

RESUME AND INTERVIEW GUIDE

KANSAS STATE
UNIVERSITY

Career Center

ABOUT THE CAREER CENTER

WHAT WE DO

MAJOR AND CAREER EXPLORATION

- ▶ Take free career assessments
- ▶ Find careers to fit your major
- ▶ Research industries in our resource library

CAREER ADVISING

- ▶ Develop your resume or cover letter
- ▶ Strategize your job search
- ▶ Learn how to negotiate your salary
- ▶ Schedule a mock interview session
- ▶ Refine grad/med/law school applications

CAREER CLASSES

- ▶ EDCEP 120 - Academic and Career Decisions
- ▶ LEAD 399 - Internships for Career Development

EMPLOYER CONNECTIONS

- ▶ Attend a career fair or employer event
- ▶ Interview with employers visiting K-State
- ▶ Practice telling your story at a mock interview clinic

COLLEGE TO CAREER STATISTICS

- ▶ See where students have interned
- ▶ View company/salary statistics for grads

HANDSHAKE ACCOUNT

Login using your K-State eID
and password for 24/7 access to:

JOB LISTINGS

- ▶ Search for part-time, full-time and internship positions
- ▶ Have new jobs automatically emailed to you

ON-CAMPUS INTERVIEWS

- ▶ Sign up to connect with employers coming to campus

EMPLOYER DIRECTORY

- ▶ Find information about companies and recruiters
- ▶ Follow employers of interest

DOCUMENT UPLOAD

- ▶ Upload your resume, CV or transcripts for employers to view

CONNECT WITH US

MAKE AN APPOINTMENT

- via your Handshake account
- ☎ (785) 532-6506
- 🌐 k-state.edu/careercenter

VISIT US

- 📍 148 Berney Family Welcome Center
705 N. 17th Street, Manhattan, KS 66506

FOLLOW US

- 📷 📘 🐦 🌐 @kstatecareer

REPORT YOUR JOB OR INTERNSHIP

- 📄 Tell us where you're working or furthering your education at k-state.edu/careercenter

4 PHASES OF CAREER READINESS

THINGS TO TRY

WAYS TO GROW

- ▶ Take free career assessments
- ▶ Research majors, minors and certificates
- ▶ Enroll in a one-credit hour career class
- ▶ Get involved on campus

950+



students take career assessments annually

480+



K-State student organizations

EXPLORE

Define your...

- ▶ Interests
- ▶ Abilities
- ▶ Values
- ▶ Personality

DEVELOP

- ▶ Find a part-time job or internship
- ▶ Attend career events
- ▶ Activate your Handshake account
- ▶ Conduct undergrad research
- ▶ Volunteer for a project/organization
- ▶ Experience job shadowing
- ▶ Utilize a career mentor

2,300+

internships participated in by students



10,800+

job listings posted with the Career Center



- ▶ Leadership
- ▶ Hands-on experience
- ▶ Transferable skills
- ▶ Industry insight

WHICH PHASE ARE YOU IN?

TELL

- ▶ Practice interviewing
- ▶ Build your personal brand (LinkedIn, resume, CV and cover letter)
- ▶ Learn how to negotiate your salary and job offers
- ▶ Know what to expect in job offers

2,500+

1-on-1 student
consults with
career advisors



1,200+

free professional
items received by
students from the
Career Closet



- ▶ Resume/cover letter
- ▶ Personal statements
- ▶ Articulate skills and experiences
- ▶ Email etiquette
- ▶ Elevator pitch

- ▶ Attend career fairs
- ▶ Schedule graduate or med/law school visits
- ▶ Apply for jobs or internships
- ▶ Reach out to employers
- ▶ Interview on campus

4,000+

student interviews
with 480+
companies



94%

of graduates employed
or enrolled in graduate
school six months after
graduation

CONNECT

- ▶ Networking
- ▶ Communication
- ▶ Interviewing
- ▶ Offer negotiation

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RESUME WRITING

The main purpose of a resume is to help you obtain a job interview. A resume does not need to include everything you have done, but it should highlight your skills and strengths as well as your professional experiences.

RESUME CHECKLIST

HEADER

- ☐ Does your header contain one email, one phone number, and one address? (LinkedIn URL optional)
- ☐ Is your email appropriate?
- ☐ Have you set up your voicemail with a professional message?
- ☐ Is your name slightly larger and bold?

INVENTORY YOUR EXPERIENCE (pg. 5) (Not all of these will apply to you)

- ☐ Education, Trainings, Certifications
- ☐ Research, Relevant Coursework, Projects
- ☐ Previous Employment (Experience), Internships
- ☐ Military Experience
- ☐ International Experience
- ☐ Community Service, Volunteer Work
- ☐ Activities, Campus Involvement
- ☐ Leadership Experience, Honors, Awards
- ☐ Technical Skills
- ☐ Languages (not including English-if applying in the U.S.)
- ☐ Professional Associations

ORDERING YOUR EXPERIENCES (pg. 7)

- ☐ Are your most relevant experiences (paid or unpaid) to the top and left of your resume?
- ☐ Did you use section headers related to YOUR experiences (paid or unpaid)?
- ☐ Do you have more than one item in each section? If not, can you combine sections?
- ☐ Are your bullet points formatted similar to the examples in the Career Center Resume & Interview Guide?
- ☐ Do your bullet points include transferable skills as well as job duties?
- ☐ Are the job duties you've included relevant to the position you are applying for?
- ☐ Have you exaggerated any of your experiences? If so, revision is recommended. Honesty is very important.

FORMAT

- ☐ Have you used a template? If so, it is typically recommended to start over with your own original document.
- ☐ Have you double-checked grammar and spelling?
- ☐ Are you on one page? This is the standard for undergraduates. If you are on two pages, you might want to check with a Career Center advisor or faculty member.
- ☐ Have you included your high school or activities from high school (recommended to remove after the end of your sophomore year)?
- ☐ Did you use a font size of 10 or larger?
- ☐ Is your main font a consistent size (you could include larger section headers)?
- ☐ Are your dates aligned?
- ☐ Have you used a consistent format for all of your dates (12/2018, Dec. 2018, or December 2018)?
- ☐ Are you utilizing white or neutral paper (or resume paper, if possible) and black text?
- ☐ Have you left off pictures, graphics, and color text/lines (if you're not in a design-oriented field)?

PROOFING

- ☐ Have you had someone else review your resume?
- ☐ Have you used the Career Center Resume & Interview Guide to view examples?
- ☐ Does your resume appear balanced on the page (not a lot of white space on the left or right sides)?
- ☐ Is your degree and GPA (if you wish to include/ typically if it's 3.0 or higher) listed correctly according to KSIS?
- ☐ Have you used capitalization/punctuation/bolding/italics consistently?
- ☐ Have you used different action verbs (at the beginning of each bullet point)? (pg. 9-10)
- ☐ Did you change your bullet points or move your sections to tailor your resume to the position? (pg. 7)
- ☐ If you are applying for Federal positions on usajobs.gov are you aware that your resume could be different? Have you researched the differences?
- ☐ ARE YOU PROUD TO PRESENT THIS DOCUMENT TO AN EMPLOYER OR GRADUATE SCHOOL?

INVENTORY YOUR EXPERIENCE

Catalog your experiences and what you have been involved in over the past 3-4 years. Customized your document to emphasize college experiences. Do not include anything from high school after your freshman/sophomore year of college. Consider the following categories for things you *might* include:

- Education, Trainings, Certifications
- Research, Relevant Coursework, Projects
- Previous Employment, Internships
- Military Experience
- International Experience
- Community Service, Volunteer Work
- Activities, Campus Involvement
- Leadership Experience, Honors, Awards
- Technical Skills
- Language Proficiencies
- Professional Associations

IDENTIFY AND COMMUNICATE YOUR SKILLS

Examine your experiences and determine what special skills, abilities, and knowledge you have gained from them. Communicate this information through bulleted, action statements.

- Begin each bullet with an action verb
 - *See a list of action verbs on pages 9-10*
- Make sure you are using the correct tense. Use present tense (develop) for current experiences, and past tense (developed) for previous experiences
- Use brief, yet descriptive phrases to show how you have acquired and/or utilized your skills, abilities, and knowledge

WRITING EFFECTIVE BULLET POINT STATEMENTS

Use strong action verbs to describe relevant job transferable skills, and/or outcomes or accomplishments.

ACTION VERB TENSE

Jobs/Activities you are currently doing = present tense (develop).

Jobs/Activities you did in the past = past tense (developed).

PERIODS? You can use periods at the end of your bullet point statements or not, as long as you are consistent.

TRANSFERABLE SKILLS:

Examples: Communication, teamwork, problem solving, organization, analytical, technical, selling

OUTCOME/ACCOMPLISHMENT STATEMENTS:

Examples

- Recognized by supervisor for work ethic, timeliness, and resolving unique customer concerns efficiently.
- Promoted to Kitchen Lead upon recognition of work ethic, timeliness, and ability to collaborate with a team of 5-7 employees.
- Received a raise after one year of service based on work ethic and leadership in the server role.
- Recommended a change to mailings from paper to electronic which was implemented resulting in \$600 decrease in expenses per quarter.

The following questions can serve as stimuli in identifying and writing your achievements:

1. Did you solve a recurring problem for your area, department or section?
2. Did you suggest any new procedures or programs for the company?
3. Did you make any job easier or more efficient?
4. Did you train anyone?
5. Did you implement a new procedure or system?
6. Did you do a job with fewer people?
7. Did you do a job in less time than before?
8. Were you asked to do a special project? Take on new responsibilities?
9. Did you exceed your targets, goals or objectives?
10. Did you receive any awards or special recognition?
11. Did you do anything for the first time at the organization?
12. Did you save the company money?

What could be the result or benefit of what you did?

Perhaps you

- Increased productivity
- Improved performance
- Reduced time
- Increased efficiency
- Improved reliability
- Reduced costs
- Reduced waste
- Streamlined workflow
- Improved safety
- Improved working conditions
- Increased sales
- Created something new
- Improved the customer experience

TAILOR YOUR RESUME

It is important to match your skills with the employer's needs. In order to make your resume stand out, you must tailor your resume to the position you are applying for.

- Utilize the job description; analyze it and identify key skills that the employer is looking for.
- Make sure to incorporate the desired skills that you have within your action statements.
- Do not simply state that you have these skills; use examples to SHOW how you have demonstrated them.

ORGANIZE YOUR RESUME

You want the information on your resume to be easily accessible. An employer should be able to find the information most relevant to the job description in the first 6-30 seconds.

- Name and contact information is always listed first.
- Objective statements are optional and if used should be brief and specific.

You may want to use an objective statement for a career fair to be clear regarding the type of position (full-time, internship, etc.) and the time frame e.g., (Summer 2016).

- Within your education section, you might also list study abroad/international experience and/or certifications that apply to your major.

- Your experience section should include significant experiences, particularly those most related to your field; they do not have to be paid positions. Consider: jobs, internships, leadership positions, activities, volunteer work, significant class projects, etc.
- Prioritize your resume; the most relevant information should always be toward the top.

Additional Tips:

- Length should be one page for most undergraduates.
- Capitalization, punctuation, bolding, dates, etc. need to be formatted consistently.
- Never exaggerate your experiences.
- Add numerical details when you can; this will help to **quantify** your experiences.
- Avoid excessive white space.
- Your resume needs to be error free—no typos, grammatical errors, etc.

➤ *See pages 11-33 for resume examples*

Be sure to upload your resume to your Career Center Account for employer viewing.

ACTION VERBS

MANAGEMENT SKILLS

administered	delegated	improved	prioritized
analyzed	developed	initiated	produced
assigned	directed	instituted	recommended
attained	enhanced	managed	reorganized
chaired	established	motivated	reviewed
consolidated	evaluated	organized	scheduled
contracted	executed	oversaw	strengthened
coordinated	increased	planned	supervised

COMMUNICATION SKILLS

addressed	directed	interpreted	publicized
authored	drafted	lectured	reconciled
collaborated	edited	mediated	recruited
composed	elicited	moderated	resolved
contacted	explained	negotiated	spoke
convinced	formulated	persuaded	translated
corresponded	influenced	promoted	wrote

RESEARCH SKILLS

analyzed	diagnosed	interpreted	reviewed
clarified	evaluated	interviewed	solved
collected	examined	investigated	summarized
compared	gathered	located	surveyed
conducted	extracted	organized	systematized
critiqued	identified	researched	tested

TECHNICAL SKILLS

adapted	designed	maintained	replaced
applied	developed	operated	solved
assembled	devised	overhauled	standardized
built	engineered	programmed	studied
calculated	fabricated	remodeled	upgraded
computed	installed	repaired	utilized

TEACHING SKILLS

adapted	developed	facilitated	instructed
advised	enabled	focused	persuaded
coached	encouraged	guided	stimulated
communicated	evaluated	individualized	trained
coordinated	explained	informed	tutored

FINANCIAL SKILLS

administered	balanced	estimated	projected
allocated	budgeted	forecasted	reconciled
analyzed	calculated	managed	reduced
appraised	computed	marketed	researched
audited	developed	planned	

CREATIVE SKILLS

acted	developed	instituted	planned
adapted	directed	integrated	revised
composed	established	introduced	revitalized
conceptualized	fashioned	invented	shaped
created	founded	modified	solved
customized	illustrated	originated	
designed	initiated	performed	

HELPING SKILLS

advocated	counseled	facilitated	rehabilitated
aided	demonstrated	familiarized	represented
assessed	diagnosed	guided	resolved
assisted	educated	intervened	supported
clarified	encouraged	motivated	volunteered
coached	expedited	referred	

CLERICAL or DETAIL SKILLS

approved	distributed	prepared	set up
arranged	executed	processed	standardized
catalogued	generated	purchased	specified
charted	implemented	recorded	systematized
classified	inspected	retrieved	tabulated
coded	maintained	reviewed	updated
collected	monitored	routed	validated
compiled	operated	scheduled	verified
dispatched	organized	screened	

MORE VERBS FOR ACCOMPLISHMENTS

achieved	completed	resolved (problems)	surpassed
expanded	improved	restored	transformed
pioneered	reduced (losses)	succeeded	won

RESUME EXAMPLES

Julie Jones

(785) 123-4567 | juliejones@ksu.edu | 123 Wildcat Lane Manhattan, KS 66502

Extensive background knowledge in agriculture, predominantly bovine and equine production. Strong aptitude for communication and customer relations with a predisposed ability for identifying and resolving issues, leadership, completing tasks ahead of schedule and managing multiple tasks at a time. Recognized amongst peers for professionalism, high standards and being a pleasure to work with.

EDUCATION

Kansas State University, BS Agribusiness May 2018

PROFESIONAL EXPERIENCE

Bank of the Flint Hills, Manhattan, KS November 2016-Current

Agricultural Loans Department Intern

- Successfully worked among loan officers proving to be an integral team member, implementing strong communication at all levels of the lending process to ensure a smooth process.
 - Understood when assistance was needed and sought help to rectify any confusion.
 - Composed Excel spread sheets to show customer’s return on equity, return on assets, debt-equity ratios, and overall financial standing.
 - Aided in analyzing applicants’ financial status, credit, and property evaluations to determine loan feasibility.
 - Assisted with annual and new inspections, making sure all records provided to us are both accurate and timely.
- Customer Service Representative
- Recognized by supervisor for work ethic, punctuality, and resolving customer concerns efficiently.
 - Accurately process customer checks, cash, transfers and statements while preserving a balanced drawer.
 - Create a friendly environment for customers through interaction and ensuring their needs are met.
 - Complete team building and safety exercises to increase communication and teamwork while ensuring a safe work environment.
 - Communicate effectively with team members to ensure that joint projects are completed, and sales goals are met.

Jones Family Farms, Somewhere, KS May 2012-Current

Farm Hand

- Develop attention to detail and proficiency with Excel to accurately maintain records in both cow-calf side and crop production.
- Utilized proper handling techniques for livestock during processing and handling, keeping safety as a top priority.
- Customized feed rations depending on the goals and animal’s needs, coordinated feed delivery, transport and distribution.
- Operated and maintained heavy machinery.
- Successfully worked in a family setting while demonstrating professionalism, a strong work ethic and the ability to be self-directed.

Kansas State University Rabies Lab (KSVDL), Manhattan, KS May-August 2017

Lab Technician

- Daily practice of safety procedures to ensure a safe work environment while working as a team member.
- Trained on safe handling procedures and proper care of time sensitive and toxic substances.
- Applied attention to detail through record keeping and information processing.
- Enhanced the work environment by providing a positive attitude and strong communication skills.

RELEVANT COURSEWORK

- Production Economics
- Data Analysis and Optimization
- Food and Agribusiness Management Strategies
- Agricultural Law and Economics
- Agricultural Market Structures
- Management Concepts
- Fundamentals of Professional Selling
- Consumer Behavior

COMMUNITY INVOLVEMENT

Kansas Quarter Horse Amateur Association

- Board of Directors
- KQHA Amateur Show facilitator

Kansas State University

- Animal Science Friends and Family Reunion
- Ag. Econ and Business Club

Manhattan Area Chamber of Commerce

- Business After Hours member
- Manhattan Area Young Professionals
- Women in Business

Susan Smith

(785) 555-5555 | 5555 Pin Oaks Dr. St. George, KS 66535 | ssmith@ksu.edu

OBJECTIVE

To obtain a summer job in a large animal veterinary practice

EDUCATION

Kansas State University, Manhattan, KS
Bachelor of Science in Agriculture

May 2019

Major: Animal Sciences & Industry, Pre-Vet Option
GPA 3.87

RELATED EXPERIENCE

T. Russel Reitz Animal Shelter, Manhattan, KS

Volunteer

Aug. 2016 - Present

- Interact with dogs and cats to provide exercise and socialization
- Maintain cleanliness of kennels

Westside Veterinary Clinic, Manhattan, KS

Summer 2016

Veterinary Assistant

- Utilized appropriate handling techniques for dogs and cats during exams and procedures
- Observed surgeries, including spays and neuters, monitored animals post-operatively
- Developed x-rays, ran fecal samples
- Maintained cleanliness of exam rooms and kennels
- Scheduled appointments

Sunset Zoo, Manhattan, KS

Aug. 2015 - May 2016

Docent

- Gained knowledge of various types of zoo animals, special diets, and zoo's acquisition process
- Interacted with members of the public, provided educational information about zoo animals

ACTIVITIES

Pre-Vet Club, **Secretary**

Aug. 2015 - Present

College of Agriculture, **Ambassador**

Aug. 2015 - Present

Kappa Alpha Theta Sorority

- **Vice President Membership**
- **Historian**

Sept. 2015 - Present

Sept. 2015 - May 2016

Habitat for Humanity, **Volunteer**

Feb. 2016

ADDITIONAL WORK EXPERIENCE

Career Center, KSU, Manhattan, KS

Sept. 2015 - Present

Career Specialist

Dillons, Manhattan, KS

Summer 2016

Clerk

Bolding is utilized consistently. Bold all job titles/degrees or all organizations.

Left or right align dates using tabs and ruler bar. Utilize dates on right side of page to lessen white space and create balance.

Hannah DeMarco

999 Sunset Avenue, Apt 14 • Manhattan, KS 66502 • 555-555-5555 • hdemarco@k-state.edu

EDUCATION

Kansas State University, Manhattan, KS
Bachelor of Science in Business Administration
Major: Marketing
Minor: Leadership Studies

Expected Graduation August 2019
GPA: 3.7/4.0

University of Westminster, London, England
Coursework Completed: Business Communications, Marketing in Everyday Life

Summer 2017

EXPERIENCE

ONEOK (Kansas Gas Service), Overland Park, KS
Business Development Intern

May - August 2018

- Researched, drafted and mailed marketing letters to raise awareness of the benefits of natural gas for potential and current residential customers, and to help build relationships with builders and developers
- Developed several potential website recommendations to better educate website visitors on benefits of natural gas
- Attended multiple meetings and conferences to gain experience and knowledge of many aspects of the company, including economic development, Home Builder Association and Midwest Region Alternative Fuels Project Meeting
- Accompanied reps on customer calls concerning rate increase, expansion project and a future CNG station
- Mastered and presented a demo-training course on a new pipeline management system being implemented and updated instructions to include detailed screen-shot directions

Career Center, Manhattan, KS
Paraprofessional

August 2016 - August 2018

- Create advertisements and arrangements for the sandwich boards located outside the office
- Called part-time employers in the community to reconnect with them to post jobs and hire students

Alpha Kappa Psi, Co-Ed Business Fraternity, Kansas State University
Fundraising Co-Chair

August 2015 - May 2018

- Organized successful fundraising events such as a sand volleyball tournament (raised \$350) and Telefund (raised \$800)
- Created and implemented new fundraising events such as selling personalized CBA water bottles to students and faculty (raised \$654) and pizza deal cards sponsored by four local pizza stores (raised \$455)

Vice President of Alumni Relations

- Established a digitalized copy of all previous files and data onto a flash drive for future members who hold the position
- Coordinated successful events with alumni such as a Royals baseball tailgate and K-State football tailgate

Marketing Business Tour, College of Business, Kansas State University
Participant

January 2018

- Participated in faculty-led study tour of Chile and Argentina with 13 other K-State students
- Gained knowledge of emerging markets and business protocol in industries including retail, finance, wine, and aerosol cans
- Enhanced intercultural awareness by conversing with locals and exploring malls and markets

Great Bend Regional Hospital, Great Bend, KS
ER Receptionist

June 2015 - August 2017

- Registered, admitted, and discharged patients successfully maintaining client confidentiality
- Calmly handled emergencies and simple questions presented by patients over the phone or in person

Human Resource Director Assistant

June 2014 - August 2015

- Designed and managed the internal website for hospital employees with a website editor
- Created employee database in Excel to input all of the personal and confidential employee data
- Helped hire approximately 100 new employees and assembled employee files

CAMPUS INVOLVEMENT

- **Beta Gamma Sigma**, *Member*, Kansas State University Spring 2017 - Present
- **Study Abroad Advocates**, *Member*, Kansas State University Fall 2017 - Present
- **Golden Key Honorary Society**, *Member*, Kansas State University Fall 2016 - Present
- **Sigma Alpha Lambda Leadership and Honorary Society**, *Member*, Kansas State University Fall 2016 - Present
- **Phi Eta Sigma Honorary Society**, *Member*, Kansas State University Spring 2016 - Present
- **Marketing Club**, *Member*, Kansas State University Fall 2015 - Present

HONORS & AWARDS

- **Alpha Kappa Psi All-Academic Team**, *Recipient*, Kansas State University Fall 2017
- **Dean's Choice Scholarship**, *Recipient*, Kansas State University Fall 2015, Fall 2016, Fall 2017
- **Larry Kendall Scholarship**, *Recipient*, Kansas State University Summer 2016, Spring 2017
- **Rebecca Triple Scholarship**, *Recipient*, Kansas State University Spring 2017
- **Dean's List**, *Recipient*, Kansas State University Fall 2015, Fall 2016, Fall 2017
- **National Society of Collegiate Scholars**, *Recipient*, Kansas State University Spring 2016

Utilize the width of the page by including relevant detail in your bullet points.

Technical resumes may wish to use shorter bullet point wording.

PAMILLA JETMORE

1010 Martin Dr
Dodge City, KS 67801

pjetmore@ksu.edu
402.274.6876

EDUCATION

Kansas State University, Manhattan, KS
Bachelor of Arts in English
Emphasis: Literature Minor: Women's Studies
Primary Texts Certificate

Graduation Date: May 2019

If most relevant experience is from class, describe specific (and relevant) projects, concepts, group work, or presentations.

RELEVANT COURSEWORK

Introduction to Technology, Database, and Spreadsheet

- Increased knowledge of how to effectively and efficiently use Microsoft Office products

Literature Studies

- Engaged in team-based development and peer critiques of articles utilizing MLA in-text citation and format style

Development of the English Language; British Survey I

- Strengthened command of English syntax, grammar, and punctuation through studying the language from its inception

British Literature: Chaucer, Spenser, and Milton; American Literature: WWI

- Gathered, organized, and interpreted articles to be used by entire class for research projects
- Compiled original research and information of little known American poet

Cultural Studies

- Acquired knowledge of strategies and methods scholars use to better understand inner workings of texts
- Participated in various group projects and became more comfortable voicing opinions and receiving the thoughts and ideas of others

WORK EXPERIENCE

Self-Employed

May 2017 – Present

Web Content Editor, Dodge City, KS

- Communicate with client to understand proper content and goals
- Organize and edit existing content
- Write new content in timely manner to meet goals of the website

Bartender/Assistant Manager

Jan. 2016 – Present

Applebee's, Dodge City, KS

- Create a friendly environment for customers by interacting and ensuring their needs are met
- Communicate with 15-20 staff to ensure the restaurant is running efficiently
- Open and close restaurant guaranteeing preparedness for the next shift

Health New Business Manager

June 2013 – Sept. 2015

Wiig-Codr Underwriters, Co, Omaha, NE

- Managed new health business; activated policies and responded to claims in a timely manner
- Retained current business through constant communication with agents and clients
- Interacted with Insurance Companies as well as other agents
- Marketed new products to agents to acquire new business and retain current clients
- Passed Nebraska Health and Life Insurance Exam in July of 2013

Office Manager

Oct. 2012 – May 2013

Shelter Insurance, Julie Darrah-Agent, Manhattan, KS

- Enhanced daily office functions by reorganizing files and procedures to ensure office/agent organization and efficiency
- Managed office for 4 ½ weeks while supervisor was absent

Susie J. Flowers

1505 Bluemont Ave. • Manhattan, KS 66502 • (785) 385-1234 • sjf1234@k-state.edu

OBJECTIVE

To obtain a summer internship in Landscape Design

EDUCATION

Kansas State University, Manhattan, KS

Bachelor of Science in Agriculture

May 2019

Major: Horticulture, Option: Landscape Design

Johnson County Community College, Overland Park, KS

Associate of Arts

May 2017

RELEVANT COURSEWORK

- Woody Plant Materials I and II
- Herbaceous Plant Materials
- Arboriculture
- Horticultural Design

RELATED EXPERIENCE

Lee Elementary School Garden Club, Manhattan, KS

Volunteer

Aug. 2017–present

- Develop garden design plans utilizing perennials and annuals
- Provide project assistance to teachers at after-school garden club
- Work weekly with 25 elementary school children

Horticulture Study Abroad Trip

Mar. 2017

- Spent 10 days in Italy on faculty-led trip with 7 other K-State students
- Visited gardens, vineyards and olive groves in central Italy
- Gained exposure to Mediterranean-style design elements

Manhattan Parks and Recreation, Manhattan, KS

Seasonal Park Maintenance Worker

Summer 2015

- Assisted with planning and design, planted and maintained flower beds for City, CICO, and Sojourner Truth Parks
- Gained knowledge of plant materials and proper planting techniques
- Utilized fertilizers and pesticides effectively
- Pruned trees and shrubs
- Worked with mowers, weed-eaters and hand pruners

ADDITIONAL WORK EXPERIENCE

Dillon's Food Store, Manhattan, KS

Cashier

Sept. 2014–present

- Manage cash receipts accurately
- Provide friendly, efficient customer service

HONORS & ACTIVITIES

Horticulture Club, Treasurer

Alpha of Clovia, Historian

2016–17

2015–16

Related Experience could be volunteer, work, research, class projects, leadership, shadowing, practicum, internship/co-op or international experiences.

Only relevant details are included in bullet points of an additional work experience section.

Nathan R. Taylor

555 Bluemont • Manhattan, KS • (555) 555 – 5555 • email@k-state.edu

EDUCATION

Kansas State University (KSU), Manhattan, KS

B. S. in Hospitality Management; Emphasis: Lodging Management

Minor: Business

GPA: 3.47

It's ok to include GPA if 3.0 or higher.

05/2019

U.S. Marine Corps, Basic Food Services Course

05/2012

INTERNSHIP

MGM Grand, Las Vegas, NV

Intern

05/2016 – 08/2016

- Provided customer service through front line transactions; Resolved customer concerns efficiently
- Collaborated as part of a six-person rotating intern team experiencing all areas of hotel
- Conducted written, oral, and technical communication with supervisor, colleagues, and customers
- Suggested cost-saving improvement for housekeeping which was implemented, saving \$5-10k per year in operating expenses

RELATED EXPERIENCE

U.S. Marine Corps

Food Service, Specialist

Military experience should focus on transferable skills.
Try to use civilian terminology as much as possible.

05/2011 – 01/2015

- Prepared meats, fruits, vegetables, breads, & pastries for 600 people three meals daily
- Facilitated proper food storage procedures; Followed all food safety protocol
- Verified incoming shipments, prepared daily supply reports; Ordered food product
- Promoted through 2 positions including sanitization (2012) and food service (2013)

Holiday Inn, Overland Park, KS

Lead Housekeeper

01/2009 – 05/2011

- Promoted to Lead upon demonstrating work ethic, timeliness, and ability to be detail-oriented
- Hired and trained 6 new housekeepers
- Led kitchen set-up for breakfast service
- Interacted with guests; Responded to special requests and complaints quickly

CERTIFICATIONS

ServSafe Food Handler (Certification # 1234567)

ServSafe Alcohol (Certification # 1234567)

CPR/First Aid

You may include when a certification expires even if it's in the future or if it is relevant but expired in the last 5 years.

02/2015 – 2020

01/2015 – 2020

05/2015 – 2018

ACTIVITIES & HONORS

KSU Hospitality Management Society, Member

Norris P. Swau Memorial Scholarship, Recipient

Ali Kemp Bandstand, Volunteer Fundraiser

2016 – Present

2016 – Present

2016, 2017

ADDITIONAL WORK EXPERIENCE

KSU Career Center, Student Assistant, Manhattan, KS

08/2016– Present

- Greet and assist students, faculty, and employers at main lobby reception and over the phone

16

Colette E. Adams

6409 Lily Drive • Saint Joseph, MO 64506 • (816) 345-2598 • ceadams@ksu.edu

EDUCATION

Kansas State University, Manhattan, KS
Bachelor of Science in Psychology

December 2018

RESEARCH EXPERIENCE

Kansas State University, Psychology Department, Manhattan, KS

Senior Research Assistant

November 2017-March 2018

- Supervised four research assistants and helped them with their studies and presentation opportunities.
- Conducted animal research in a behavioral neuroscience lab, mostly concerning nicotine and alcohol.
- Performed animal surgeries prior to particular studies.
- Administered drugs or medications to animal subjects.
- Read literature concerning research studies, using PsycInfo and PubMed databases.
- Collected data using Microsoft Excel.
- Coded data using JWatcher and SM Player computer programs.
- Prepared posters and slide shows for conference presentations.
- Presented research posters at the Society for Neuroscience conferences held annually.
- Trained and cared for Psi Chi lab animals for the Kansas State University Open House.

Research Assistant

May 2016-November 2017

- Coded transcripts of HIV hotline counselors and collected data concerning statistical information, using Microsoft Excel.
- Read literature concerning research studies.
- Contacted medical professionals for information on how they present information to patients.
- Assessed general psychology students' understanding of the Monty Hall Problem and the Bertrand's Box Paradox puzzle.
- Created and administered online surveys for general psychology students, measuring their numeracy skills.

COMPUTER SKILLS

Research databases: PubMed, PsycInfo, and ProQuest

Microsoft Word, Excel, PowerPoint, Google documents, Google calendars, JWatcher, and SMPlayer

ORGANIZATIONS AND COMMUNITY SERVICE

Law Enforcement Torch Run, Special Olympics, Columbia, MO

May 2018

Bike 4 the Brain, Kansas City, KS

August 2016

Society for Neuroscience

2015-2017

WORK EXPERIENCE

Waitress/ Bartender, Patio Bar and Grill, Manhattan, KS

May 2018-July 2018

Resident Representative, McCullough Development, Manhattan, KS

February 2018-April 2018

Choose computer skills that are relevant for the position you are applying to including specific software versions when applicable.

Consistent dates are very important- you can abbreviate, write out, or use numbers as long as all are the same.

Kennedy James

1842 Elaine Drive
Manhattan, KS 66502

719-525-7895
kjames@ksu.edu

Education

Kansas State University, Manhattan, KS
Bachelor of Arts in Modern Languages
Area of Concentration: Spanish
Bachelor of Arts in History
Secondary Major: International Studies

May 2019
Cumulative GPA: 3.67

Leadership Experience

- Captain, Kansas State University Track and Field Team 2017-2018
- Acted as a correspondent between the coaching staff and the student-athletes
 - Developed relationships with teammates and served as a role model for younger students
 - Collaborated with coaches encouraging teammates to participate in community events and support other athletic teams
- Member, Student-Athlete Advisory Committee 2017-2018
- Elected by coaching staff to represent the Track and Field team
 - Assisted in organization of community service opportunities for all Kansas State student-athletes
 - Encouraged student-athletes to become involved in campus-wide activities
 - Communicated education opportunities and resources to student-athletes
 - Served as a liaison between the athletic department and student-athletes
 - Analyzed potential problems or misunderstandings between student-athletes and the athletic department and helped create solutions

Skills

- Teamwork
- Coordinated and worked with people from many different backgrounds and nationalities through academics and athletics
 - Collaborated with teammates, the athletic department, and the coaching staff to help provide the best possible student-athlete experience
- Communication
- Promoted potential community service and educational activities for student-athletes
 - Aided coaches in the recruitment of new athletes by answering potential questions and promoting the university
- Self-Motivated
- Eager to learn and put new information into use
 - Actively pursue success and set high standards for performance
- Work Ethic
- Maintained high academic standards while devoting several hours a day to athletics
 - Worked to achieve goals, as well as the goals of the track team and athletic department

Awards and Activities

- Phi Beta Kappa Academic Honor Society 2016-Present
Kansas State Track and Field Team 2015-Present
Academic All-American 2017
Dr. Gerald Lage Academic Achievement Award 2017
All-Big 12 Athlete Indoor Track and Field 2016, 2017
First Team Academic All-Big 12 2015, 2016
Big 12 Commissioner's Honor Roll 2015-2017
Big 12 Athlete of the Week February 2017

Aura Gomez

(555) 555 - 5555

agomez@k-state.edu

555 Bluemont Apt. 15 Manhattan, KS 66502

Education

Kansas State University, Manhattan, KS

Expected: May 2021

Bachelor of Science in Arts & Sciences

Major: *Open Option*

Cumulative GPA: 4.0

Remove your high school and associated activities (unless they are directly related) after your freshman/sophomore year of college.

Leawood High School, Leawood, KS

May 2017

Cumulative GPA: 4.0

Activities and Involvement

Hispanic American Leadership Organization (HALO), Kansas State University

August 2017 - Present

- Aid in the planning of events such as the Hispanic Heritage Month and Belleza Latina
- Participate in Encuentro (college preparation conference)
- Attend regular meetings

Project IMPACT, Kansas State University

June 2017 - Present

- Participate in program created to increase retention and graduation of multicultural students in the colleges of engineering, agriculture, and business
- Maintain accountability for grades and enhance self-development

Multicultural Academic Program for Success (MAPS), Kansas State University

Summer 2017

- Selected to participate based on leadership and academic commitment
- Developed teamwork skills through completion of biofuels research project
- Interacted with professionals in the field, further developing professional skills

Student Council, Leawood High School

August 2014 - May 2017

Co-President (2015-2016)

- Organized school-wide events such as homecoming activities and dances

Fellowship of Christian Athletes (FCA), Leawood High School

August 2016 - May 2017

- Attended weekly meetings
- Planned school-wide activities after athletic events

Volunteer Experience

Boys and Girls Club, Leawood, KS

August 2016 - May 2017

- Helped mentees with schoolwork once per week

Day Resource Center, Fort Worth, TX

January 2018

K-State Alternative Breaks volunteer

- Organized donations
- Sorted mail, answered phone, took messages for clients
- Accurately completed forms for program "Room in the Inn"

MARCO CARLOS GASPARD

555 N. 1st Street, Kansas City, KS 66102 • (555) 555-5555 • mcmarcog@k-state.edu

EDUCATION

KANSAS STATE UNIVERSITY, MANHATTAN, KS

Expected: Dec. 2018

Bachelor of Science in Civil Engineering

Construction Option

GPA: 3.2

KANSAS CITY KANSAS COMMUNITY COLLEGE (KCKCC), KANSAS CITY, KS

May 2014

Associate in Science, Pre-Engineering

Honors: Cum Laude

GPA: 3.8

SKILLS & QUALIFICATIONS

- **AutoCAD**, C Programming, Xactimate, Microsoft Office
- **Fluent in Spanish**, strong oral and written communication skills
- Strong leadership and teamwork experience

Selective bolding is used to draw attention to the most relevant/important information.

PROFESSIONAL EXPERIENCE

Faculty Coordinator/Counselor

Aug. 2014 - Present

University of Kansas School of Medicine, Kansas City, KS

- Teach civil engineering, emergence of diseases, and neurobiology to 120 students
- Supervise student mentors that assist with students' projects
- Mentor students' research projects for the Science Olympiad Competitions
- Assist students in physics and calculus

Project Management Summer Intern

June 2016 - Aug. 2016

United Restoration Services, Kansas City, KS

- Managed minor to major restoration projects
- Monitored contractors during construction, renovation, and demolition of projects
- Estimated and bid projects as well as scheduled internal work groups
- Ensured staff met safety requirements and monitored for infection control

Field Project Manager

Apr. 2013 - Apr. 2015

KCMS Contracting Inc., Kansas City, KS

- **Promoted 4 times, Sales Representative to Field Project Manager**
- Sold a total of \$200,000 in remodeling jobs increasing company's sales by 30% in one quarter
- Managed jobs ranging from \$7,000 to \$1.8 million
- Coordinated office production and collaborated on executive decisions to make work flow efficient
- Scheduled and managed sub-contractors and ensured licenses and paperwork were current
- Conducted cost analysis, and estimated for residential and commercial projects
- Negotiated with Insurance Adjusters on terms of property coverage

These bullet points contain quantifiable details (numbers) to describe accomplishments.

LEADERSHIP & COMMUNITY ACTIVITIES

Sigma Lambda Beta International Fraternity Inc., Vice President

2016 - Present

- Additional Roles: Marketing, Public Relations, Recruitment Chair

American Institute of Steel Construction (AISC), Steel Bridge Competitor

2016 - Present

American Society of Civil Engineers (ASCE), Concrete Canoe Competitor

2016 - Present

Society of Hispanics in Professional Engineering (SHPE), Webmaster

2014 - Present

Phi Theta Kappa International Honorary Society, KCKCC, Leadership Officer

2013 - 2015

Engineering Physics Club, KCKCC

2013 - 2016

- **Established club** and served as President

AWARDS & HONORS

Honorable Outstanding Community Contribution, TRIO Program

2015 - 2017

SHPE's Extreme Engineering Competition, 4th Place

2016

Hispanic Scholarship Fund Recipient

2016

Certificate of Outstanding Excellence, Phi Theta Kappa, KCKCC

2014

Abani Sharma

555 College Ave. #5 Manhattan, Kansas, 66502 • (555) 555-5555 • asharma@k-state.edu

EDUCATION

Kansas State University (KSU), Manhattan, KS

Anticipated: May 2018

B.S. in Electrical Engineering

Emphasis: **Bioengineering**

Johnson County Community College (JCCC), Overland Park, KS

May 2016

Associate of Liberal Arts

GPA: 4.0

Include transfer schools if you have received a degree or refer to activities from that school elsewhere in your resume.

SKILLS

Languages: Bilingual in English and Farsi

Software: Programming (C++), Microsoft Office

WORK HISTORY

Tutor

Scholars Assisting Scholars, KSU, Manhattan, KS

Aug. 2016 - Present

- Tutor students in mathematics
- Teach students learning strategies

Tutor

Math Resource Center, JCCC, Overland Park, KS

Jan. 2015 - July 2016

- Assisted students with math courses, from arithmetic to differential equations
- Motivated students to achieve math competencies
- Guided students in finding their best learning style

Impact Member

Abercrombie & Fitch, Overland Park, KS

May 2014 - Dec. 2014

- Greeted customers and prompted sales
- Balanced a register of up to \$2,000
- Arranged new merchandise on the sales floor

MEMBERSHIPS

KSU Robotic Competition Team

2016 - Present

KSU Honors Program

2016 - Present

Society of Women Engineers (SWE)

2016 - Present

Institute for Electrical and Electronics Engineers (IEEE)

2016 - Present

Phi Theta Kappa Society, JCCC, Overland Park, KS

2014 - Present

Invisible Children Group, JCCC, Overland Park, KS

2015- 2016

HONORS & ACTIVITIES

Honors Program Scholarship, JCCC

2014 - 2016

President's Honor Roll, JCCC

2014 - 2016

Outstanding Student Award, JCCC

2015

Shawnee Mission Medical Center: Emergency Department, Volunteer

2014

Alex Wildcat

awildcat@k-state.edu

222 West 2nd Street, Manhattan, KS 66502

(785) 532-5555

EDUCATION

Kansas State University, Manhattan, KS
Bachelor of Science in Kinesiology; Emphasis: Exercise Physiology

May 2018

Johnson County Community College, Overland Park, KS
Associate of Science in Business

May 2014

QUALIFICATIONS

- Functional strength training
- Nutrition trends and research
- Pre-hab flexibility
- Workout plans utilizing Excel

Use qualifications for specific (not general) skills related to the position which aren't found in other bullets.

- Relative intensity
- Band and chain resistance
- Manual resistance
- Objective measurement tools

RELEVANT EXPERIENCE

Boys and Girls Club, Manhattan, KS
Volunteer/Health Presenter

Aug. 2014 - Present

- Present healthy eating facts in a way that is engaging for 4-10 year-old's
- Perform fast-paced problem solving when behavioral issues arise; develop relationships with children & parents

Kansas State University Athletics, Manhattan, KS
Strength and Conditioning Intern

Aug. 2014 - Present

- Develop, manage, and implement strength and conditioning program for Division I Football, Track, and Women's Rowing including coordination of football recruitment activities
- Track daily training using StrengthPlanner workouts systems
- Communicate and collaborate daily with diverse student athletes, coaches, and trainers

Blue Valley School District, Overland Park, KS
Food Service Assistant

Aug. 2013 - May 2014

- Served approximately 600 students and 40 staff members during daily lunch
- Honored special requests and food allergy needs; created detailed recording of specialized meal requirements through the HOS computer system; submitted final report to supervisor daily
- Maintained confidentiality of students with special meal requirements

LANGUAGES

Spanish: Fluent (Speaking, Reading, Writing)

Mandarin: Proficient (Speaking, Reading)

CERTIFICATIONS

PiYo

2016 - 2018

CPR and First Aid

Feb. 2016 - Feb. 2018

YogaFit- Level 1

Nov. 2016

HONORS AND ACTIVITIES

Kinesiology Student Association, *Member*

2014 - Present

College of Human Ecology Honor Roll

2014 - Present

Dean's List

2014 - Present

Pi Beta Phi Sorority, *Vice President of Development*

2016

- Participated in weekly executive council meetings; developed 4-6 fundraising events per semester
- Co-led members to raise \$2,400 in one semester for literacy philanthropy

Manhattan MLK Clean-up, *Volunteer*

2015

ADDITIONAL WORK EXPERIENCE

Sears, Overland Park, KS
Sales Associate / Stock Control

Dec. 2012 - Jun. 2014

- Collaborated with supervisors and colleagues to retain accurate count of inventory on a quarterly basis
- Processed check, cash, and credit card payments; balanced daily cash drawer of up to \$5,000; totaled receipts and submitted utilizing the POS computer system.

Sam Flyerman 940 Indian Rock • Salina, KS 67401 • sflyerman@ksu.edu • 785.825.1111

EDUCATION

Kansas State University, Salina, KS

Bachelor of Science, Aeronautical Technology - Professional Pilot

Expected Graduation: August 2018

GPA: 3.6

LICENSES AND CERTIFICATIONS

Commercial License

- *Multi-Engine Land*

December 2016

- *Instrument Rating*

August 2015

Private Pilot, FAA Medical Certificate Third Class

December 2013

FLIGHT HOURS

Total Time **147 Hours**

Pilot-In-Command 81

Night Flying 20

Simulated Instrument 53

Actual Instrument 7

Cross-County 35

COMPUTER AND SOFTWARE SKILLS

Total FBO, ForeFlight, Jeppesen E-charts

RELEVANT WORK EXPERIENCE

Kansas State University, Salina, KS

Flight Operations

August 2015 - Present

- Dispatch flights using Total FBO
- Utilize Total FBO to manage flight accounts and bill fuel
- Assist students with transcripts and filling out forms

Air Partners, McPherson County Executive Airport, McPherson, KS

FBO Front Desk Assistant

February 2011 - August 2015

- Organized flight information seminars and open houses
- Trained new employees
- Assisted charter crew in a Part 135 King Air 200 operation
- Dispatched flights using Total FBO

MEMBERSHIPS AND ASSOCIATIONS

Alpha Eta Rho - International Aviation Fraternity

2015 - Present

Kansas State University Parachute Club

2014 - Present

United States Parachute Association

2011 - Present

ADDITIONAL WORK EXPERIENCE

On the Record, Kansas State University, Salina, KS

August 2015 - Present

Writer

- Interview and write factual stories of human interest
- Contribute three stories weekly
- Meet deadlines associated with publication times

Peer Tutor, Kansas State University, Salina, KS

September 2014 - Present

English Tutor

- Review and critique writing assignments and assist with English homework on a walk-in basis

Math Tutor

- Assist students in understanding of algebra and trigonometry through weekly sessions

Michael H. Katzen

1614 Fairchild
Manhattan, KS 66502

(913) 271-4228
mhk5353@ksu.edu

EDUCATION

B.S. in Psychology with a minor in Business
Kansas State University, May 2019
Major G.P.A. 3.7

PROFESSIONAL SKILLS

Communication

- Conducted and interpreted confidential market research
- Nominated to participate in university-wide speech competition
- Trained employees and provided orientations for the U.P.S. Store
- Sought and recruited new clientele for Field House Market Research
- Led induction ceremony for National Society of Collegiate Scholars (NSCS)
- Developed interpersonal skills through years of customer service and training employees
- Publicized and directed member meetings

Organization

- Developed and operated activities for K-State Student Union
- Composed speech for induction ceremony for NSCS
- Planned scholarship dinners for alumni and guests for fraternity
- Tabulated committee budget of more than \$32,000 for academic year
- Prepared reports and aided in updates for Society for Human Resource Management
- Multi-tasked in a business environment for the U.P.S Store
- Proficient in Microsoft Office

Leadership

- Invited to join National Dean’s List, qualifying in top 10% of class
- Represented school at NACA conference as co-op buyer, negotiated talent act contracts
- Attended National Leadership Summit for NSCS
- Increased member attendance 20% for chapter during NSCS presidential term
- Accompanied fraternity to Mid-Year Leadership Conference
- Improved fraternity’s overall grades and ranking during term as scholarship chairman

RELEVANT WORK EXPERIENCE

Field House Market Research, Overland Park
The U.P.S. Store, Manhattan, KS

2016-present
2013-present

HONORS AND ACTIVITIES

National Dean’s List
President, National Society of Collegiate Scholars
Executive Committee, Union Program Council
Scholarship Chairman, Pi Kappa Phi Fraternity
Psi Chi Psychology Honor Society
Secretary, Society for Human Resource Management
Outstanding Achievement in Public Speaking
Hillel Jewish Youth Group

2017-present
2017-2018
2017-present
2017-2018
2017-present
2018
2016
2016-present

AKILAH MASIH

555 Wildcat Way • Wildcatville, KS 55555 • (555) 555-5555 • wwildcat@ksu.edu

EDUCATION**Kansas State University**, Manhattan, KS*Bachelor of Science in Family Studies and Human Services**May 2018**Secondary Major: Gerontology; Minor: Leadership Studies**GPA: 3.95***LEADERSHIP & INVOLVEMENT****Gerontology Club**, Kansas State University*July 2016-Present**Treasurer (August 2017-present)*

- Initiate first year of club open to entire Manhattan community that promotes successful aging
- Provide community advocacy and learning events for Dementia, Alzheimer's, and senior Olympics

Strengths Advocates, Kansas State University*President, Founder**January 2016-Present*

- Collaborate with Strengths trained professionals to transition K-State into a strengths-based campus
- Build student and faculty partnerships on campus and with Gallup, Inc.
- Pioneer student organization structure; Serve on steering committee; Recruit members; IT integration
- Co-organize Strengths Week offering 12 events for student development

Hospice, Manhattan, KS*August 2015-Present**Respite Care Volunteer*

- Provide services to Hospice patients and their families including Parkinson's Ballroom dancing

Alpha Delta Pi Sorority, Kansas State University*August 2014-Present**President (December 2016-December 2017)*

- Led 182 sorority members, 33-member officer team, and 7-member executive officer team
- Facilitated strong communication in weekly chapter, executive committee, and advisor meetings
- Created strategic plans and goals to ensure chapter growth and increase member ownership
- Increased officer applicants through marketing strategy and implementation
- Coordinated the city wide Paint Run philanthropy 5k, raising 8,000+ with 550+ participants the first year

Director of Standards and Ethics (December 2013-December 2014)

- Negotiated consequences for policy breaking, facilitated roughly 60 meetings
- Created senior study mentors and a new system for excuses that increased ownership over obligation
- Served on executive committee in overseeing strategic direction of chapter

EMPLOYMENT**Leading Age Kansas**, Topeka, KS*April 2018-Present**Intern*

- Coordinate special projects for educational convention and expo to promote the future of aging services

K-State Research and Extension, Olathe, KS*May 2016-August 2016**Intern*

- Developed and implemented class on advanced directives for assisted living residents
- Wrote articles with emphasis on aging for Johnson County KSRE publications and various Facebook posts

Kansas State University Admissions, Manhattan, KS*May 2016-June 2016**Orientation Leader/Kansas State University Representative*

- Communicated with incoming students and their families
- Led energetic session regarding policies, procedures, and general information about K-State

Family Caregiver, Manhattan, KS*August 2013-May 2015**Caregiver*

- Interacted with two elderly women and their families, assisting in activities of daily living

HONORSDean of Student Life Outstanding Senior, *Top 16 seniors for 2017**April 2017*Outstanding Senior in Family Studies and Human Services, *Top senior in degree program**April 2017*Dorothy Shaw Leadership Award, *Top 25 Alpha Delta Pi members of the nation**June 2016*

ANDREW LANE

CONTACT

200 LINCOLN AVE.
DENVER, CO 80202
Unit 1988

A.LANE@GMAIL.COM

555-303-1669



SCAN ME FOR A DIFFERENT
PERSPECTIVE ON DESIGN

SKILLS

- + Rhino 5
- + AutoCAD
- + Illustrator
- + Photoshop
- + InDesign
- + Bluebeam
- + Sketch-Up
- + Revit
- + BIM 360 Field
- + Microsoft Office
- + Oral Presentations
- + Leadership Experience
- + High Intuition with Computers and Programs
- + Hand Sketches and Modeling

OBJECTIVE

To become a leader in a reputable firm that specializes in civil and social architecture
Challenge modern design standards to become integral for people from all walks of life

EXPERIENCE

SOUTH VALLEY DRYWALL INC.

INTERN AND FRAMER SUMMER 2014, 2015 | WINTER 2017

Construction experience with prefabricated exterior STO panel systems
Proficiency with a "Hilti Total Station" used to assist in the layout of walls on project sites
Implementation of the panel shop quality control system using BIM 360 Field
Worked with contractors and project managers consistently

CORGAN ASSOCIATES INC.

INTERN SUMMER 2016

Commercial and civil projects with the Aviation team
Worked on projects from construction documents to construction administration

DESIGN + MAKE STUDIO (ASSOCIATION WITH EL DORADO ARCHITECTS)

GRADUATE STUDENT GRADUATE YEAR 2017-2018

Worked in tandem with El Dorado Architects and a real world client
Programming, design, and construction of a physical piece of architecture
Marketing Director, studio management, organization, and leadership

EDUCATION

KANSAS STATE UNIVERSITY (MANHATTAN, KS)

MASTER OF ARCHITECTURE (EXPECTED GRADUATION, MAY 2019)
3.9 Grad GPA + Dean's List recognition for academic achievement

ČESKÉ VYSOKÉ UČENÍ TECHNICKÉ V PRAZE, CZ (CZECH TECHNICAL UNIVERSITY, PRAGUE)

STUDY ABROAD EXPERIENCE SPRING 2018

Studio project based in the small town of Jihlava
Interacted with locals gathering research to revitalize the town square

AWARDS + LEADERSHIP

EAGLE SCOUT WITH SILVER PALM

BOY SCOUTS OF AMERICA
Achieved the highest rank in scouting and attained three Eagle Palms

N.O.M.A.S. (NATIONAL ORGANIZATION OF MINORITY ARCHITECTURE STUDENTS)

EXECUTIVE ADMINISTRATOR
National Conference competition project lead 2017 and 2018
Organized guest speakers and events within the college

REFERENCES

TRAVIS VAP, CEO

SOUTH DRYWALL INC.
Tvap@sdw.com 555-555-5555

RON YOUNG, SENIOR ASSOCIATE

CORGAN ASSOCIATES INC.
ron.young@corgan.com 555-555-5555

TIM DE NOBLE, PROFESSOR AND DEAN

COLLEGE OF ARCHITECTURE, PLANNING & DESIGN, KANSAS STATE UNIVERSITY
tnoble@ksu.edu 555-555-5555

RICHARD HOAG, PROFESSOR

COLLEGE OF ARCHITECTURE, PLANNING & DESIGN, KANSAS STATE UNIVERSITY
hoag@ksu.edu 555-555-5555



Jolene H. Hicleff

555 10th St Wamego, KS 55555 jhicleff@gmail.com 620.555.5555

www.jolenehicleff.com

EDUCATION

- **Kansas State University | Master of Architecture** Expected May 2017
Manhattan, KS
- **Centro Studi** Italian Cathedral Facades, Pattern Languages, Early Greco-Roman Influences Summer 2016
Orvieto, Italy
- **American University in Cairo** Arabic History and Language, Hassan Fathy, and Egyptian Architecture New Cairo, Egypt Spring 2016

PROFESSIONAL EXPERIENCE

- **Graduate Teaching Assistant | College of Architecture, Planning, and Design** August 2015–present
Manhattan, KS | *Digital Architecture* | Graded work and assisted students with AutoCad, Revit, 3ds Max, Rhino, Photoshop, Illustrator, and InDesign
- **Architecture Intern | International Design & Development** Summer 2015–2016
Heliopolis, Cairo, Egypt | International design experience, schematic to construction documents, client experience, 3D modeling, and rendering

AWARDS

- **AIA-Kansas Design Competition Winner | 2nd place** Chapel of Immaculata, St. Marys, KS 2016
Selected out of 129 fifth-year students from University of Kansas and Kansas State University architecture studios
- **Holstrom Award Nominee** 2016
Recognized one fifth-year architecture student who possessed exemplary attributes in scholarship, fellowship, and character
- **Finalist for Best Comprehensive Design Studio Project** 2015
Chosen from among 72 fourth-year students
- **APDesign Kramer Fifth-Year Design Competition Finalist** 2016
- **Oz Journal "Public Interest Design" Editor** 2015–2016
- **Randstad Architecture Video Contest Winner | \$10,000** 2016
- **Ellis Scholarship | \$10,000**
- **Bluemont Scholarship**

PROFESSIONAL SKILLS

Arabic Language | Revit | SketchUp | AutoCAD | Photoshop | 3ds Max | V-Ray | Illustrator | InDesign | Premiere | Rhino | Grasshopper | Sketching | Hand Rendering | Water Color | Exceptional Model Builder | Microsoft Office 2010

ACTIVITIES

- **LEED GA College Courses** 2014–2015
USGBC webinar and KSU LEED course
- **SEED Certified** March 2016
Passed SEED exam and member of the SEED Network—Social | Economical | Environmental | Design
- **Universal Laser Systems Manager** 2014–2016
Maintained laser systems, managed database for 200+ student accounts, coordinated training
- **Design Expo and Mock Interview College Committee** 2014–present
Recruit firms, increase student involvement, and helped organize the events
- **Women in Design** 2014–2015
Help promote women and their contributions to the design field
- **Studio Team Projects** 2014–present
Worked with peers in group studio projects | 1.5 years experience
- **Intern Development Program (IDP)** 2014–present
Completed hours towards licensure exam



ABOUT ME

Full-time student, designer, and coffee enthusiast, I am passionate about people. I chose to study Landscape Architecture because I believe it to be the most inclusive design field. Although I have many design related strengths, my most valuable is the ability to express compassion. Altruism is essential in fostering just, resilient and sustainable design solutions. Outside of the studio, I enjoy studying business, nutrition, yoga, and art.

LEADERSHIP

2017 - Present
SCASLA CHAPTER PRESIDENT-ELECT
Kansas State University Student Chapter ASLA
Elected Official

2017 - Present
SCASLA CHAPTER LIAISON
Kansas State University Student Chapter ASLA
Elected Official

AWARDS AND ACKNOWLEDGMENTS

2017
NEW HORIZONS AWARD - Kansas APA
2017 Summer studio honored with award for excellence in innovation in the planning process

2017
DISNEY IMAGINATIONS COMPETITION
Semi-finalist in an international design competition sponsored by Walt Disney Imagineering

2016
AWARD OF EXCELLENCE - ASLA Central States
Design and construction of the Wichita Pop-Up Park in collaboration with the city of Wichita

EMPLOYMENT

August 2017 - Present
Kansas State University Department of Landscape Architecture
GRADUATE RESEARCH ASSISTANT
I currently work in the Advanced Landscape and Immersive Visualization Laboratory (ALIVE!) at Kansas State University to develop a virtual reality environment for psychological experiments of space, memory, and environment.

May 2016 - May 2017
Meier Landscape Architecture
SUMMER INTERN, INDEPENDENT GRAPHIC CONSULTANT
The summer of 2016 was spent interning at the office of Meier Consulting in Overland Park, Kansas. The office provides landscape architecture and land planning services throughout the Mid-West. I worked on a wide range of project types and scales ranging from private estate to mixed-use community master-planning. I gained valuable experience while supporting a team of professionals with new project proposals, existing conditions analysis, concept design, construction documentation, and presentation graphics. After my internship, I was hired as an independent consultant and continued to produce presentation graphics.

May 2012 - August 2015
SystemAir
INDEPENDENT MARKETING AND DESIGN CONSULTANT
For four years I worked with SystemAir and her sister companies, ChangeAir and Fantech to produce Autodesk Revit files of their extensive product catalog available for download on their website. Additionally, I created professional quality renderings for use in print catalog and online marketing.

May 2015 - October 2015
Capstone3D and Prairiewood Retreat
ASSISTANT GARDENER AND GROUNDSKEEPER
Capstone 3D is a design-build firm in Manhattan, Kansas. I gained valuable experience in construction, landscaping, land management and leadership practices.

EDUCATION

2019 (Expected)
MASTERS OF LANDSCAPE ARCHITECTURE
Minor in Entrepreneurship
Kansas State University - Manhattan, Kansas

2013 - 2014
EDSA PUBLIC RELATIONS OFFICER
Environmental Design Student Association
Elected Official

2012 - 2013
FBLA CHAPTER PRESIDENT
Future Business Leaders of America
Elected Official

2013, 2012
BUSINESS PLAN COMPETITION - First National Bank
Two time consecutive first place winner of a twenty-five hundred dollar scholarship

2013, 2012
CHICAGO ARCHITECTURE TODAY MOCK FIRMS
2013 International Architecture Award
2012 National Home Design Champion

2013
TSA ARCHITECTURAL BIM COMPETITION
Technology Student Association
Second place in an international organization of over 200,000 students.

MELISSA JONES

mjone13@ksu.edu
785.320.5555

1837 Cliff
Manhattan, KS 66502

EDUCATION

Kansas State University, Manhattan, KS
Bachelor of Science in Education, Elementary
Area of Concentration: English
GPA 3.8/4.0

December 2018

CLASSROOM EXPERIENCE

Bergman Elementary School, Manhattan, KS

Fall 2018

Student Teacher, Fifth Grade

- Supervise and instruct approximately 30 students
- Utilize state standards and district curriculum to plan meaningful lessons, including: high level vocabulary words, poetry, famous diverse authors and effective research methods
- Contribute to professional growth by attending district supported professional development opportunities and observing a variety of teaching styles
- Incorporate new technology into classroom environment, including: websites, PPT, videos, laptops and blogs
- Implement classroom management strategies to maintain a productive learning environment
- Instruct a diverse classroom at a Title One school with a SES profile of 34% free and reduced lunches
- Construct a mini reading lesson based on synonyms, antonyms, punctuation and common spelling mistakes
- Produce a successful assignment for *Hatchet* by Paulsen to discuss character development and growth and to encourage reading, writing and strong oral communication

Woodrow Wilson Elementary School, Manhattan, KS

Spring 2018

Practicum Experience, Fourth Grade

- Led small groups in discussion of coursework involving history, reading assignments and diverse and international poetry samples
- Taught proper punctuation and grammar rules by creating a “game show” activity that engaged students
- Prepared a 10 day unit on American Midwest history, including: Detroit, the Erie canal, Kansas/local history and famous individuals from the region
- Assessed comprehension of unit lessons through written and oral tests and quizzes; achieved a high percentage of retention

Amanda Arnold Elementary School, Manhattan, KS

Fall 2017

Practicum Experience, Third Grade

- Collaborated with teachers and classmates to create 5 lessons for approximately 15 students on math and science, including: adding three digit numbers, roman numerals, place values, the parts of a plant and basic cells
- Demonstrated the parts of a plant by completing proper dissection of a flower before allowing students to work in groups to do the same and create poster presentations on their discoveries
- Helped students come up with science experiments
- Evaluated the importance of “hands on” science activities by observing student’s learning about fossilization

Lee Elementary School, Manhattan, KS

Spring 2017

Early Field Experience, Fourth & Fifth Grade

- Assisted approximately 25 students with school work in the subjects of reading and math
- Researched historic events for each month and created educational displays for student bulletin board
- Helped with organizing the classroom in areas such as the classroom library, media and supplies
- Graded homework and entered the scores in a written grade book
- Observed a variety of teachers in their classrooms and completed a thorough analysis of different styles observed

RELATED EXPERIENCE

Council Grove Preschool, Wamego, KS

Summer 2016

Preschool Teacher

- Created and implemented activities for 15 preschoolers involving the alphabet, our five senses, our bodies, habitats and homes around the world, numbers and seasonal weather
- Communicated effectively with parents and families about their child's progress, behavior throughout the day and any disciplinary issues that arose
- Served food and prepared healthy snacks and meals for children with a variety of dietary needs and food allergies
- Supervised a teacher's aide successfully and coordinated parent volunteer schedule

Camp Kitaki, Louisville, NE

Summer 2015

Camp Counselor

- Maintained the health and safety of approximately 20 campers on a variety of field trips and activities, including: hiking, arts and crafts, the performing arts and sports
- Served as a "live-in" counselor for *Eagle's Nest* lodge; providing curfew enforcement, managing camper cleaning schedules and mediating roommate conflicts
- Certified in CPR, First Aid and First Responder trainings

PROFESSIONAL ORGANIZATIONS

- *Member*, Kansas National Education Association
- *Member*, Council for Exceptional Children

Fall 2014 – present

Fall 2014 – present

HONORS & ACTIVITIES

- *Chairwoman*, TELEFUND for College of Education
- *Recipient*, James K. Tilley Scholarship
- *Tutor*, Hand in Hand Tutoring Center
- *Volunteer*, Champions Are Readers
- *Volunteer*, Adopt-A-School

Fall 2015

Fall 2015

Spring 2015

Fall 2014

Fall 2014

OTHER WORK EXPERIENCE

- *Barista*, The Coffee Club, Manhattan, KS
- *Office Assistant*, Sunflower Pool and Patio, Manhattan, KS
- *Sales Associate*, Celebrations Bridal and Formal, Manhattan, KS

August 2015 – May 2016

Summer 2014

Summer 2013

An undergraduate student usually has a 1 page resume, however some students may have enough relevant experience to expand to 2 pages. This decision is major/industry specific.

When applying for positions in education, using semester terms for your dates is appropriate, e.g., Fall, Spring.

Riley Robbins

4211 Carnahan Rd., Manhattan, KS 66502

785-664-6116

rrrobbins@ksu.edu

Education

Kansas State University, Manhattan, KS

Bachelor of Science in Life Sciences

Pre-Health

May 2018

GPA: 3.51

Experience

Kansas State Athletics, Rowing Student Athlete

August 2013 - Present

- Elected by teammates to serve as team captain for the 2016-2017 season
- Dedicate 20+ hours a week to athletic demands while maintaining a full time course load
- Develop communication skills on a diverse team that lead to conquering a common goal
- Handle constructive criticism in an effective manner to pursue betterment of self and team
- Establish strong consistent work ethic on and off the water coaches and teammates could count on
- Display perseverance by committing to the unique obstacles each season holds

Kansas State Athletics - Leadership Academy Participant

Fall 2016 - Present

- Nominated by the coaching staff based on having a high potential to influence and lead
- Enhance leadership skills by learning to collaborate with different groups, and diffuse situations for a more effective work environment
- Gain skills to develop, practice, and teach leadership skills on the team, and in the community

Student Athlete Advisory Committee

Fall 2017 - Present

Serve as a liaison between student athletes and the athletic department

- Participate in passing regulations and policies that affect the well-being of fellow student athletes
- Collaborate to increase campus and community involvement across the athletic department
- Assist on the Power Cat Choice Awards board in which we plan an end of the year function to recognize the achievements of fellow athletes and coaches

Special Olympics Sports Clinic - Team Leader

April 2016

- Facilitated 100 Special Olympians through the various stations and ensured their comfort

Honors and Awards

4-Time Big 12 Commissioners Honor Roll

All-Big 12 Rowing Team

Conference USA Commissioners Honor Roll

2015 - 2016

2015 - 2016

Community Activities

T. Russell Reitz Animal Shelter

January 2018 - Present

- Provide socialization and care for shelter animals
- Aide public visitors in finding the perfect addition to their family

Cats-4-Cans

2013 - 2017

- Collected cans and money donations for the Flint Hills Breadbasket

Special Olympics Sports Clinic

2013 - 2015

- Set-up an athletics course for 100 Olympians to participate in

Cats in the Classroom

Fall 2014, Fall 2017

- Participated in an elementary school class room, assisting with class work and playing at recess

Adopt-A-Family

2013 - 2017

- Contribute to providing gifts for a local family in need during the holiday season

Tip off for Tepee

Fall 2014

- Collected paper goods and money for the Manhattan Emergency Shelter

Camp Eagle Counselor, Solomon Ks

Summer 2013

- Monitored a cabin of girls and lead them through the days, as well as helping the rest of the campers in daily activities.

Via Christi Hospital, Manhattan Ks

2010 - 2014

- Directed hospital visitors in finding locations, patients rooms, delivered flowers and newspapers

Certificates

- First Aid/CPR/AED Certified
 - Certified Nursing Aid
- 2016
- 2016

KYLE TEDMAN

ktedman@k-state.edu

555 Westchester Apt. 5
Manhattan, KS 66503
555-555-5555

Education

Kansas State University, Manhattan, KS May 2019

- Masters of Business Administration, Finance

University of Kansas, Lawrence, KS Dec. 2016

- Bachelor of Science in Sports Management
- Business Minor

Related Experience

Kansas State University Athletic Department, Manhattan, KS Aug. 2016 - Present

Graduate Assistant in Event Operations

- Coordinated the planning and execution of the 2015 Big 12 Men's Golf Championship
- Manage the relationship between the Big 12 Conference and K-State Athletics during the Men's Golf Championship
- Supervise Friday Football Stadium set-up, ensuring all aspects of the facility were prepared for game day operations
- Monitor and assist patrons during home events, handling all incidents and complaints
- Hire, evaluate, and schedule 150 event staff members for ticketed sporting events
- Train Event Staff members on customer service and game day operations
- Oversee 5 supervisors and 50 to 75 staff members each football game day
- Supervise a staff of 10 undergraduate student assistants
- Responsible for maintenance of employee database, handling all staff-related calls and evaluations
- Conduct pre-event planning and operational meetings, and coordinate the set-up of facilities
- Contributed to the development of the 2014 Big 12 Track and 2015 Men's Golf Championship budgets

Steel and Pipe Supply Inc., Manhattan, KS Jan. 2018 - Apr. 2018

Student Consultant for SPSCI Expansion Analysis, MBA Practicum Project

- Managed the relationship with the client while assessing their needs and requirements
- Developed a long range economic forecast for each market, focusing on indicators that drive steel demand
- Located and analyzed potential threats of competitors, evaluating each company's market share and revenue data
- Evaluated and cataloged potential customers in the region, ranking them by size and amount of steel tonnage purchased
- Investigated local state / city laws and regulations to provide an accurate picture of the business climate
- Collected regional transportation data such as rail rates, commercial trucking fees, permits, and curfew hours
- Conducted a final presentation outlining our findings and recommendations on the economic viability of each market

The Atlanta Hawks and Philips Arena, Atlanta, GA May - Aug. 2017

Internship with the Building and Event Operations Department

- Assisted with the advancement and planning of six major concerts and performances
- Formulated event outlines for each concert and distributed them to each department
- Communicated performance needs and details to each department head during weekly operations meetings
- Coordinated the logistical requirements for all VIP events that took place during concerts
- Responsible for ordering and processing all vendor materials required for each concert
- Assisted with logistical requests from the production crew as it relates to facility security

University of Kansas Football Department, Lawrence, KS Aug. 2015 - June 2016

Internship with the Director of Operations and Recruitment

- Assisted coaching staff with day-to-day operations and completion of weekly projects
- Evaluated high school football prospects and assessed their athletic abilities
- Co-facilitated the organization of team travel and other front office operations

Involvement and Leadership

Graduate Student Association, Graduate leadership organization Fall 2017 - Present

Delta Epsilon Iota, Academic honor society Fall 2015 - Present

National Scholars Honor Society, Academic honors organization Fall 2014 - Present

Sigma Alpha Lambda, National leadership and honors organization Fall 2013 - Present

Tau Kappa Epsilon, Alpha-Phi Chapter, *New Member Trainer, Recruitment Committee* Summer 2013 - 2015

Orange Bowl Championship Team and Insight Bowl Champion Team, Member 2014

Skills

Bloomberg Equity Certified, Tableau Data Analysis Software

EMILIE SMALL

555 Brooklawn Dr.
Manhattan, KS 66502

(555) 555-5555
emiliesmall@gmail.com

INNOVATIVE AND ANALYTICAL RESEARCHER

- Detail-oriented pre-professional with strong education background in engineering, microbiology and grain/food science complemented with extensive hands-on research in molecular microbiology
- Capable of adapting or developing and implementing innovative analytical methods; enjoy opportunities to develop solutions to address challenging research questions
- Work effectively in self-managed and team-based projects while maintaining high ethical and quality standards, professional demeanor and cooperative attitude
- Use hands-on, detail-oriented approach to problem solving to complete projects and assignments

Skill and Knowledge Areas:

Field Research ▪ Technical Report Writing ▪ Experimental Design and Methods ▪ Enzyme and Bioprocessing Applications ▪ Fundamentals of Processing Grains to Food and Feed ▪ Bioprocessing ▪ Food Microbiology ▪ Communication ▪ Problem-Solving ▪ Organization ▪ Technical- Microsoft Office, SAS, JMP

EDUCATION

Doctor of Philosophy, Grain Science and Industry, Kansas State University, Manhattan, KS

Expected graduation August 2019, GPA: 4.0/4.0; Dissertation: Evaluation of storage of biomass on microbial communities and ethanol production

Master of Science, Food Science and Technology, University of Nebraska, Lincoln, NE

May 2015, GPA: 3.9/4.0; Thesis: Molecular evaluation of bacterial members of sourdough bread cultures effective at inhibiting common bread molds

Bachelor of Science, Food Science and Nutrition, South Dakota State University, Brookings, SD

May 2013, GPA: 3.5/4.0; Minor-Microbiology, Cum Laude

WORK EXPERIENCE

Graduate Research Assistant, Grains Science and Industry, Kansas State University, 2015 to present

- Adapted established protocol for enzyme quantification in soil samples to quantification in biomass
- Utilized molecular microbiology techniques; including polymerase chain reaction (PCR), quantitative-PCR, 454-pyrosequencing of targeted loci to monitor fungal and bacterial communities
- Balanced research with social activities in Grain Science, across the K-State campus and off-campus while maintaining a 4.0 GPA in graduate course work

NSF-IGERT Fellow, Grain Science and Industry/Chemical Engineering, Kansas State University, 2016-2017

- Focused on interdisciplinary research between Agronomy, Agricultural Economics, Biology and Grain Science; traveled international to explore sustainable energy practices
- Presented research findings to local and international colleagues via oral presentations and posters
- Organized extensive biomass storage study and analysis; coordinated biomass harvest, baling and storage; supervised undergraduate students in various analytical techniques and laboratory safety

Graduate Research/Teaching Assistant, Food Science and Technology, University of Nebraska, 2013-2015

- Performed general lab duties in Food Mycology lab while conducting thesis research
- Assisted in class and lab preparation for university sponsored Molds and Mycotoxins Workshop
- Organized, prepared and taught food microbiology laboratory

ACTIVITIES

Grain Science Graduate Student Organization—member, 4 years; Social Chair, 2 years

Grain Science Honor Society—Alpha Mu, member 4 years

American Society of Agricultural and Biological Engineers—member, 1 year

A profile or qualifications summary at the top of the resume may come before education.

PREPARE YOUR REFERENCES

When selecting references, be sure to ask people who are willing and able to provide positive, specific feedback.

- Always ask if they are comfortable serving as a positive reference; never assume.
- References should be listed on a separate piece of paper with the **same header as your resume**.
- Information should include: reference name, job title, company name, address, email, and phone number.

➤ *See the references page example on page 35*

APPLY FOR THE JOB

Submitting your application materials might seem like a small task compared to creating it, but everything connected to your resume is a reflection of you. In order to make a good impression

- Carefully follow the instructions in the job listing.
- If submitting via mail, use professional paper and envelopes.
- If submitting via email, the subject line should include the job title or reference number. Include a short cover letter in the body of the email, and send your resume, references, and cover letter as attachments. Consider submitting your resume as a .pdf file to ensure your formatting is retained.
- If submitting via an online system, copy and paste text from resume into data fields to ensure correct spelling.

Be aware that electronic applicant tracking systems (ATS) may search key words to pre-screen your resume. Use key words from the job description in context; do not just include them as a list of skills.

REFERENCE PAGE EXAMPLE

MELISSA JONES

mjone13@ksu.edu
785.320.5555

1837 Cliff
Manhattan, KS 66502

REFERENCES

Dr. Jason Jones
Faculty Internship Supervisor
College of Education
101 Bluemont Hall
Kansas State University
Manhattan, KS 66506
555.555.5555
jjones@k-state.edu

References page should
match resume fonts
and style. See resume
on page 29-30.

Mr. Taylor Thompson
Tutoring Program Supervisor
Ogden Friendship House
106 North Elm Street
Ogden, KS 66517
555.555.5555
tjt@kansaseast.org

Either organize by listing
best reference first, or list
alphabetically by last name.

Ms. Jane Wilson
After School Supervisor
Big Brothers Big Sisters
411 Lincoln Street
Wamego, KS 66547
555.555.5555
jwilson@bbbs.org

If unsure of who to list as a reference,
consider: advisors, mentors, faculty,
current or former supervisors, and/or
other professionals who have observed
your work.

CURRICULUM VITAE (CV)

CVs are commonly used by individuals with graduate degrees who are applying for positions in academia or research. The goal of this document is to construct a scholarly identity, thus the focus should be on teaching experience, research, and publications.

WHAT TO INCLUDE

CVs may vary based on the emphases of different disciplines, so make sure that you refer to recent examples from people in your field. Common categories to include are:

- Education, research projects
- Teaching experience, academic and related employment
- Publications, presentations, recognitions, awards
- Professional associations
- Departmental and community service

FORMAT YOUR CV

There is not one set format for CVs. The most important consideration regarding format is to be clear, concise, and consistent.

- Content will determine length; there are no page restrictions, but everything on your CV should be purposeful.
- When writing descriptions, use detailed yet brief action statements such as those used for resumes, or short summary paragraphs. Use one style consistently throughout.
- Formatting should enhance readability, not hinder or distract.
- Include references either as a section or as a separate page.
 - *See the references page example on page 35.*

ORGANIZE YOUR CV

The most important information should come first on your CV. The type of position determines the importance of information. For example, research experience is more relevant when applying to a research university than when applying to a liberal arts school that gives priority to teaching experience. Give careful consideration to the position description and what the organization values when organizing your CV.

- *See pages 37-43 for CV examples.*

CV EXAMPLES

Curriculum Vitae\Academia

CLAUDIA GARCIA

cgarcia@email.edu

555-555-5555 ♦ 123 Main Street ♦ Manhattan, KS 66502

QUALIFICATIONS SUMMARY

Ph.D. Agronomy student with more than four years of experience working in labs and serving as a graduate teaching assistant. Broad science knowledge in animal and plant biology, pharmacology, and chemistry. Practical expertise in laboratory research, data collection/analysis, and project management in the area of plant biology. Some teaching background, including training undergraduate students to extract information from biological databases. Fluent in English and Spanish with basic knowledge of French.

EDUCATION

KANSAS STATE UNIVERSITY, Manhattan, KS	
Ph.D. in Agronomy, emphasis in Plant Molecular Biology	Expected Graduation: 5/2019
UNIVERSITY OF BARCELONA, Barcelona, Spain	
Grado de Licenciatura (M.S.) in Pharmacy	2013
Licenciado (B.S.) in Pharmacy	2011

LABORATORY AND TECHNICAL SKILLS

Molecular Genetics / Genomics:	DNA / RNA Isolation and Purification ♦ Southern, Northern, and Western Blots RNA In-Situ Hybridization ♦ Isoelectric Focusing ♦ Cloning ♦ PCR Protein Phosphorylation ♦ Sequencing ♦ SDS-PAGE
Cell Biology and Biochemistry Techniques	Cell Fractionation ♦ Polysome Isolation and Analysis ♦ Histology Light Microscopy ♦ In Vitro Plant Tissue Culture and Plant Transformation
Languages:	SQL ♦ UML ♦ HTML
Applications:	MS Office ♦ Emacs ♦ Photoshop ♦ GPro ♦ DeltaGraph ♦ Canvas ♦ EndNote ♦ NIH Image ♦ Sequence Analysis Tools

AWARDS

MINISTRY OF EDUCATION AND SCIENCE, Spain	2012
Fellowship, Research Scientists Training Program	
INTERNATIONAL SOCIETY OF PLANT MOLECULAR BIOLOGY, Spain	2012
TRAVEL GRANT	
UNIVERSITY OF SPAIN, VALENCIA, Spain	2011
RESEARCHING SUFFICIENCY CERTIFICATION	
MINISTRY OF AGRICULTURE, Spain	2010 - 2011
Doctoral Fellowship, Research Scientists Training Program	

TEACHING EXPERIENCE

KANSAS STATE UNIVERSITY, Manhattan, KS

2014 - Present

Graduate Teaching Assistant

- Developed course materials and lecture to introductory undergraduate classes in the areas of physics and chemistry.
- Grade tests and homework assignments for a total of 224 students in three sections.
- Tutor students on lab assignments.

CENTRO DE BARCELONA, Spain

2011 - 2013

Teaching Appointment

- Developed course materials and lectured in the areas of mathematics, physics, chemistry, and biology.
- Taught college aspirant students and elementary school teachers in preparation for qualifying exams.

RESEARCH EXPERIENCE

KANSAS STATE UNIVERSITY, Manhattan, KS

2015 - Present

Graduate Research Assistant

- Collaborated with other graduate students and professor to investigate the mechanisms of heavy metal tolerance in plants.
- Worked with team to conduct research experiments to investigate the expression patterns of several Arabidopsis genes involved in those mechanisms.

UNIVERSITY OF STATE, Dallas, TX

2014 - 2015

Graduate Researcher, Department of Agronomy

- Initiated research focused on the investigation of functional properties of a novel ribosomal protein.
- Utilized a variety of molecular detection techniques and genetic engineering technology.

ADDITIONAL TEACHING EXPERIENCE

SHORT COURSE ON DESIGN AND ANALYSIS OF PLANT MICROARRAY EXPERIMENTATION, Atlanta, GA

2013

Bioinformatics Tools and Web Sites and Software Lecture

PUBLICATIONS

D. Cline, L. MacGwen, **C. Garcia**, T. Lyeke. Enzymatic damage in cell fractionation, Agronomy Journal, Vol. 5, pp. 5-7, 2017.

JANE SMITH

555.555.5555 • 123 Main Street • Manhattan, KS 66506 • janesmith@gmail.com

ENGLISH MAJOR

Demonstrated experience in teaching, including two semesters assisting a professor teaching entry level writing courses and two additional semesters as a writing tutor for non-English majors. One semester tutoring English as a second language students. Fluently speak, read and write Spanish and German.

EDUCATION

KANSAS STATE UNIVERSITY, Manhattan, KS

Master of Arts in English

Expected graduation 5/2019

GPA: 4.0

Thesis: Exploring the impact of British literature on social media, a novel submitted to Bear Publishing, Inc.

Thesis Advisor: Sheri Wilson

Bachelor of Arts in English

5/2017

GPA: 3.9

TEACHING EXPERIENCE

KANSAS STATE UNIVERSITY, Manhattan, KS

2017 - 2018

Teaching Assistant, Department of English

- Assisted Instructor in teaching two entry level Writing courses. Graded tests and papers. Lectured 3-4 times per semester.
- Employed the Story Workshop method of teaching to elicit student's best and most authentic prose.

Tutor

2016

- Taught students one-on-one and in groups to improve their writing skills.

Tutor

2017

- Tutored English as a second language students to improve their writing and speaking skills.

OTHER EXPERIENCE

STATE BANK OF KANSAS, Manhattan, KS

2014 - 2016

Teller

- Accepted deposits, cashed checks, balanced the ATM and balanced cash drawer at end of each shift.
- Promoted after six months to additionally open new accounts and work with customers on small loans.

MANHATTAN CITY POOL, Manhattan, KS

Summers 2014 - 2016

Life Guard

- Oversaw the safety of all pool patrons during shift. Enforced pool rules.
- Taught classes on pool safety, resuscitation techniques and basic first aid.
- Monitored chlorine levels of the pool and took corrective action when necessary.

PROFESSIONAL MEMBERSHIPS

National Organization of College Students Majoring in English, Board Member	2016 - present
National Council of Teachers of English	2015, 2017
Professional English Teachers Network	2014
Student Writers Association	2014

CONTINUING EDUCATION

<i>Writers Conference</i> , SMART COLLEGE, Chicago, IL Novel Workshop Participant	2016 - present
<i>Student Magazine</i> , ABC COLLEGE, Dallas, TX Student Editor	2016 - present
Magazine won a Columbia Scholastic Press Association Silver Crown Award, 2017	

PUBLICATIONS

- “Hello Goodbye,” published in *Student Magazine, A Story Workshop Anthology*, ABC College, 2017.
- “A Funny Thing Happened....,” *quarterly newsletter of the Story Workshop Institute*. Vol. X, Issue X, October 2017.
- “Shouting Into the Wind,” published in *Student Magazine, A Story Workshop Anthology*, ABC College, 2017.

HONORS & AWARDS

- “Hello Goodbye,” winner of the **ABC College Scholastic Press Association (CSPA) Honorable Mention for Traditional Fiction**.
- Student Magazine* (student editor), winner of the **Great Literature Award and Silver Book Award** in national competition.
- “Shouting into the Wind,” winner of the **George Whitfield Memorial Award**.
- Dean’s list every semester of undergraduate work.

COMMUNITY INVOLVEMENT

MANHATTAN ELEMENTARY SCHOOL, Manhattan, KS	2015 - 2018
Tutored disadvantaged elementary school students in English and writing skills.	
HOMELESS SHELTER, Manhattan, KS	2015 - 2018
Served Sunday dinners through the winter with other student volunteers.	
RELAY FOR LIFE, Manhattan, KS	2015 - 2018
Raised \$1,500 for cancer research through pledges.	

Andrea Sydney

Kansas State University
Department of Electrical and Computer Engineering
7380 Hillcrest Dr., Manhattan, KS 66502
sydneya@ksu.edu; (785) 341-7685

Education

- Ph.D. Electrical Engineering – **Kansas State University**, Manhattan, KS Anticipated: May 2019
Advisors: Dr. Caterina Scoglio, Dr. Don Gruenbacher
Dissertation Title: “Evaluation of Software Defined Networking for Communication and Control of Cyber Physical Systems”
- M.S. Electrical Engineering – **Kansas State University**, Manhattan, KS May 2015
Advisor: Dr. Caterina Scoglio
Thesis Title: “Characteristics of Robust Complex Networks”
- B.S. Electrical Engineering – **United States Naval Academy**, Annapolis, MD May 2013

Teaching Experience

- Graduate Teaching Assistant and Research Assistant* Aug 2015 – Present
KSU: Electrical and Computer Engineering, Manhattan KS
Introduction to Computer Engineering
- Taught three lab sections (13 students per section), in addition to teaching class lectures in the absence of the instructor (90 students in the spring, 120 students in the fall).
 - Responsibilities: Introducing new lab concepts, obtaining solutions for examinations, grading, answering students’ questions, designing labs, and contributing material to the lab manual.
 - Content: Digital systems and binary numbers, Boolean algebra and logic gates, gate-level minimization, combinational logic, synchronous sequential logic, registers and counters, memory and programmable logic, design at the register transfer level, and asynchronous sequential logic.
 - Text: Mano, M.M. & Ciletti, M.D. (2015). Digital Design (4th Edition). Pearson Prentice Hall, in addition to a lab manual developed by Teaching Assistants.

Research Experience

- Graduate Research Assistant* Aug 2013 – Aug 2015
KSU: Electrical and Computer Engineering, Manhattan KS
- Introduced a new metric called Elasticity to extract the characteristics of robust complex networks.
 - Collaborated with systems engineers from Princeton to administer MyPLC (A private version of the PlanetLab controller) for the Great Plain’s Environment for Network Innovations (GpENI) sub-aggregate of the Global Environment for Network Innovation GENI) testbed.
 - Deployed the network gear necessary to create the 13th OpenFlow (a Software Defined Networking Technology that forms the backbone of the GENI testbed) campus site.
 - Utilized Software Defined Networking for communication and control of cyber physical systems.

Professional Experience

- Intern (Seasonal)* May 2014 – Aug 2015
Raytheon BBN Technologies, Cambridge, MA
- Collaborated with engineers of the Global Environment for Network Innovations Project Office (GENI Project Office or the GPO), Internet2, National LambdaRail, and University of Utah to deploy a collection of network resources including network links and compute resources.

A. Sydney**Page 2**

- Collaborated with students of the University of Delaware to deploy the Leveraging and Abstracting Measurements with perfSONAR (LAMP) suite of monitoring tools.
- Presented the fully operational monitoring system to all GPO personnel.
- Evaluated the status of the system and provided feedback to the GPO on the fragility of LAMP and the future direction for monitoring within the GENI core network.
- Collaborated with constituents of various OpenFlow enabled universities including Stanford and Virginia Tech to develop and deploy a network test suite.
- Deployed a web server application to monitor traffic between campuses.
- Collaborated with network engineers and research scientists to configure, evaluate, and create documentation for the Pronto LB4G OpenFlow switch.
- Deployed a 16 screen video-wall for network monitoring.
- Evaluated the SNAC OpenFlow Policy Manager.

*Intern**July 2012 – Aug 2012**United States Naval Academy, Annapolis, MD*

- Designed a microcontroller to control the elevation of a helix antenna.
- Designed a second microcontroller that synchronizes inputs from computer software with the rotation of a 5m dish which tracks and collects data from satellites that are within the horizon of Annapolis.

*Computer and Network Technician**May 2005 – June 2007**Sir Arthur Lewis Community College, St. Lucia*

- Responsible for the configuration and maintenance of 400 computers.

Peer-Reviewed Publications**Journals***Published*

1. A. Sydney, C. Scoglio, and D. Gruenbacher. Optimizing Algebraic Connectivity by Edge Rewiring, January 2014, Applied Mathematics and Computation, Elsevier, Vol. 219, Issue 10, pp. 5465-5479, 2015.
2. A. Sydney, J. Nutaro, C. Scoglio, and D. Gruenbacher. Simulative Comparison of Multiprotocol Label switching and OpenFlow Network Technologies for Transmission Operations, IEEE Transactions on Smart Grids, (Accepted for publication, October 2015).
3. A. Sydney, C. Scoglio, M. Youssef, and P. Schumm. Characterizing the Robustness of Complex Networks. International Journal of Internet Technology and Secured Transactions, Volume 2, pp. 291-320, 2014 (10 citations).
4. C. Scoglio, W. Schumm, P. Schumm, T. Easton, S. Chowdhury, A. Sydney, and M. Youssef. Efficient mitigation Strategies for Epidemics in Rural Regions. PLoS ONE, 2014 (9 citations).

Submitted

1. A. Sydney, D. S. Ochs, C. Scoglio, D. Gruenbacher, and R. Miller. Software Defined Networking (SDN) in GENI: Experimental Evaluation of OpenFlow Technology for Smart Grids, June 2013, submitted to Elsevier Computer Networks Special Issue on Future Internet Testbeds (Under review).

In Preparation

1. A. Sydney, X. Ou, C. Scoglio, and D. Gruenbacher. Moving Target Defense System using Software Defined Networking.

Conferences

Published

1. A. Sydney, C. Scoglio, and D. Gruenbacher. The Impact of Optimizing Algebraic Connectivity in Hierarchical Communication Networks for Smart Grids, IEEE PES Innovative Smart Grid Technologies (Accepted for publication December 2015).
2. A. Sydney, C. Scoglio, P. Schumm, and R. Kooij. Elasticity: Topological Characterization of Robustness in Complex Networks. In Proceedings of IEEE/ACM Bionetics, Hyogo, Japan, 2012.

In Preparation

1. A. Sydney, C. Scoglio, and D. Gruenbacher. Software Defined Networking-Traffic Engineering: A Performance Comparison of Multiprotocol Label Switching and OpenFlow for Smart Grid Operation.

Invited Talks and Posters

1. Experimental Evaluation of Software Defined Networking for Smart Grids, K-State Smart Grid Lab Inauguration, Oct 2015.
2. Software Defined Networking in GENI: Using OpenFlow to Support Cyber Physical System Traffic, GENI Engineering Conference, July 2015.
3. A Complex Network Approach to Control Epidemics in Rural Regions. NSF Cyber-Physical Systems Luncheon for the U.S. Senate. Hart Senate Office Building, Washington D.C., July 2012.

Research Proposals and Grants

1. GENI: Transforming our World Through the Pursuit of Knowledge in Software Defined Networking
Sponsor: GENI Project Office
Investigators: D. Gruenbacher, C. Scoglio, A. Sydney (PI)
Amount: \$200,000 for 2 years
Status: Pending
2. Smart Grid Communication and Experimentation on GENI*
Sponsor: Engineering Power Affiliates Program
Investigators: D. Gruenbacher, C. Scoglio
Amount: \$25,000 for 1 year
Status: Awarded March 2016
3. Smart Grid Communication, Control, and Cyber Security Analysis and Experimentation on GENI*
Sponsor: Engineering Power Affiliates Program
Investigators: D. Gruenbacher, C. Scoglio
Amount: \$23,996 for 1 year
Status: Awarded March 2015

*Research proposals and grants that I provided substantial contributions.

Service, Memberships, and Awards

Cyber Defense Club (K-State), Member	Sept 2016 – Present
Reviewer for the Computer Networks Journal, Elsevier	Dec 2016 – Present
NS-3-Users Google Group	Aug 2014 – Present
National Society of Black Engineers (NSBE), Member	Aug 2011 – Present
Institute of Electrical and Electronics Engineers (IEEE), Member	Aug 2009 – Present
Outstanding Graduate Teaching Assistant	May 2016

COVER LETTER

Applications for professional positions often require both a resume and a cover letter. Your cover letter should not simply restate your resume in paragraph form; it should connect your skills and experiences to the job description.

USE THE JOB DESCRIPTION

Just as you tailor your resume, you should always tailor your cover letter by using the job description. Identify three main skills the employer is seeking, and communicate how you have demonstrated or developed these skills through your experiences.

ORGANIZE YOUR COVER LETTER

Cover letters should be kept to one page, and have a standard, three to four-paragraph structure.

- Use the same header as your resume.
- Always try to address the letter to a person; avoid using “To Whom It May Concern” if possible.
- Paragraph 1: Briefly introduce yourself, how you found out about the position, why you are interested, and what skills you can contribute.
- Paragraphs 2 & 3 (if needed): Describe why you are the best candidate, examine the job description and highlight your skills as they relate to the position.
- Paragraph 4: Restate your skills in a summary statement, indicate when you will follow-up on your application, provide your contact information, and thank the employer for his /her time and consideration.

➤ *See pages 46-48 for cover letter examples.*

When it is not possible to follow up on your application, consider changing your conclusion to resemble the example on page 48.

Cover Letter Outline

Include your resume header at the top of the cover letter. Should include: your name, phone number, and email. (Address is optional, but should be consistent with what you have on your resume.)

DATE ← Date that you plan on sending the letter or email.

NAME ← 1 space
JOB TITLE
COMPANY NAME
ADDRESS
ADDRESS
CITY, STATE ZIP

← Name, title, and address of the person accepting application. Check application, website, or company directory for information.

Use the name in the above section followed by a colon (:). If a name is unavailable, be as specific as possible (example: hiring manager).

Dear NAME: ← 1 space
← 1 space

First Paragraph: Composed of two to three sentences expressing your interest in the position and company, how you found out about the job, and your current educational level. Do not indent paragraph.

← 1 space
I am writing to express my interest in the **POSITION** I saw listed at **COMPANY**. Currently, I am a **CLASSIFICATION** at Kansas State University, earning a **DEGREE**. My educational background and work experience has prepared me to serve as **POSITION**.

Second Paragraph: Composed of five to six sentences that align your work, organizational, and volunteer experiences with the ones required for the position to which you are applying. This section is *not* to regurgitate your resume in paragraph form. It should highlight the experiences that make you the most qualified candidate applying for the position.

← 1 space
My involvement in **ORGANIZATION** has given me skills in **LIST SKILLS** that align with those required in **POSITION**. As a member of **ORGANIZATION**, I helped to **LIST RESPONSIBILTIES**. I also have work experience as a **LIST JOB TITLE**. This experience allowed me to acquire knowledge and familiarity within **FIELD**. My responsibilities within this position included **LIST RESPONSIBILTIES**. These experiences, when paired with my **DEGREE**, have prepared me to successfully transition into the **POSITION** role.

Third Paragraph: Composed of two to three sentences that highlight your interest in the position, thank you for consideration, and your contact information. Do not forget to include area code when listing a phone number and use an appropriate email address (contact information should match what is listed in your header).

← 1 space
I am excited to further discuss the opportunities at **COMPANY**. If you have further questions about my qualification, feel free to contact me at **PHONE NUMBER** or **EMAIL**. Thank you for your consideration of my application.

Sincerely,

← Close the letter with a sign off such as “sincerely” or “warm regards” followed by a comma (.). Leave four lines so that you can sign your name. Only include “enclosed” if you are attaching materials such as resume or references. You may also include an image of your neat signature above your printed name.

NAME ← 4 spaces

← 4 spaces

Enclosed: **RESUME**

COVER LETTER EXAMPLES

Cover Letter\Undergraduate

Jacob R. Gellar

1234 Kearney St. Manhattan, KS 66502 | 555-555-5555 | jgellar@ksu.edu

February 28, 2018

Kimberly Keans
Senior Talent Manager
Barkley
250 Richards Road
Kansas City, MO 64116

Dear Ms. Keans:

I was fortunate enough to meet with you at the K-State Business Career Fair last week. Our meeting was brief, but I left the fair that day thinking that a mentorship with Barkley was a perfect fit. I am currently a junior at Kansas State University dual majoring in advertising and public relations with minors in marketing and leadership studies. After participating in an informational interview with Jen Aldridge and Melanie Cook, I am confident that my skills in sales and marketing would be an asset to Barkley.

During my time at K-State, I have discovered a passion for the advertising industry that I am eager to put to work in the professional arena. I was recently promoted to the position of Senior Account Executive after one semester at The Collegian, which is the university newspaper at K-State. During my first semester as an Account Executive, I consistently exceeded my sales goal and was named “Employee of the Week” on several occasions. I excel at this position because I have a passion for people and I enjoy sales. My strong communication skills and knowledge of effective advertising have also guided my success. I am often praised by my superiors for my hard work and positive attitude around the office.

Another way I have gained valuable experience is through my previous internship with Special Olympics Kansas. This unique position allowed me to see what marketing was like from a nonprofit standpoint. I learned how to make the most out of a small budget, and the importance of effective fundraising. I also increased my knowledge and abilities in the field of public relations. As a show of appreciation for my contribution, I was asked to continue my work with the organization even after my internship was over. I now serve as the Chairman of the Manhattan, Kansas Special Olympics Media Committee. I have already made strides in this position by increasing student participation in the annual Polar Plunge fundraising event. This year’s event had a record number of participants and raised over \$21,000 worth of proceeds benefitting Special Olympics.

I am confident that my skills, attitude, and passion will be the perfect fit at Barkley. Through my education and experience, I truly believe I have what it takes to help Barkley add something good to the world. Thank you for considering me for a mentorship opportunity. I will be following up with you in a week or so regarding this application. I look forward to speaking with you.

Sincerely,

← 4 spaces

Jacob Gellar

Willie Wildcat

785-111-3214
williewildcat@ksu.edu

456 Jardine Apt M 11
Manhattan, KS 66502

April 14, 2018

Ms. Ann LaGrand
Corporate Recruiter
Echo Global Logistics
605 W Chicago Avenue
Suite 754
Chicago, IL 60654

Dear Ms. LaGrand:

Please find my resume attached for the Inside Sales position that Echo Global Logistics has advertised with Kansas State University's Career & Employment Services. Upon graduating in May, I am looking to relocate back to the Chicago area. I was excited to learn of this sales opportunity that would utilize my background in marketing along with my leadership experience.

Over the past two years, I played a key role in marketing K-State through interactions with the public of all ages and demographic backgrounds as one of the school's mascots. As a member of the K-State athletic department football marketing committee, I suggested changes to the football pre-game advertising which were implemented (impacting 40,000+ fans).

I have further enhanced my leadership abilities in the following areas as the Vice President of the College of Business Marketing Club:

- **Generating Results:** As a team, we collaboratively achieved a 15% increase in member involvement through better marketing of events, speakers, and trips
- **Communication:** Assisted in coordinating the logistical details for all team meetings; executed a group site visit trip to Chicago involving members, faculty, and employers
- **Teamwork:** Met bi-monthly for full group meetings and weekly for executive team meetings; determined goals, generated ideas, and executed plans

The Echo Global Logistics Inside Sales position offers an opportunity to utilize my creative marketing abilities, communication, and leadership skills toward building Echo's market share as a third-party logistics supplier. I will contact you the week of April 19 to follow-up on my application. If you would like to contact me prior to this, I can be reached by email at williewildcat@ksu.edu or at 785-111-3214.

Thank you in advance for your consideration.

Sincerely,

Willie Wildcat
www.linkedin.com/in/ceswilliewildcat

Cameron T. Whitney, Ph.D.

Kansas State University
Department of Electrical and Computer Engineering
555 Manhattan Ave., Manhattan, KS 66502
cwhitney@k-state.edu; (785) 555-5555

August 7, 2018

Dr. Paul Aken
Professor and Chair
Department of Electrical and Computer Engineering
United States Naval Academy
555 Blake Road
Annapolis, MD 55555

*Some academic cover letters
may use letterhead from a
current school/department.*

**Address the letter to a person
when possible. Use formal
titles ie. Dr., Ms., or Mr.**

Dear Dr. Aken,

Please accept my letter of application for the position of Assistant Professor in Electrical and Computer Engineering. I became aware of this position through the Naval Academy's Human Resource Department website, and immediately realized an opportunity that aligns with my specialty. I recently completed a Ph.D. in Electrical Engineering, and I am excited about the prospect of a career in teaching and research at the United States Naval Academy (USNA). USNA values mental, moral, and physical development and as an alumnus, I seek to contribute my leadership, teaching, and research abilities.

Throughout my undergraduate and graduate degrees, I have consistently excelled in leadership and teaching opportunities. In particular, I was a Battalion Training Officer at USNA where I was tasked to revitalize and implement training programs for approximately 720 midshipmen. This experience armed me with the skills necessary to inspire and motivate students. This also set the course for a successful four-year Teaching Assistantship at K-State. Throughout these experiences, I have acquired a teaching skill set that embraces innovation and fosters an environment where the rewards of a challenge supersede the inherent demands.

Research has undoubtedly been integral to my studies. Embarking on projects at both USNA and K-State, I have developed strong collaborative relationships with constituents from research institutions such as Oak Ridge National Laboratory and Raytheon BBN Technologies. Furthermore, my research background has provided the experience and knowledge necessary to instruct on subjects related to graph theory, cryptography, smart grids, and software defined networking. Finally, the rich set of theoretical constructs, practical tools, and collaboration employed through my research, seamlessly facilitate the development of a curriculum in Software Defined Networking and related fields.

I am confident that I have both the strong teaching background and cutting-edge research capabilities to provide world class exposure to midshipmen at USNA. Furthermore, my high level of instruction will be an asset to your department. Please feel free to contact me at (785) 555-5555 or cwhitney@k-state.edu if you have any further questions. Thank you for your time and consideration. I look forward to hearing from you.

Very Respectfully,

← 4 spaces

**For industry applications, include that you
will follow-up with the employer. See
undergraduate letters on pages 46-47.**

Cameron T. Whitney, Ph.D

NETWORKING

Networking is talking to people about your career goals and experiences. Networking is not asking someone for a job.

DEVELOP A PLAN

- Identify people you will contact and decide how you will connect with these individuals.
- Create a list of contacts: mentors, professors, advisors classmates, previous employers, etc.
- Search for people with your desired position using a professional social networking site like LinkedIn.com.
- Determine your preferred mode of communication.

COMMUNICATE WITH A NETWORKING CONTACT

When seeking to connect with a networking contact, you may want to send a networking letter to set up an informational interview.

➤ *See the networking letter example on page 50.*

The purpose of an informational interview is for you and the employer to exchange information and get to know one another without reference to a specific opening. During an informational interview, make sure to

- Have specific questions about the field and the company; you will need to do some research on the company.
- Have a resume with you in case the employer asks for a copy, otherwise you can follow up with an email and send an electronic version.
- Send a thank you within 24 hours of the interview.

➤ *See the networking thank you example on page 51.*

Sample Questions:

- What path led you to the position you are in today?
- What kind of preparation is needed for this job?
- What do you like/dislike most about your current position?
- Can you describe your company's culture?
- What are the top three things you spend your time doing?
- Who else do you recommend I talk to?

NETWORKING LETTER EXAMPLE

January 5, 2018

James Denison
Account Manager
P & R, LLC
555 Lions Drive
Kansas City, MO 64444

Dear Mr. Denison:

Dr. Thomas Martinez, a Finance professor here at Kansas State University, suggested I connect with you regarding the finance industry in Kansas City. I will complete my Bachelor's in May and am hoping to learn more about P & R, as well as your personal career path.

I would appreciate the opportunity to introduce myself over a cup of coffee, through a 10 minute phone conversation, or during a short meeting at your office. I will follow up with a phone call this Friday. In the meantime, feel free to contact me at (785) 555-5555 or msall@k-state.edu.

Sincerely,

← 4 spaces

Mark Salling
1234 College Street
Manhattan, KS 66502
(785) 555-5555

NETWORKING THANK YOU EXAMPLE

Samantha White
555 Bluemont
Manhattan, KS 66502

July 15, 2018

Mr. Kade Tyde
Associate Vice President
Tran Corporation
555 SW 10th St.
St. Louis, MO 63127

*If sending via email,
exclude all the contact
information and begin
with the greeting,
which can be slightly
more informal: Hello
Mr. Tyde*

Dear Mr. Tyde:

Thank you for the opportunity to meet with you regarding your role at Tran Corporation. It was very helpful to hear your perspective on the current job market and your ideas about Tran's global positioning.

As we had discussed, I am including my resume for your review and/or to pass on as you see fit. I certainly appreciate your time and consideration in meeting with me, and I look forward to continued communication.

Sincerely,

Samantha White
swhite@k-state.edu
www.linkedin.com/samwhite

CREATE YOUR 30 SECOND INTRODUCTION

This is an introduction that provides the person you are talking to with key information about you. It is often given in response to the question “Tell me about yourself.” This should be conversational, not rehearsed. Include

- Your name, year, and major
- How your skills/experiences relate to the position, or would benefit the employer
- What you are looking for

Take advantage of when employers are on-campus: networking nights, informational sessions, etc.

MAINTAIN AN APPROPRIATE ONLINE IMAGE

You can utilize social media to not only promote yourself professionally, but also to find out about job opportunities and stay connected with professional contacts.

- Always represent yourself online as you would in person; some employers will search social networking sites, Google, etc. to obtain information on job candidates.
- Be aware that some social media information might be accessible even if you think it is secured.
- Communicate what type of position you are looking for.
- Interact with companies you are interested in.
- Connect with recruiters when possible.
- Follow professional associations and organizations.
- Utilize LinkedIn as a tool to maintain and build professional connections.

Join groups using LinkedIn to meet alumni in your field. The KSU Alumni Association has an alumni group. There are also informal alumni groups. All are good resources for networking.

INTERVIEWING

The interview is a critical aspect of a successful job search. You must be able to effectively sell yourself and your skills to a prospective employer.

HOW TO PREPARE

Before the interview, you will want to prepare by researching the employer and practicing your interview skills. You will also want to plan appropriate interview attire.

RESEARCH THE EMPLOYER

Review the company website, literature and press releases, visit with current employees, or contact a career advisor or professor. Research the following areas

- Locations
- Products and services
- Mission of the company/organization
- Major failures and accomplishments
- Financial records
- Reputation
- Major competitors
- Office culture and structure

PRACTICE INTERVIEWING

Review your skills and experiences, and practice answering interview questions aloud:

- Schedule a mock interview with your Career Center advisor.
- Participate in employer mock interviews. This is a great way to practice without the pressure of having a job on the line.
- Practice with a friend or family member.
- Practice interviewing in professional attire to realistically simulate an interview experience.

DRESS TO IMPRESS

How you choose to visually present yourself makes a lasting impression. Here are some tips to help you dress appropriately for your interview:

For Women

- **Suits:** Wear a conservative pant or skirt suit in a neutral color; the skirt should be at least knee-length. Make sure clothing is not too tight or too loose
- **Blouses:** Keep it simple. Avoid flashy colors and styles, low-cut necklines, strapless, halters, sheer, and tank tops
- **Shoes:** Flats or low heels up to 2 inches are appropriate. If you cannot walk normally in them, do not wear them. Avoid bright colors, sparkles, and prints. Pair with plain tights or stockings. Avoid bold patterns and lace

For Men

- **Suits:** Wear a dark colored, two-piece suit; jacket and slacks should not be contrasting colors. Dark blue, gray, brown, black, or muted pin-stripes are all acceptable
- **Shirts:** A white or light colored button-down shirt with a collar is appropriate. It should always be ironed. Wear a plain white t-shirt underneath light colored dress shirts
- **Ties:** Ties are a non-negotiable. Always wear a tie. Keep it simple, conservative, and complimentary to your suit
- **Shoes:** Wear brown or black dress shoes; match your belt and shoes. Socks should cover your calf and match your suit color; no white athletic socks

General Tips

- Avoid excessive jewelry, make-up, cologne, or perfume.
- Make sure you are clean and well-groomed: shoes are polished, fingernails trimmed, conservative nail polish, clean shaven, hair is styled appropriately.
- Instead of a casual purse or backpack, carry a professional bag or portfolio.
- Dress one step above the office culture.

Expectations regarding appropriate interview attire can sometimes vary by industry/organization. If you have questions about what is appropriate, ask for a second opinion and/or talk to your Career Center advisor. You can also view sample interview outfits on the Career Center website.

DAY OF THE INTERVIEW CHECKLIST

- Know how to get to your interview location and arrive 10 minutes early.
- Take a pen, notepad, and other relevant documents (extra resumes, references, letters of recommendation, writing samples, portfolios, etc.).
- Turn off your cell phone and all other electronic devices.
- Your interview starts as soon as you enter the building. While in the waiting room, smile and ask the names of everyone you meet, including the receptionist.
- During the interview you should smile, refer to the interviewer by name, give a firm handshake, and make appropriate eye contact.
- Show your interest and excitement for the job to the interviewer.

INTERVIEW FORMATS

Interviews may be conducted in several different formats.

VIRTUAL/PHONE INTERVIEW- Skype/Zoom

Employers often use these interviewing methods to screen candidates for on-site interviews:

- Prepare just as you would for an on-site interview.
- Be sure you are in a quiet location and will not be interrupted- remove animals and people.
- Check your background.
- Make sure your signal is strong.

Virtual

- Dress exactly as you would for an on-site interview.
- Maintain eye contact with the camera, not the screen.

Phone

- Keep your resume close by and take notes.
- Speak directly into the phone.

GROUP INTERVIEW

Employers will interview a group of candidates at the same time in order to get a sense of your leadership potential and style.

- Observe the group dynamics and try to offer valuable input; if you are unsure of what is expected from you, ask for clarification from the interviewer.
- Treat others with respect; avoid overt power conflicts, this will make you look uncooperative and immature.

PANEL INTERVIEW

A panel involves only one interviewee, but multiple interviewers.

- Shake the hand of each interviewer.
- Bring extra copies of your resume.
- When answering a question, begin by looking at the person who asked the question; also make eye contact with the other panel members.
- Thank everyone at the end, send individual thank you notes.

ON-SITE INTERVIEW

The on-site interview occurs at the company's location and is often the final step in the interview process. It is also your final opportunity to evaluate the company and determine if it is the right fit for you. Don't be afraid to ask your contact within the company (this is typically the person who conducted the initial interview) some of the following questions:

- Who will I be meeting with?
- Will there be any other activities scheduled?
- What more can I do to prepare myself for this visit?

DURING THE INTERVIEW

You are being evaluated on two things while interviewing: what you say, and how you say it.

WHAT YOU SAY

The behavioral style interview is one of the most commonly used; it is based on the idea that your past performance predicts your future behavior. Behavioral interview questions are open-ended inquiries that may start out with the following phrases:

- Tell me about a time...
- Describe a situation in which...
- Give me an example...

Interviewers are looking for specific examples from your experience. Your answers can come from work, classroom, personal, and volunteer experiences.

- *See pages 61-62 for a list of behavioral interview questions as well as common and academic interview questions.*

Answering Behavioral Interview Questions

The **STAR (L)** method is a great way to answer most interview questions. It sets up the basics of a story composition.

Situation: Set the scene for your example – provide some brief context.

- **Task:** Describe the specific task you work on in more detail (remember to stay focused on the question).
- **Action:** Explain what YOU did, what YOUR specific role was, or what step YOU took in the situation.
- **Result:** Share what happened as an outcome of your effort.
- **Learned:** Describe what concepts you'll apply the next time you are in this situation – what did you learn from this experience that is applicable to future work?

Question: Tell me about a time when you faced a challenge as a team leader.

Situation: Last spring, I was a site leader for an alternative spring break trip that traveled to the Calcasieu Parish in Louisiana to learn about the root causes of homelessness in the area and actively work on a Habitat for Humanity site.

- **Task:** Each day for a week, we were to live in a cabin on a camp ground, cook for ourselves, and use van transportation with our advisor to travel to the Habitat for Humanity site. When we arrived, we learned that we would not be needed on the Habitat site for full days. Our team of student participants were investing their own money and spring break time into this trip to learn about this important social justice issue, so I needed to figure out an alternate plan.
- **Action:** I worked with our team advisor to identify food pantries in the area and reached out to a few of them. We served with a food pantry site in the afternoons after leaving the Habitat site.

- **Result:** We were able to serve the community as volunteers in two different ways and this expanded our knowledge of how poverty and homelessness was being addressed in this community.
- **Learned:** When planning for a trip like this, it is a good idea to confirm contacts and the itinerary before departures by emailing and/or calling the contact you will be working with. I also learned how to be an adaptable group leader and to maximize potential opportunities.

ASKING QUESTIONS

Toward the end of the interview, you will be asked if you have any questions. Do your research on the company; demonstrate interest and initiative by having questions prepared. They should be things you genuinely want to know about the company. Do not simply ask something generic for the sake of asking. If you have questions regarding what you ought to ask the employer:

➤ *See pages 63-64 for a list of questions you can ask.*

HOW YOU SAY IT

It is important to keep your body language open and positive while interviewing. Here are some tips to keep in mind:

- Use a firm handshake.
- Remember to have direct eye contact.
- Keep your facial expressions relaxed.
- Stand tall and sit tall.
- Pay attention and nod attentively.
- Remember to smile.

Be sure to

- Listen intently to the interviewer and ask questions.
- Use gestures to emphasize main ideas or key words.
- Take a brief pause before you respond to each question.
- Use a positive tone of voice, and speak at a volume that all can hear, yet not too loudly.

Be sure not to

- Fold your arms across your chest.
- Fidget or play with objects on the table.
- Chew gum or eat/drink.
- Dwell on mishaps or negative experiences.
- Inquire about salary and benefits, unless introduced.
- Share negative stories about your previous employment.

AFTER THE INTERVIEW

FOLLOW-UP WITH A THANK YOU

Interviewers expect it! Use the most appropriate method from the following:

- **Thank you letter:** You can either type the thank you letter or handwrite a thank you note. Send in the thank you note within 1-2 business days of your interview
- **Email:** If your correspondence with the employer before the interview has been via email, then it is acceptable to follow-up with a thank you note via email within 1-2 days of your interview

THANK YOU LETTER EXAMPLE

April 29, 2018

Susan E. Wabash
Senior Human Resources Manager
Acme, Inc.
555 Laramie Drive
Kansas City, MO 64444

Dear Ms. Wabash:

Thank you for the opportunity to interview for the accountant position at Acme, Inc. yesterday. I truly enjoyed meeting with you and John Duncan and learning more about Acme, its current activities and upcoming projects. The potential opportunity to work with a company that places such a strong priority on innovation, employee satisfaction and productivity is very exciting to me.

As we discussed, I am confident that my quality academic training at Kansas State University and my hands-on experience working in the accounting department at JKL Apparel Company last summer qualify me for the position. In addition, my extensive knowledge of computer systems would be especially valuable as an accountant with Acme.

I look forward to hearing from you soon. In the meantime, please do not hesitate to contact me at (785) 555-1234 if I can provide additional information or answer any questions.

Sincerely,

Melanie S. Lindman
1234 State Street
Manhattan, KS 66502
(785) 555-1234

INTERVIEW QUESTIONS

COMMON INTERVIEW QUESTIONS

- Tell me a little bit about yourself.
- What are your greatest strengths? Weaknesses?
- How would you describe your best day?
- After attending this school, what single most important statement conveys your experiences while enrolled?
- What do you think determines an individual's success in a work situation?
- Do you consider yourself a leader or a follower? Why?
- Do you prefer working with others or by yourself? Why?
- How do you work under pressure?
- Why are you interested in this organization? What about this job do you find the most attractive? Least attractive?
- What are your short-term goals? Long-range plans?
- What major problem(s) have you faced in the workplace?
- How long would it take for you to make big contributions?
- What do you consider to be your most significant accomplishment? Why?
- Tell me about an accomplishment you are most proud of and why.
- What will be the most difficult aspect of making the transition from college to your career? Why?
- Are you willing to relocate? To travel?
- What would your references say about you?
- Why should we hire you?

BEHAVIORAL INTERVIEW QUESTIONS

- Describe how you organize your work day and week.
- Give an example of your leadership experience.
- Give an example of a time when you were able to communicate with another person or group, even though they may not have liked what you were saying.
- How do you ensure someone understands what you are saying? Give an example.
- How do you measure success? Give an example.
- Give examples of some of decisions that you have had to make rapidly and those that took more time.
- Describe a major project in which you needed help. What did you do? Why did you ask particular people to help?

- Describe a situation where you had to adapt to an initially uncomfortable environment.
- Tell me about a time when you had a personality conflict or disagreement with a co-worker. How did it resolve?
- Tell me about a time when you had to manage multiple projects simultaneously.
- Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
- Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
- Give a specific example of when you used good judgment and logic in solving a problem.
- Give an example of a time when you set a goal and were able to meet or achieve it.
- Tell me about a time when you had to use your presentation skills to influence someone's opinion.
- Give a specific example of a time when you had to conform to a policy with which you did not agree.
- Describe how you learn a new technical skill.
- Describe the most significant technical report or presentation you have completed.
- Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.
- Tell me about a time when you had too many things to do and you were required to prioritize your tasks.
- Give an example of a time when you had to make a split second decision.
- What is your typical way of dealing with conflict? Give an example.
- Tell me about a difficult decision you made this last year.
- Give an example of a time when something you tried to accomplish failed.
- Give an example of when you showed initiative and took the lead.
- Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.
- Give an example of when you motivated others.
- Tell me about a project that you delegated effectively.
- Tell me how you handled an ethical dilemma.

ACADEMIC INTERVIEW QUESTIONS

- Tell us about your dissertation.
- How does your research relate or compare to what has been written already? How did you contribute to the field?
- What has been the most difficult challenge you have faced?
- If you were going to begin again, what changes would you make in your dissertation?
- What are your future research plans? What resources do you need to conduct that research?
- What is your most important publication? Do you have plans for others? Why don't you have any publications?
- What makes you a good teacher?
- What's your teaching philosophy?
- What about teaching has been challenging? Enjoyable?
- How would you teach a survey course in your field?
- What special seminars could you offer?
- Having not taught a large lecture course, how would you?
- What would be your favorite course to teach?
- What are your strengths outside of the classroom, such as in volunteer/community service projects?
- What contribution can you make to the department?
- Why are you interested in this school?
- If you have more than one job offer, how will you decide?
- What limitations might you have in the selection process?

QUESTIONS YOU CAN ASK

- What specific skills or personal characteristics do you believe are important for successful performance in this position?
- What are the things you like most/least about working here?
- What qualifications are most important to a person's advancement within your company?
- What type(s) of training programs will be made available to me as a new employee?
- What do you consider to be the biggest challenge(s) I would face if I am hired?
- What would a typical day be like?
- How often will my performance be evaluated?
- Why are you looking to fill this position? Is it a newly created position?
- Can I let you know why I want this job?

- How do you typically make a decision?
- What has been your career path in the organization?
- What will be the measurements for my success in this position?
- What business problems keep you awake at night?
- What would you consider to be exceptional performance from someone in the first 90 days in this position?
- What is your vision for your department over the next two to three years?
- What are your organizational values?
- When can I expect to hear from you on your decision?
- How would you describe your organizational culture?

IMPROPER/ILLEGAL QUESTIONS

Improper interview questions are those that do not pertain to the nature of the job or to the applicant's ability to perform that job, or those which are not asked of every candidate. They are illegal when the information is used in a discriminatory manner to make a hiring decision. Federal, state, and sometimes even local laws exist which prohibit employment discrimination based on race, religion, national origin, sex, citizenship, and disabilities. The following are examples of some of the specific areas that employers cannot ask or inquire about during an interview:

- **Race:** Any question related to complexion, color of skin, or other inquiries directly or indirectly indicating race or color
- **Religion:** Any question related to religion or religious preferences or affiliations
- **National Origin/Citizenship:** Questions related to your nationality, lineage, ancestry, national origin, birthplace, descent or parentage
- **Disabilities:** General inquiries about disabilities or health conditions that do not relate to job performance
- **Arrest Record:** Employers cannot ask you if you have ever been arrested but they can ask you if you have ever been convicted of a crime that is reasonably related to the performance of the job
- **Family Obligations:** Questions regarding marital status, family plans, children, elder care

Unfortunately, there are no easy answers to improper and illegal interview questions. Should you be asked a question on one of the above topics, you may tell the employer that you are uncomfortable answering because it may reveal your membership in a protected group. If you prefer a less direct approach, you might instead try one of the following strategies: answer in brief and move on to a new topic area, or ignore the question altogether and redirect the discussion to a new topic area.

If you've encountered questions from an employer that fall into these categories, we encourage you to share your concerns with the Career Center.

For a more extensive overview of prohibited employment practices, visit the Equal Employment Opportunity Commission website.
<http://www.eeoc.gov/laws/practices/index.cfm>

ADDITIONAL RESOURCES

PROFILE STATEMENT/PERSONAL STATEMENT/TEACHING STATEMENT

<http://www.k-state.edu/careercenter/students/gradstudents/index.html>

SALARY NEGOTIATION

<http://www.k-state.edu/careercenter/students/salaryinformation/salaryjoboffersnegotiation.html>

ADDITIONAL EXAMPLES

Check out our online version of the guide, which includes additional examples. <http://www.k-state.edu/careercenter/students/resumesandcvs/writearesume>