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Advising &
Career
Services

Career Guide

2015-2016



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Center for Advising and Career Services, 222 Knight Hall, (307) 766-2398, www.uwyo.edu/cacs

The Center for Advising and Career Services seeks to provide University of Wyoming students and alumni with all the tools they need to take ownership of their future.

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Our prisons are located in Rawlins, Torrington, Lusk, Riverton and Newcastle, WY. Our probation & parole offices are located in all 23 Wyoming counties.

For more information, visit www.wdoc.jobs or contact:

WDOC Recruiter

1934 Wyatt Drive, Suite 100
Cheyenne, WY 82002
1-877-WDOC-JOB (936-2562)
307-777-7665 (Fax)

Doc.Recruiter@wyo.gov

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hr@ccmh.net

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Getting Started

Job searching is time consuming and can be overwhelming! Sometimes it is difficult to even get started when the possibilities are so numerous, but a positive attitude about yourself is essential for success. Be enthusiastic, self-confident, and persevering. Here are some suggestions for that search. First, answer the following questions honestly. Even answering one or two questions will get you started.

- WHO?** Who do you want to work for? Who do you know? Who are the other people you need to consider in your decisions?
- WHAT?** What size of employer appeals to you? What type of employer? What type of job? In what capacity do you want to work? If you don't know where to start, try beginning with "who you WON'T work for," etc.
- WHY?** Why would you take the job – future career goals, compatible work environment, opportunity for advancement, or more responsibility?
- WHERE?** Where do you want to live? Where do you want to start? Where do you want to go?
- HOW?** How will you start to look for a job? How will you identify potential employers? How will you evaluate opportunities and offers?

How to Find a Job

1. **Break it into small achievable goals.** Dedicate a couple of hours a week to your job search, and identify your timetable. This will keep you on track and remind you of your goal. Try to be realistic about the amount of time you are willing to commit to finding a job.

Try narrowing down your possibilities. You can begin narrowing things down by answering the above questions, start with one city you would like to live in, or a type of organization you might enjoy.

2.

3. **Write your resume and a sample cover letter.**

Network! Network! Network! Let everyone you can think of know that you are starting this process. Ask them to keep a lookout for potential opportunities or contacts. Circulate copies of your resume.

4.

5. **Identify potential opportunities.** Use the resources available and research interesting employers. Start with a appointment at the Center for Advising and Career Services and your online tools (www.uwyo.edu/cacs/career-services/).

Start applying to targeted employers. Spring Break is an excellent time to visit a targeted city to meet with potential employers.

6.

7. **Follow-up! Follow-up! Follow-up!** Keep track of your job search and keep going!

Finally.....You are Hired! Way to Go!

8.

The Importance of Networking

70%-80% of jobs **ARE NOT** advertised on job boards or websites.

What is Networking? Simply put, it is developing and maintaining friendships and relationships.

You've already done it! Examples:

- Talking to your fellow classmates in class
- Speaking with your advisor about your major and career
- Attending a professional student meeting
- Asking a professional in your field for advice about how to get your foot in the door

Networking Tips

1. **Have an "elevator speech."** If YOU don't have any idea what you want to do, neither will your contact.
2. **Become the type of person other people want to meet.** Get involved in interesting activities. Form lasting and mutual relationships. Offer assistance and support to others.
3. **Be enthusiastic and positive in all networking communications.** Take the initiative and remember it never hurts to be nice. You never know where the person working with you on your class project will be working two years from now.
4. **Tell EVERYONE you know you are looking for a job.** You never know what your mom's best friend's sister-in-law's cousin does for a living. Start with people you know, family, friends, doctors, hairstylists, professors, people who graduated before you, anyone you come in contact with and tell them what you want to do and why.
5. **Ask for advice and insight.** Don't just call strangers and say, "Do you have any jobs?" Instead, indicate that they were recommended as someone who has a lot of experience and expertise about the field. Or call and say that you are a student, and you believe they would have a lot of valuable insight. People are very open when they are treated like an expert. Ask what advice they have for someone with your skills and background.
7. **Talk with Professors.** They have interacted with thousands of students who are now out there working for companies. Try LinkedIn and join the University of Wyoming Alumni Group.
8. **Follow-up.** Once you've made a contact be sure to maintain it. Before you leave the meeting ask if they mind staying in touch with you. Smart job seekers know to maintain contacts with people in their field at all times, not just when they are looking for a letter of recommendation, internship or job.
9. **Say Thank You!** Don't take people for granted. Let them know you appreciate their time, help and expertise. ALWAYS send thank-you notes.

Career Fairs

Before the Fair:

- Prepare your resume and get it reviewed by CACS staff.
- Research the companies in attendance.
- Think of a one-minute “infomercial” about your employment goals and qualifications and practice saying this out loud to someone.
- Prepare or dry clean your most appropriate business professional attire.
- Check the UW2Career database to see if any employers are conducting interviews.

Fall Fairs

Pharmacy Fair
Engineering, Science & Technology Fair
Business, Agriculture, Government & Nonprofit Fair
Nursing & Health Professions Fair

Spring Fairs

Engineering, Science & Technology Fair
Business, Government & Nonprofit Fair
Teacher Fair
Just in Time Fair

For Specific Dates, visit uwyo.edu/cacs

During the Fair:

- Be confident, act professionally and be enthusiastic when talking with employers.
- Ask several questions about potential opportunities.
- Ask for contact information from anyone you talk with for communicating afterwards.
- Jot down notes after each interaction; it is very difficult to remember specifics later.

After the Fair:

- Organize all the material and notes into a notebook or file.
- Send a follow-up email or note to any company recruiters you spoke to and thank them for their time and information.
- Select and pursue companies that appealed to you.
- Check back with the UW2Career database to see if any employers are conducting interviews in the future.

Make the Career Fair work for you.



LinkedIn Basics

What is it? LinkedIn is a social networking site dedicated to professional use and career development. It is not to be confused with: Facebook, Twitter, Instagram etc.

LinkedIn by the numbers:

Over 300 Million



Global Users
(Ten times the number of 2008 users)

Top Execs
from all
FORTUNE

500

Companies
are members

98%

of all recruiters
use LinkedIn

Over
6,000

UW Alumni
are members

How can it be useful to you?

Creates a positive online presence

Allows recruiters to find you

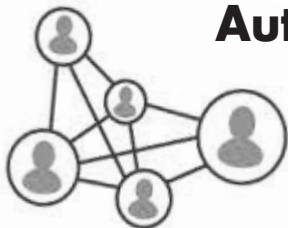
Automatic open position updates

Keeps in touch with colleagues

Investigate potential employers

Networking & informational interviews

Professional development advice



Tips for success:

Make sure your profile is complete and dynamic.

Don't be afraid to reach out; the worst they can say is "no".

LinkedIn, like any tool, is only useful if you use it correctly.

Be respectful and always say "thank you".

Resume Basics

A good resume is the following:

- **Focused.** A summation of your professional and academic life.
- **Subjective.** There is no perfect resume format and different styles appeal to different types of employers.
- **An advertisement.** The employer is the target and you are the product.
- **Brief.** Most entry level resumes should be limited to one page.

Employer Resume Pet Peeves:

- **Errors.** Any mistakes could instantly disqualify you.
- **Long Paragraphs.** No one likes to read long blocks of type and important resume information should be easy to find.
- **Irrelevant Duties.** Potential employers may not care about your previous job duties. Instead, focus on relevant skills such as customer service, management, training or software usage.
- **Photos.** Companies prefer not to see photos to avoid potential discrimination issues.
- **Poor Organization.** Your resume sections should be ordered from most to least relevant. Items or positions inside your sections should be in reverse chronological order (most recent first).
- **Messy Font.** *ILL—CONCEIVED ATTEMPTS to show PERSONALITY with font choices often lead to rejection letters.*
- **“References available upon request.”** It is given that you have references so this is unnecessary to write. Typically, you would include a separate page of references anyway to make the process easy for the employer.

Many employers will spend less than **10 seconds** reviewing your resume on an initial screening. Make sure your best qualities are easy to find.

Have your resume reviewed by CACS!

Resume Components

First Name Last Name

Address • City, State, Zip Code • Phone • Email • LinkedIn address

OBJECTIVE (Optional)

Should tell employers what kind of job you are looking for and highlight what you offer.

Example: Product Marketing Analysis position in the consumer products industry that will utilize my research and problem solving skills.

PERSONAL MARKETING/BRANDING STATEMENT (Optional)

Your personal branding statement is unique to you & if written correctly will clearly describe what you do & who you serve. It's your personal "catchline" about your expertise.

Example: I love collaborating with revved up, forward-focused corporate leaders who know where they are going next and together we can create and strategically position vibrant product focused marketing communications.

PERSONAL STRENGTHS / ACHIEVEMENTS or SKILLS SUMMARY (Optional)

This section typically appears at the top of the resume as an introduction. Present only skills, abilities, or accomplishments that are relevant to your reader.

Example:

- Strong analytical problem solving and market research skills
- Demonstrated initiative & self-motivation – financed 50% of education
- Strong cross-cultural communication skills obtained through extensive international travel and study in Central America

EDUCATION (Required)

Simple presentation - Lead with degree, institution and include date of completion. If you have more than one degree, list in reverse chronological order.

Example: Bachelor of Science in Accounting, June 2015
University of Wyoming; Laramie, WY GPA: 3.2

EXPERIENCE (Required)

Should reflect strengths, accomplishments, or achievements. Backup with evidence. Present most relevant information first and format sparingly for greatest impact. Verb tenses should be consistent with each job i.e. present tense for current jobs. Experience can include volunteer and co-curricular activities as well as paid jobs. Communicate using current industry terms and avoid jargon/abbreviations. Use percentages and number details to add magnitude: "Which resulted in an increase of 30 new members," or "Planned training program for 35 participants".

Example: Salesperson/Management Intern
Dodds Shoe Company, Laramie, WY (Summers 2012-2013)

- Earned 2013 top sales associate award for customer service
- Researched market trends for retail sales and presented findings to top management

INTERESTS or ACTIVITIES (Optional)

List hobbies, interests, volunteer work, club membership, etc. to show diversity or another skill area related to your career goal. This area may also include travel experience. Try to avoid controversial topics.

REFERENCES (Optional)

Not generally included. No need for the phrase "available upon request". If included, list 2 to 3 professional references. Include Name, Job Title, Company/Organization, Phone & Email.

Action and Skill Verbs that Describe your Functional Skills

ACHIEVEMENT

Advanced
Assured
Bolstered
Eliminated
Encouraged
Enhanced
Expanded
Facilitated
Fostered
Generated
Guaranteed
Identified
Improved
Increased
Inspired
Mastered
Maximized
Motivated
Obtained
Overcame
Promoted
Reduced
Restored
Stimulated
Strengthened
Upgraded

ANALYSIS & PROBLEM SOLVING

Abstracted
Analyzed
Appraised
Briefed
Clarified
Compared
Computed
Correlated
Critiqued
Debated
Defined
Determined
Diagnosed
Dissected
Evaluated
Examined
Identified

Interviewed
Investigated
Judged
Maintained
Mapped
Monitored
Observed
Perceived
Ranked
Read
Reasoned
Related
Researched
Reviewed
Screened
Scanned
Solved
Studied
Summarized
Surveyed
Synthesized
Verified
Visualized

ASSISTANCE

Advised
Assisted
Bolstered
Collaborated
Contributed
Consulted
Cooperated
Enlisted
Facilitated
Fostered
Helped
Participated
Referred
Served
Strengthened
Supported
Sustained

COMMUNICATION

Addressed
Advertised
Answered
Briefed

Communicated
Corresponded
Debated
Explained
Expressed
Facilitated
Interpreted
Interviewed
Lectured
Listened
Narrated
Prepared
Presented
Publicized
Recorded
Responded
Spoke
Wrote

CREATION & DEVELOPMENT

Acted
Adapted
Authored
Bolstered
Built
Charged
Clarified
Composed
Conceived
Corrected
Created
Designed
Developed
Devised
Discovered
Drafted
Eliminated
Established
Expanded
Expedited
Initiated
Innovated
Instituted
Integrated
Introduced
Invented
Launched

Modified
Originated
Perceived
Performed
Planned
Prioritized
Produced
Promoted
Proposed
Recommended
Reduced
Restored
Refined
Revamped
Set
Shaped
Simplified
Solved
Styled
Streamlined
Substituted
Visualized

OPERATIONS

Adjusted
Adapted
Bolstered
Clarified
Corrected
Expedited
Facilitated
Fixed
Implemented
Installed
Performed
Prepared
Prioritized
Produced
Programmed
Promoted
Ran
Reduced
Repaired
Serviced
Set
Transported
Upheld

Used

Utilized

ORGANIZATION

Accumulated
Arranged
Assembled
Built
Catalogued
Clarified
Classified
Coordinated
Correlated
Detailed
Developed
Facilitated
Filed
Gathered
Graphed
Identified
Inspected
Located
Maintained
Mapped
Met (deadlines)
Methodized
Obtained
Organized
Planned
Prioritized
Processed
Programmed
Reorganized
Reproduced
Retrieved
Revamped
Revised
Scheduled
Set
Simplified
Solved
Streamlined
Structured
Synthesized
Updated

PERSUASION	Facilitated	Educated	Retained	Enabled
Aided	Listened	Encouraged	Reviewed	Encouraged
Advertised	Maintained	Enforced	Scheduled	Enlightened
Auctioned	Prepared	Evaluated	Set	Guided
Bolstered	Procured	Executed	Supervised	Helped
Enlisted	Provided	Exercised	TEACHING & COUNSELING	Implemented
Facilitated	Satisfied	Expedited	Adapted	Improved
Helped	Served	Facilitated	Advised	Influenced
Improved	Supplied	Fired	Advocated	Informed
Led	SUPERVISION/ MANAGEMENT	Followed (through)	Aided	Inspired
Maintained	Administered	Hired	Assessed	Interpreted
Motivated	Allocated	Implemented	Bolstered	Investigated
Negotiated	Approved	Instructed	Briefed	Observed
Persuaded	Arranged	Led	Cared	Perceived
Promoted	Assigned	Maintained	Charged	Persuaded
Purchased	Authorized	Met (deadlines)	Clarified	Restored
Raised	Bolstered	Monitored	Coached	Shared
Recommended	Coached	Motivated	Comforted	Solved
Recruited	Conducted	Organized	Communicated	Spoke
SERVICE	Decided	Oversaw	Conducted	Stimulated
Attended	Delegated	Planned	Coordinated	Strengthened
Cared	Directed	Prepared	Demonstrated	Substituted
Catered	Dispatched	Regulated	Educated	Supported
Delivered	Distributed	Reinforced	Empathized	Sustained
Entertained		Responded		Taught

Adaptive Skill Words that Describe your Personal Traits

Active	Determined	Fair	Methodical	Reliable
Adaptable	Diplomatic	Forceful	Objective	Resourceful
Adept	Disciplined	Honest	Outgoing	Self-reliant
Broad-minded	Discreet	Innovative	Participate	Sensitive
Competent	Efficient	Instrumental	Personable	Sincere
Conscientious	Energetic	Logical	Pleasant	Successful
Creative	Enterprising	Loyal	Positive	Tactful
Dependable	Experienced	Mature	Productive	Versatile

Top attributes employers look for on a resume

- | | |
|--------------------------------|-------------------------------|
| Communication skills (written) | Problem-solving skills |
| Leadership | Communication skills (verbal) |
| Analytical/quantitative skills | Initiative |
| Strong work ethic | Detail-oriented |
| Ability to work in a team | Computer skills |

Source: Job Outlook 2014, courtesy of the National Association of Colleges and Employers

Alexander Agriculture

Aag@uwyo.edu www.linkedin.com/aag

134 7th St. Laramie, WY 82070 (307) 766-0000

Education

Bachelor of Science in Agriculture, August 2015

Animal Science minor

University of Wyoming, Laramie, WY

Associate of Science in Animal Science, May 2013

Eastern Wyoming Community College, Torrington, WY

Related Work Experience

Student Worker, UW Experiment Station, Jan. 2014-Present
Laramie, WY

- Monitor animal health and safety
- Developing skills in animal production for pigs, sheep, cattle and goats.

Rodeo Intern, WYO Rodeo, Summer 2013, Sheridan, WY

- Participated in event planning and implementation
- Directed vendors and visitors in a timely manner

Other Work Experience

Hampton Inn Front Desk Agent, Feb, 2014-Present
Laramie, WY

- Respond to variety of customer service issues
- Train new employees

King Ropes Retail Associate, 2011, Sheridan, WY

- Assisted customers in purchasing western apparel
- Maintained over \$10,000 in cash flow

Agriculture Family Ranch Hand, 2005-2010, Ranchester, WY

- Oversaw over 400 head of cattle
- Contributed to calving, branding and herding efforts

Skills

- Microsoft Office
- Video Editing
- Meat Judging
- Heavy Machinery
- Equestrian

Honors/Awards

- Jefferson County Rodeo Volunteer Award
- National FFA finalist Agricultural Issues team
- ASUW Outstanding Student Senator
- President's Honor Roll
- Intramural Water Polo Champion

Activities

- UW AG Ambassador
- UW AG Experiment Station volunteer
- Happy Jacks Student Singing Group
- Animal Science Club
- UW Shotgun Club
- National Agriculture Society

Betty Business

(307) 721-0000

1504 Canby, Laramie, WY 82072

bb@uwyo.edu

OBJECTIVE

A Human Resources position with Enterprise Rent-A-Car starting summer 2015

EDUCATION

B.S. Management, May 2015
University of Wyoming, Laramie, WY
GPA: 3.2, GPA in Major: 3.73

RELEVANT COURSEWORK

- | | | |
|---|----------------------------|-------------------------------------|
| ✓ Human Resources Management | ✓ Organizational Behavior | ✓ Selection Training & Development |
| ✓ Performance Appraisal & Compensations | ✓ Total Quality Management | ✓ Negotiation & Conflict Resolution |

INTERNSHIP EXPERIENCE

Department of Human Resources, University of Wyoming, Laramie, WY: August 2014 - May 2015

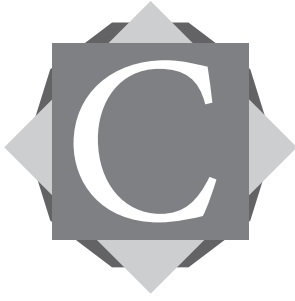
- Gained hands-on experience in all areas of human resources
- Revised and implemented new student training manual and handbook
- Assisted in the development of *Welcoming Diversity* training seminar
- Co-taught staff orientation training program
- Researched various benefit packages, wrote summary and presented information to Human Resources Department Staff Meeting

ACTIVITIES AND HONORS

Member, UW Cross Country Varsity Team, since 2011, 30 hrs/wk
Captain, UW Cross Country Varsity Team, 2014
Most Valuable Cross Country Runner, 2012
Recipient, Sportsmanship Award, 2011
Recipient, UW Athletic Scholarship, 2011-2015

WORK HISTORY

Bartender, Lovejoy's Bar & Grill, Laramie, WY; Summer 2014
Waitress, Applebee's, Laramie, WY; Summer 2013
Cashier, Pizza Hut, Laramie, WY; Summer 2012



Sample Resume

Clara Communications

1764 5th, Laramie, WY 82070 (307) 721-0001 cc@uwyo.edu

Public Relations ★ Graphic Design ★ Journalism

Relevant Skills

Microsoft Office, Illustrator, In Design, Photoshop, Spanish, CPR Certified

Education

B.A. Communications, Public Relations emphasis; May 2015
University of Wyoming, Laramie, WY GPA: 2.8, Major GPA: 3.4

Student Projects & Publications:

- 5 journalistic articles, Branding Iron
- Public relations campaign, Spring Campus Blood Drive
- National Park Travel Brochure, Senior Project
- Study abroad experience; Wellington, New Zealand

Relevant Experience

Journalist, Branding Iron, 2013-Present

- Report on various campus events
- Developing proficient written & personal communication skills

Public Relations Intern, Rocky Mountain Charity Network, 2014-Present

- Developed 10 graphic design pieces
- Authored a press release for National Volunteer Month
- Represented the organization to the public on several occasions

Awards & Honors

Volunteer of the Year, Rocky Mountain Charity Network, 2014

Bronson Literary Essay Award, 2014

Dean's List

Cheney Scholarship

Rocky Mountain Scholarship

Community Activities

Social Chair, Theta Theta Gamma Sorority, 2014

Secretary, Society of Professional Journalists, 2014

Volunteer, UW Day of Service, 2013

Volunteer, Black Dog Animal Rescue, 2013

Other Experience

Bartender, Chili's, Laramie, WY; 2014-Present

Delivery Driver, Pizza Hut, Laramie, WY; 2012-2013

Sunshine Summer Camp, Lincoln, IL; Summer 2012

Check out Clara's
online portfolio!



Ellen E. English

OBJECTIVE : Feature Writer/Reporter for the Fun Tribune.

EDUCATION :

BA English, May, 2014; University of Wyoming, Laramie, WY
Psychology minor, GPA: 3.54

Skills – MS Publisher, Photoshop, InDesign, Digital Photography, Web Design

PRINT EXPERIENCE :

Sports Editor	<i>The Branding Iron</i> (daily campus newspaper), Laramie, WY Edit articles and perform layout and design task. Supervise and maintain staff.	August 2012- Present
Sports Columnist	<i>The Branding Iron</i> , Laramie, WY Wrote weekly sports column and humor columns.	August 2012- May 2014
Sports Writer	<i>Casper Star Tribune</i> (largest daily newspaper in Wyoming), Casper, WY-Laramie Office Worked as stringer for the sports department covering University of Wyoming football games.	August 2012- August 2014
Feature Writer	<i>Alumnews</i> (monthly news-magazine for University Alumni), Laramie, WY Wrote various feature articles.	September 2011- August 2012

AWARDS :

Rocky Mountain Collegiate Press Association Awards:
Second Place: Sports News, May 2013
Third Place: Sports Feature, May 2014
Honorable Mention: Sports Column, 2013

Tara Teacher

(307)001-0042

95 North 38th Street, Apartment 4, Laramie, WY 82070

tarat5@uwyo.edu

OBJECTIVE: To obtain a teaching position in Math at the high school level, starting fall 2015.

EDUCATION: B.A. Secondary Math Education/Mathematics, expected May 2015; GPA 3.7

University of Wyoming – Laramie, WY

International Exchange Program, Fall 2013 Semester

University of Queensland – Brisbane, Australia

SKILLS: **Computer-** Microsoft Word, PowerPoint, Excel, Python Programming

STUDENT TEACHING EXPERIENCE

UW Lab School, middle school, 6-9 grades,

Spring 2015

University of Wyoming campus, Laramie, WY

- Full-time instruction of 6/7 math and science
- Part-time instruction of 6/7 language arts and humanities
- Planning and development of unit lessons and learning centers
- Design and instruction of an integrated lesson on Quality World Issues
- Design and instruction of a sports and sportsmanship elective
- Modification of lesson plans for special need and IEP students

OTHER EXPERIENCE

Food Catering Assistant / Cashier

Summer 2012

Moon Market – Lawrence, KS

- Managed transactions, trained of new employees, organized catering events

Summer Camp Counselor

Summers 2007 – 2010

Lawrence County YMCA – Lawrence, KS

- Supervised campers, trained “Junior Counselors,” lead activities and games, served as a role model

VOLUNTEER WORK

- University of Wyoming Alternative Spring Break participant to Belize, 2013
- University of Wyoming Alternative Spring Break participant to Guatemala, 2012
- Laramie youth basketball coach and referee
- Martin Luther King Jr. Day of Service
- Engineers Without Borders “Run Josh Run” charity event

HONORS/ACTIVITIES

- University of Wyoming Friday Night Fever
- University of Wyoming Rotoract
- Wyoming Scholars Scholarship

Erin Engineering E.I.T.

776 1/2 N. Eighth St.
Laramie WY 82070

engineer@gmail.com
(307) 766-2398

EDUCATION

B.S. Chemical Engineering, University of Wyoming, Laramie, WY; May 2015
Mathematics and Spanish minors; Chemical Engineering **GPA 3.53**, Overall **GPA 3.19**

Software Proficiency:

Aspen, Excel, HYSYS, LabView, Mathcad, Matlab, Outlook, Word

WORK EXPERIENCE

Internship: Stone Mountain Materials Liberty, WY Summer 2014

- Managed chemical batch reactors and heated storage systems producing polymer modified asphalt (PMA) and latex emulsion surfactants for highway construction
- Performed laboratory quality assurance and equipment calibration

Internship: Smithfield Midstream Alatura, WY Summer 2013

- Supported engineering at a plant processing 1.4 Bcf natural gas
- Developed the current gas dispersion model for accident prevention for flammable gas discharge
- Interacted with multi-disciplinary teams and delivered multiple technical presentations
- Received OSHA, H₂S response, EHS, among other safety certifications and training

Private Tutor Laramie, WY 2012-2013

- Tutored math, science, Spanish, and engineering courses for students of various nationalities

Cassidy Ranch LLC Buffalo Ridge, MT 2000-2008

- Independently completed various projects for my family ranch that maintains over 250 beef cattle

PROFESSIONAL GROUPS

- American Institute of Chemical Engineers
- Engineers without Borders-USA

VOLUNTEER SERVICE

- Children's Miracle Network** 2013-2014
Raised awareness in the community about the organization and helped with fundraising
- Taught English as a second language for local children.** 2011
Santiago, Guatemala
- Big Brothers Big Sisters** 2009-2012
Assisted with annual events for the organization's pairs and continued fundraising.
- Habitat for Humanity** 2008
Constructed affordable housing
- Family, Community, and Career Leaders of America (FCCLA)** 2007-2009
Developed projects to cultivate relations between younger and older generations, assisted the elderly in the community, and started an anti-bully program in the local elementary school

HONORS and AWARDS

- Hathaway Merit Honors** (University of Wyoming)
- Honor Roll President's List** (University of Wyoming)
- National Scholar Athlete** (National Football Foundation and College Hall of Fame)
- Presidents Promise Scholarship** (University of Wyoming)

Phillip Pharmacy

(307) 755-0000
ppharm@uwyo.edu

9999 Lefthand Lane
Laramie, WY 82070

OBJECTIVE: Hospital Staff Pharmacist Position, available immediately

EDUCATION:

Pharm.D., May 2015, University of Wyoming, Laramie, WY

PROFESSIONAL ROTATIONS:

Retail Pharmacy, Wal-Mart, Laramie, WY: October 2014

Institutional, United Medical Center, Cheyenne, WY: November 2014

Ambulatory Care, Family Medicine, Fort Collins, CO: December, 2014

Bureau of Prisons, United States Penitentiary, Florence, CO: January 2015

Retail Pharmacy, Walgreens, Fort Collins, CO: February 2015

Home I.V., Poudre Care Connection, Fort Collins, CO: March 2015

Nuclear Pharmacy, Syncor, Denver, CO: April 2015

Acute Care, Poudre Valley Hospital, Fort Collins, CO: July-October 2015

WORK EXPERIENCE:

May 2011 - August 2014 **Pharmacy Technician**, Osco Pharmacy, Laramie, WY
Distributed medication under supervision. Assisted patients and answered phones. Delivered medications. Stocked shelves. Entered patient data into computer.

January 2010 - May 2011 **Sales Associate**, K-Mart, Laramie, WY
Provided customer service to individuals in various departments. Maintained inventory. Priced items. Arranged sale displays. Was Promoted from cashier after three months.

HONORS & ACTIVITIES:

ASUW College of Health Sciences Student Senator, 2011-2014

Recipient, Presidential Scholarship for Academic Excellence, 2010-2014

Member, Laramie Flycasters, 20011-present

LICENSURE:

Licensed Pharmacy Intern (P)(I), Wyoming (#1111) and Colorado (#9999).

Resume Checklist

A complete resume should contain the following characteristics:

- Error Free** (no spelling mistakes or inconsistencies)
- One Page** (unless there is extensive, relevant experience)
- Easy to Read** (with clear font choices)
- Prominent Name** (larger and typically bold)
- Contact Info** (up to date and easy to find without taking up much space)
- Clear Sections** (reverse chronological order)
- Objective** (only if you need to be absolutely clear about what type of job you are seeking)
- Education Section** (contains complete college information but usually not High School info)
- Consistent 'Tenses'** (past or present) and have most recent information come first in each section
- Job Descriptions** (highlight skills, abilities, and competencies rather than duties)
- Descriptive Words** (carefully chosen; avoid redundancy)
- No use of Jargon, Acronyms, or Abbreviations** (these are likely to be unfamiliar to the person reviewing the resume)
- Well-Organized Format** (use of bullets, but not throughout the entire resume)
- Consistent Margins** (they can be adjusted to save space, but keep them even)

CV/ Vita/ Curriculum Vitae

What is a Vita and how do I write one?

A Vita or a Resume?

Resume: an individual, tightly-drawn, summary (no more than two pages) of personal, education and experience highlights. It focuses attention on the individual's strongest qualifications as they fit the specific requirements of the position sought.

Vita: a comprehensive biographical statement (generally three or more pages) and is identified with its extensive use of headings.

How do I choose? Unless requested by name, it is usually unwise to send a vita in the first contact. It is far better to start out with a strong resume than it is to stifle the reader's interest by prematurely sending an overly long vita. In academic arenas, students can send a strong resume first with the notation that a vita (and/or references & transcripts) can be sent later upon request.

Getting Started: Vitas are very similar to resumes. As with resumes, there are widely divergent opinions about what is necessary and desirable in a Vita. We believe you should simply consider all suggestions carefully and incorporate only those that make sense to YOU. Both resumes and vitas should begin with your name and contact information; utilize headings as a way to organize information however, vita headings are more extensive. Your heading options are unlimited; however, the most common ones are described below. With the exception of identifying information, the order of headings will depend on your experience and the job for which you are applying. List the most relevant and powerful heading first, next powerful second, and so forth.

Identifying Information: List your name, phone number, address and email at the top of your vita. While it used to be that you included marital status, children, (even height and weight!) in this section, employers indicate that with the realities of discrimination litigation, such information is absolutely inappropriate.

Career Objective: As with resumes, this section is optional. If you include an objective, it should be as specific as possible. Identify the exact position you are applying for.

Summary of Educational Background: List all your degrees in reverse chronological order. Begin with your bolded Degree Abbreviation, (Ph.D.) & Discipline, Date you received it or plan to receive it, University/College Name, City, State. You should include your dissertation and thesis titles. In addition, you can include GPA, Minors, or areas of concentration in this section.

Summary of Relevant Work Experience: This section can be broken down into several sub-categories (Teaching Experience, Grants, Research Activities, Professional Experience, Courses Taught, Service, Advising, Work History, etc.). Again, your decision will be based on your experience and the position. Regardless of how you categorize this information, it should begin by bolding the Position Title, Organization Name, City, State, and Dates of Employment. List all information in reverse chronological order. Describe responsibilities with action verbs.

Publications: List all professional publications using the bibliographic style prescribed for your discipline. However, bold Your Name, to make it easy for the reader to find.

Papers Presented at Conferences: You can use categories such as workshops, presentation by competition, and presentation by invitation. List these in reverse chronological order. List by beginning with the Paper/Presentation Title, Name of Conference, Dates and Location.

Professional Memberships: You can list these in alphabetical order.

Leadership/Professional Service: Bold your Position Title, Name the Organization and give Dates. (Remember to include everything, membership on major committees, task forces, boards, elected offices, etc.)

Special Awards and Honors: This can be divided into sub-categories, or you may want to decide to include these activities under relevant work experience. You should include scholarships, fellowships, teaching or research awards, competitive assistantships, etc.

Recent and Current Research: For most academic positions this is the crux of your vita. Describe research projects recently conducted or in progress: type of research, purpose, grants, funding, etc.

References and Transcripts: At the end of the vita, you should indicate that you can have your references and transcripts sent upon request.

Final Tips:

***Be consistent**

***Don't use Double Entries**

***Don't mix Chronological Orders**

Heading Examples:

Abstracts	Chapters	Internships	Professional Overview
Appointments	College Activities	Invited Addresses	Professional Service
Academic Service	Committees	Language Competencies	Publications
Academic Training	Credentials	Licensure	Recommendations
Administration	Endorsements	National Boards	Research Activities
Appointments	Exhibits	Outreach	Reviews
Areas of Expertise	Graduate Practica	Postdoctoral	Scholarly Works
Assistantships	Grants & Contracts	Experience	Specialized Training
Career Highlights	Honors & Awards	Memberships	Teaching Summary

Cover Letter Basics

Cover letters are sometimes more important than resumes.

Many job seekers will not spend the time it takes to develop a complete cover letter for each job, or even worse, they will neglect to include one. A cover letter is your chance to show your communication skills and pitch yourself. Remember that most entry-level applicants have similar qualifications. The cover letter is your chance to stand out from the crowd.

The easiest way to approach your letter is to think of yourself responding to two common interview questions:

1. Why do you want to work here, specifically?

-Research the company, show them that you appreciate what they do and explain why you decided to apply for the job.

2. Why should we hire you, specifically?

-Keep it brief and explain the 3-4 reasons why you are qualified for the position. Look at the job description and show that you have the qualifications they are asking for in an employee.

Employer Cover Letter Pet Peeves:

- **Resume Duplication.** The employer already has your resume. There is no need write out all your qualifications again.
- **Reading a Novel.** Long blocks of type with irrelevant information will certainly be skipped over. A max of 4-5 short paragraphs should be more than enough to communicate everything you need to say.
- **Generic Letters.** The lack of specific references to the job and company will indicate to the employer that you were too lazy or uninterested to perform basic research on the organization. Reference specific items from the job description.
- **Unnecessary Sentences.** Get to the point while remembering that employers read dozens, if not hundreds or thousands, of cover letters per position.

*Remember, if the employer does not require a cover letter, but you apply through email, treat your email as your cover letter.

Sara Scanable

4343 E. Ivinson
Laramie, WY 82070

January 10, 2015

Ms. Margaret Managerson
Solution Products
543 Western Hill
Funtown, KY 12345

Dear Ms. Managerson,

I am writing to apply for the Programmer I position recently advertised on your website. There have been several reports of the recent growth at Solution Products, and I am very impressed with your company's dedication to "quality programming". I believe the technical expertise gained while obtaining my degree in computer science, combined with my work ethic and interpersonal skills, will make me an asset to your company.

I will be graduating with my Bachelors of Science degree in Computer Science in May, and I am very excited about the possibility of beginning my career with a fast-paced, growth oriented company on the edge of technological advances. In addition to my coursework, I excelled in group computer programming projects. One of those projects "C++ in Web Design," gave me the hands-on experience in dealing with the kind of challenges Solution Products faces.

Enclosed is my resume for your review. I am very excited about the possibility of discussing my qualifications with you further, and look forward to hearing from you. You can contact me directly at (307) 766-6666, or by email at sscanable@uwyo.edu. Thank you for your time and consideration.

Sincerely,

Sarah Scanable

Joe Cowboy

445 E. 7th Street • Laramie, WY 82072 • 307-222-9225 • jcowboy@uwyo.edu

May 25, 2015

Bert Boss
Director, Marketing Dept.
General Business Center

Dear Mr. Boss and Interview Committee:

I attended a presentation last week led by your human resources representative and thoroughly enjoyed it, which makes me even more thrilled to express my interest in the Marketing Coordinator position with your company. I identify with your organization's mission and I strongly believe in your long term plan for the future. I feel I am an ideal candidate for this position because I love working with creative materials, and no better job provides such a unique opportunity to showcase my skills.

YOUR REQUIREMENTS	HOW I MEET OR EXCEED YOUR REQUIREMENTS
1. Create dynamic marketing materials under tight deadlines	1. Developed numerous creative materials for class projects and an internship
2. Work well with a team to collaborate on various projects to advance our new products and services	2. Successfully led group projects and collaborated in a professional setting with outstanding evaluations
3. Plan, organize and market business center events	3. Coordinated two student club events that each were attended by over 50 people
4. Maintain the company's social media presence and engage the public	4. Developed an engaging yet professional personal social media presence

I have completed your online application, and attached a resume and contact information for five work-related references. Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,

Joe Cowboy

How to Ace an Interview

Good News! If you've been asked to interview, your resume and cover letter have worked, and more importantly, **the employer thinks you are qualified.** Now, confidently impress them with these tips:

1. Know The Employer. Show how much you want the job by not just looking over their website, but looking at news about them or interviewing someone who already works there.

2. Practice! Winging it almost never lands you the job. CACS provides free interview prep. Even going over sample questions can make the difference.

3. Look Sharp. A nice dry cleaned suit and polished shoes not only show how serious you are, they will make you feel more confident and professional.

4. Enthusiasm and Confidence. If you are not excited and sure that you can do the job, why would the employer hire you?

5. Know Your "Pitch". You are both the salesman and the product in an interview. Be clear and specific about what you can offer to them.

6. Be Positive. Make sure you highlight each answer, even ones about past failures, with how you made a positive impact or, at least, what you learned from your mistake.

7. Don't Lie! Even a little embellishment could come back to hurt you in the future. It is not worth it to get hired based on false statements and then be dramatically fired later.

8. Bring Your Own Questions. Show that you are thoroughly interested in learning more about the organization. Feel free to ask about the good and bad aspects of the work environment, as long as you are respectful.

9. Conclusion. End on a good note. Thank them for their time and reiterate again that you are very interested in the position.

10. Follow Up. Make sure that you have the correct information for everyone that interviewed you. Send them a thank you note soon after so they can see your dedication.



How to Answer Common Tough Questions

1. Tell me about yourself. It is OK to provide a little background on your life but they don't need a complete biography. Try to focus your answer and end with what drew you to the company and position.

2. What are your strengths/weaknesses?

- Focus on strengths that you have objectively demonstrated in previous experiences.
- When talking about weaknesses, employers hate cliché answers like, "I just care too much," or "I work too hard." You also are not expected to reveal your deepest secret! Instead, talk about a real weakness that you have taken concrete steps to work on such as, "I struggled with organization so recently I bought a planner and I have seen positive improvement as I work on this weakness."

Interview Tip:

**Think before you answer!
It is perfectly fine to take a deep breath and collect your thoughts so that you have a clear and concise answer.**

3. Where do you see yourself in 5-10 years? The employer is trying to determine if you are someone who could stay with the organization. Be honest, but try to avoid talking about how you want to move in 6 months or your plans to run away to the circus. Talk about what you like about the career path or the company. At the very least, talk about the type of work environment you'd like to work in or your leadership aspirations.

4. Why did you leave your last position? Remember your mom's rule "If you don't have anything nice to say..." Bad mouthing a former boss or company will not endear you to the interviewer. If you cannot think of a good reason, simply say that you are looking for a new challenge or opportunity.

5. What color/animal/superhero would you be and why? Strange questions like these may pop up in an interview and throw you off. Remember that there is no wrong answer in this situation. The employer wants to see how you think under pressure and how creative you are. Take a deep breath and feel free to be imaginative and funny if appropriate.

6. Why should we hire you? This is your chance to make your final pitch. Limit your answer to your top 3-4 reasons. Number them if you have a tendency to ramble, "The 3 main reasons you should hire me are..." Typical reasons for entry level jobs are that you have the education, experience and passion to fit in well in the work environment.

Behavioral Interviews

Behavioral interviewing is a relatively new, but widely used mode of job interviewing. The behavioral interview technique is used by employers to evaluate a candidate's experiences and behaviors in order to determine their potential for success. In this type of interview, an employer has decided what skills are needed in the person they hire, and they will ask questions to find out if the candidate has those skills.

Instead of asking how you **would** behave, they will ask how you **did** behave. The interviewer will want to know how you handled a situation, instead of what you might do in the future.

Questions in a behavioral interview will be more pointed, more probing and more specific than traditional interview questions. Examples of behavioral based questions include:

- Give an example of an occasion when you used logic to solve a problem.
- Tell me about a course, work experience, or extracurricular activity where you had to work closely with others. How did it go? How did you overcome any differences?
- Tell me about a time when your supervisor criticized your work. How did you respond?

Follow-up questions will also be detailed. You may be asked what you did, what you said, how you reacted or how you felt.

(In contrast, in a traditional interview you are asked questions such as "What are your strengths and weaknesses?" or "Why should I hire you?" Answers to these questions typically are more straightforward and general, rather than based upon your specific actions.)

Ways to prepare for a behavioral based interview:

- Recall recent situations that show favorable behaviors or actions, especially involving course work, work experience, leadership, teamwork, initiative, planning and customer service.
- Prepare short descriptions of each situation and be ready to give details if asked.
- Be sure each story has a beginning, a middle, and an end:

Be ready to describe the situation, your tasks in it, your action, and the result or outcome by remembering the acronym STAR:

★ Situation Task Action Result ★

- Be sure the result or outcome reflects positively on you (even if the result itself was not favorable).
- Be honest. Don't embellish or omit any part of the story.
- Be specific. Don't generalize about several events; give a detailed accounting of one event.
- Discuss your specific role within the event.

It is important to keep in mind that there aren't right or wrong answers. The interviewer is simply trying to understand how you behaved in a given situation. How you respond will determine if there is a fit between your skills and the position the company is seeking to fill. So, listen carefully, be clear and detailed when you respond and, most importantly, be honest. If your answers aren't what the interviewer is looking for, this position may not be the best job for you anyway.

Sample Interview Questions

Practice answering these questions to prepare for your interview.

1. Tell me a little about yourself. / How would you describe yourself?
2. Why did you choose the career for which you are preparing? / What led you to choose your major field of study? Your minor?
3. Why are you seeking a position with our company?
4. What do you know about our company?
5. What is your perception of a typical workday, work-week in this position?
6. What do you think it takes to be successful in a company like ours?
7. In what ways do you think you could make a positive contribution to our company?
8. Why should I hire you?
9. What criteria are you using to evaluate the company for which you hope to work?
10. If you were hiring a graduate for this position, what qualities would impress you?
11. What do you see yourself doing 5-10 years from now?
12. What are your long range and short range career goals and objectives? How do you plan to achieve these goals? When and why did you establish these goals?
13. What motivates you to put forth your greatest effort?
14. How do you determine or evaluate success?
15. Describe a situation in which you were successful.
16. Which experience has prepared you most for this position?
17. Which job have you liked best/least and why?
18. What was the most difficult challenge you have had to handle in a job and what did you do?
19. What have you learned from your mistakes?
20. Describe an experience in which you worked as a part of a team.
21. What two or three accomplishments / achievements are you most proud of and why?
22. Give me an example of a time when you have had to work under tremendous pressure. What was the outcome?
23. What changes would you make in your last place of employment / college experience and why?
24. How do you think your previous supervisors / professors would describe you?
25. What kind of supervisor do you enjoy working for? / What qualities would a successful manager possess? What is your idea of an ideal supervisor / supervisee relationship?
26. Describe your most rewarding college experience.
27. What college subjects do you like best / least and why?
28. What have you learned from participation in extra-curricular / community activities?
29. How has your college experience prepared you for the career you are seeking?
30. Are your grades an indication of your future performance? Why / Why not?
31. Do you have plans for continued study for an advanced degree?
32. Do you have a geographical preference and why? Are you willing to relocate?
33. Are you willing to travel?

Questions you can ask the interviewer

1. How would you describe a typical day on the job / the nature of the position?
2. What type of training can I expect in the first three months?
3. What is your vision for this position? For the company?
4. What are some of the difficulties facing your company now?
5. What have been some of the best results produced by your people?
6. What characteristics in applicants most impress you and your company?
7. Is there anything else I can tell you about my qualifications?

Dress for Success

Men

- A two-piece matched suit and tie is always the best and safest choice. Don't combine a suit jacket with pants that don't match. Navy and dark gray are safe bets—avoid extreme colors or patterns.
- Ties should be good quality (e.g. silk), with subtle patterns and conservative colors. Nothing too bright, no loud patterns, and no characters (e.g. Bugs Bunny).
- Shoes should be leather, lace-up or slip-on business shoes, preferably black or cordovan in color. Invest in a good pair—you'll use them again! Socks should be dark, mid-calf length.
- A conservative watch is okay for jewelry. Keep your jewelry choices simple and lean toward conservative. Removing earrings is a safe bet for men.
- Facial hair, if worn, should be well-groomed and conservative.



Women

- Nothing says professional like a conservative suit. Something in a neutral color (navy, black or gray) with cuffed trousers or a knee-length straight skirt. Pair with a white or off-white cotton blouse. No cleavage, and no mini skirts.
- A dress can be professional if paired with a fitted suit jacket (no denim). Dresses should be knee-length and fairly conservative in color and print.
- Wear tasteful jewelry – too much jewelry, or jewelry with too much flare, could be distracting. Stick to small studs (no dangly) earrings. Take out any additional piercings (nose, ear, etc.).
- Shoes should be closed-toe and neutral in color (black, brown, navy). Flats or two-to-three inch heels are appropriate.
- Style long hair in a way that is not distracting—pulled back or pinned up and secured in place is a good bet. Short hair should be styled neatly.



Why care about how you look?

Looking professional for an interview not only will boost your confidence; it shows the employer how much you really want the job.

Phone & Internet Interviewing

Phone or Internet (usually Skype) interviews are very common and are used primarily as the method of choice for the initial interview. They can be difficult because you will have less, or no, nonverbal feedback.

Interviewing Tips

- Check (and double check) your equipment well ahead of time. You do not want to lose the job because of technical difficulties or reception problems.
- Your environment is key. Make sure there are no distractions around you and that you are comfortable. Students can schedule a room for interviews with CACS for no charge.
- Only have job related materials in front of you (resume, cover letter, job description, company info, etc.). You can bring a “cheat sheet” if necessary. Your cheat sheet could contain anything that could help prompt you on relevant interview questions.
- Take notes. Write down relevant information or potential questions for the employer. Also, make sure you get the names of everyone who interviews you for follow up and thank you notes.
- Try to match the interviewer’s speaking rate and pitch. Remember to stay within your personality range, but venture toward that portion of your range which most closely matches that of your interviewer. This is an excellent way to establish rapport quickly over distance.
- In prep for a telephone interview (or any telephone contact), try to have a mirror within view, and smile. You will improve your telephone presence 110 percent just by using this simple technique. You will find yourself coming across much friendlier, more interested, and more alert. If you are self-conscious about seeing yourself in the mirror, you can use the mirror as an occasional checkpoint. But for most people, seeing oneself reflected back gives the kind of feedback necessary to make instant modification toward a positive presence.
- Don’t be thrown off by long pauses or silence after you answer a question. The interviews are probably just writing down your answer.



After the Interview

Many positions are won as a result of careful and effective follow-up after the interview. Often jobs are not offered because the applicant did not display continued interest. Usually it is a good idea to follow up an interview if you are sincerely interested and believe the interviewer showed interest in you.

1. Send a thank you letter immediately after the interview.

- Thank you notes can be hand-written or typed.
- It is okay to send a thank you by email; particularly if that is how you have previously communicated with the interviewer.
- Each thank you letter should include a thank you for the interview, your interest in the job, your qualifications and skills, and a final thank you.
- Keep your thank you letter short and simple, but, do use it to reiterate your interest in the job, your enthusiasm for the company and to sell yourself as the ideal candidate.

2. Wait a few weeks then write a brief letter reminding the interviewer of your meeting, express your appreciation for it, and tell him/her again of your interest. (In some cases it may be wise to write a second letter about a month later if you do not receive a response to your first letter. **Persist.**)

3. Use great care in writing a follow-up letter so you improve, rather than impair, your chances for employment. If the interviewer tells you to take a specific action at a later date (i.e., submit an application), telephone or write only after you have done those things and reflected on the things discussed during the interview.

4. If you receive a job offer, notify that employer of your decision as soon as possible.

5. Ask for an extension if they want a decision by a certain date and you need more time to visit other organizations before deciding.

Job Acceptance Ethics

Accept a job offer in good faith. When an offer is accepted, you should have every intention of honoring that commitment. Accepting an offer only as a precautionary measure is misleading to the employer and may restrict opportunities for other students who are genuinely interested in that employer. Students should recognize that the acceptance of a job offer may be a legally binding contract and that the employer may have the option to take legal action against the person who accepts more than one offer.

In addition, the Center for Advising and Career Services may withhold further services to the student, including participating in on-campus interviewing.

Please notify CACS when you accept employment

Let's talk about money

This can be an uncomfortable but necessary conversation with a potential employer. While some job compensation packages are set in stone, many aspects of job acceptance are negotiable.

Salary

Don't just pick a number that sounds good! Do extensive research on what is normally expected for your field.

- Industry standards for salaries
- Regional variations
- Cost of living adjustments

Not all jobs are equal

Due to cost of living expenses, a professional making \$50k in Laramie would need to make over \$112k in Manhattan! -CNN Money

Benefits

Remember that salary is not the only important aspect to the negotiation.

- Health insurance
- Retirement packages
- Student loan repayment
- Vacation & Sick days
- Relocation coverage
- Performance bonuses

Perks

Perks do not necessarily have a monetary value, but they can have a big impact on your quality of life and job satisfaction.

- Company car
- Business travel
- Professional development
- Office size
- Company gym
- Childcare services

After being well informed, confidently make your case for the kind of employment package you would like. Make sure that you justify your terms and remind them about the skills you are bringing to their company. **If you feel their offer is completely unreasonable, be prepared to respectfully decline employment.**

Online Resources

NACE Job Seeker Salary Calculator



<http://www.jobsearchintelligence.com/NACE/jobseekers/salary-calculator.php>

Bureau of Labor Statistics Salary Info



<http://www.bls.gov/>

CNN Money Cost of Living Calculator



<http://money.cnn.com/calculator/pf/cost-of-living/>

Dining Etiquette

A potential employer may invite you to dine. Even if this seems informal, you should still be on your best behavior.

Basic Manners

- Turn off your cell phone before sitting at the dining table.
- Be aware of how you are presenting yourself. Sit up Straight. Smile.
- Refrain from ordering alcoholic drinks (especially if under 21 yrs old!).
- Wait until everybody is served before you begin eating.
- Be polite to the waiter.
- Follow your hosts lead on what type and price of food you should order.
- Flatware is to be used from the outside working in toward the plate.
- Bread plates are to your left; drink glasses are to your right: make the 'b' and 'd' using your index finger and thumb as a reminder.
- Dinner rolls should be torn one piece at a time, buttered and eaten.
- Cut one bite of food (meat, fruit, veg) at a time; keep fork prongs pointed down, not up unless eating corn or peas.
- DON'T BLOW YOUR NOSE AT THE TABLE OR IN YOUR NAPKIN.
- Flatware goes on your plate, turned down, and your napkin goes on the table by your plate when your dining is complete.

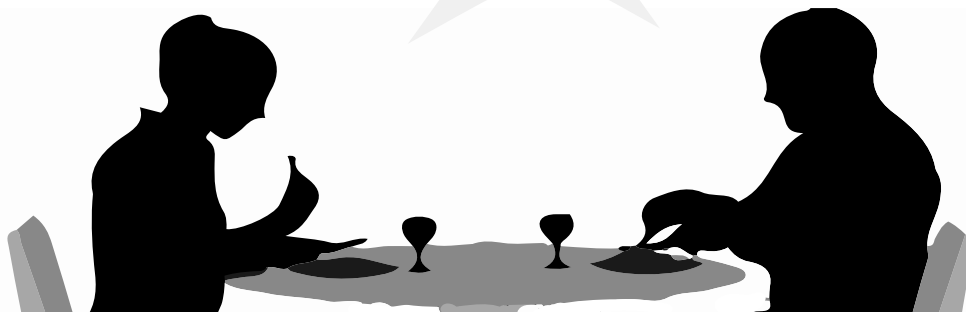
Table Conversation Dos and Don'ts

Do:

- **Discuss the host.** Show genuine interest in their life and career. Find similarities and common interests.
- **Be knowledgeable.** Stay up to date on the news, especially issues related to their industry.
- **Prepare.** It won't hurt to have some topics in your mind ahead of time.

Don't:

- **Discuss taboos.** This includes personal relationships, recent parties, politics and religion.
- **Monopolize the conversation.**
- **Rudely disagree with them.** Be polite no matter what topics the employer brings up.



Looking for a *CAREER?*

Look no further! Contact the below employers that have showcased their employment opportunities throughout this Career Guide. These employers are actively seeking to hire college graduates like *you*.

Visit **career-guides.net** for additional information about these employers and many more career opportunities!

Employers

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Black Hills Corporation
Campbell County Health
Cintas
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West Park Hospital District is committed to providing a workplace free from alcohol and controlled substances in order to ensure a safe, healthy, and work-efficient environment for employees, patients and visitors. Successful candidates will be required to complete a post-offer drug screen. EOE



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