyz.com
Former Supervisor

Dr. Carla Porter
Finance Professor
Business Administration Department
Utah State University
Logan, UT 84322-9999
435-797-0008
carla.porter@usu.edu
Current Professor

Mr. Cal Vale
Vice President
Big Firm
987 Avenue Way
City, UT 88888
801-987-9999
calvale@bigfirmusa.com
Community Leader

Are Your Attachments Getting Read?

Save and send your cover letter, references, and resume as separate documents where the job requires – this ensures your application is read using complimentary, personal, marketing tools.

Social Media is becoming a factor in employability more and more. Your social media presence should be a positive factor in your employability. Here are some tips on “professionalizing” your online presence:

- Periodically search your name; online information can be inaccurate, out-of-date, or worse, embarrassing. Remove questionable pictures, blog entries, or comments.
- Fill your profiles with keywords. All of your social media profiles should include key words/phrases that describe your skills and what you can do for an employer. Use job posting sites, like Aggie Handshake, to view job listings. Look at social media profiles of people in positions of interest to you to help you brainstorm keywords.
- Expand your social networks via Facebook, LinkedIn, and Twitter with people engaged in your field of interest. Once a member, comment on discussions, network with people who share common interests/career goals and find job listings.
- Blog about your career interests, campus life, travel, sports, activities, etc. Blogging can demonstrate your knowledge and enthusiasm to a potential employer. You can also comment on the posts of industry bloggers.
- Update your social networks by sharing articles that are relevant to the industry you want to work in.

LinkedIn

LinkedIn is a social networking site used for PROFESSIONAL networking. It is a great way to stay connected to individuals that can support you on your career path and to share your personal brand. LinkedIn also provides information regarding job opportunities, industry news, company research and much more. Below are some general tips.

- Write an informative profile headline**
(short, memorable, professional slogan- check out the profiles of professionals and recent alumni)
- Use a professional photo**
(this is not Facebook- use a high-quality photo of you alone)
- Show off your education**
(include all your schools, majors, minors, courses, GPA, study abroad, etc. Don't be shy!)
- Develop a professional summary**
(this is similar to a cover letter- be concise, confident, personable, and talk about your goals)
- Fill “skills & expertise” with keywords**
(this is the place to use keywords that employers search for- find relevant contacts and look at their skills section)
- Regularly share meaningful content**
(stay on your network's radar and build your professional image- mention articles, authors, etc.-recruiters read your posts!)
- Show your connectedness**
(join groups related to your goals and interests- stay updated on current news and learn the lingo- start with your university)
- Collect diverse recommendations**
(the best profiles have recommendations from various work experiences- they are very impressive from the recruiter perspective)
- Claim your unique LinkedIn URL**
(set your LinkedIn to “public” and create a unique URL that is easier to include on your resume)
- Update your profile cover photo**
(Include a cover photo that is relevant to the industry you currently, or would like to work in. This allows for people to connect with you personally)

AGGIE Handshake is your exclusive online resource to:

- View jobs & events based on your interests
- Apply for student employment, work-study, internship, and career positions
- Network with employers, alumni
- Schedule interviews with regional/global employers

The following headings reflect options on the toolbar <these>

1. Completing Your Profile

- a. In the <My Profile> tab you will be able to fill in important information such as, your name, grade, work experience, extracurricular activities, courses taken, projects, skills, personal information, and write a short biography for employers to see. You also will be able to see if any employers have viewed your profile.
- b. Make sure to upload a resume and any other important documents in the <Documents> tab.
- c. Also fill out the <Career Interests> survey, this will affect the jobs you will see later on when you begin your search.

2. Searching for Jobs

- a. Go to the <Jobs & Internships> tab, here you can see jobs that have been posted that go along with your career interest. Also you can narrow the search with the filters on the side. If you have work study the information should already be in so you should be able to see those jobs as well.
- b. If you are looking to work under a certain employer, you can go to the <Search Employers> tab and find the employer and any open positions that way.

Access AGGIE Handshake:

- Go to: usu.joinhandshake.com
- Select the Students/Alumni login option
- You will login with your USU SSO Login

3. Applying for jobs and On-Campus interviews

- a. Begin by clicking on the job you are interested in applying for. If you match the employer's preferences, you should see a button in the middle of the screen approximately that will say <Apply Now> upon clicking that button you will need to choose the proper documents to upload. If you do not have any uploaded, you can do so in the <Documents> tab.
- b. If you have applied for a job and need to schedule an interview that will take place on campus you will need to go in the <On-campus Interviews> tab and find a time and date that works for you. If you must cancel be sure to be responsible and contact the employer to tell them you are doing that.

4. Viewing past Job Applications

- a. To view jobs you have applied for go to the <Applications> tab. Here you can view the jobs you have applied for.

5. To find upcoming events

- a. Go to the <Events> tab. This will show all upcoming events that have been posted on AGGIE Handshake.

If you are looking for a certain event or fair go to the <Search Events> or the <Search Fairs> tab