



Career Resource Guide



ECU

CAREER SERVICES



Dear ECU students and alumni,

Students and alumni at every stage of exploring careers and pursuing employment will find resources to help them at Career Services. Exploration starts freshman year, continues through the senior year and beyond. Regardless of where you are in your career journey, this Career Resource Guide is a great tool! I highly recommend the section on virtual interviewing... check it out!

Exploring career options is about meeting people and getting involved. Developing a network of ECU faculty, staff, alumni and career professionals is key to exploring academic and career options. Getting involved in student organizations can provide relevant experience and help develop transferable skills. When it is time to conduct a job search, your network will be a vital resource.

Gaining experience through internships, student employment, research, study abroad, service learning and volunteering are key to developing the skills that employers value and that help students prepare for the job search. Career Services provides career counselors for every discipline to explore career options and assists students in translating their experience to make career decisions. We can help all students, whether you are just beginning your career journey or are preparing to decide on post-graduation opportunities.

We encourage you to use the Career Services office on East Fifth Street or to meet with your career liaison in your college. To make an appointment, virtual or face to face, go to the website, career.ecu.edu. We look forward to seeing you!

Sincerely,
Thomas J. Halasz
Director, Career Services

Meet the Team

Career Services Staff

Lee Brown
Jessica Caolo
Lynn Copeland
Karen Franklin
Tom Halasz
Meredith Oakley

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Rachel Person
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Career Objective:

I am seeking a competitive and challenging environment where I can use my ability to communicate with people and take advantage of my knowledge of English.

Accomplished secretary seeking to leverage skills in personnel management and recruitment in an entry-level human resources position.

Professional Experience:

- Preparing business plans
- Planning investment activities and budget
- Analyzing data sets collected through all departments
- Preparing financial forecasts
- Preparing reports for the board of management
- good at establishing rapport with people from diverse backgrounds
- highly organized and detail-oriented
- engineer with over three years IT industry experience
- five years of project management experience
- ability to find innovative solutions
- able to build highly motivated teams
- keep up-to-date with changes in the industry

Education

Department of Computer Science and computer facilities.



ECU

CAREER SERVICES

Career Counseling

One-on-one appointments

- ▶ Career counseling/career education
- ▶ Résumé and cover letter review
- ▶ Interview preparation and practice
- ▶ Job and internship search
- ▶ Graduate school preparation
- ▶ Job offer evaluation/negotiation
- ▶ Focus[®] 2 and career assessments
- ▶ Personal statements and graduate school essays

Drop-ins

- ▶ 15-minute meetings with Career Services staff at 701 East Fifth Street: Monday-Friday from 11 a.m.-3 p.m. while classes are in session
- ▶ Appointments and drop-ins are available in-person and virtually

Online services and technology

- ▶ **Handshake:** A job posting site with an average of 5,000 available positions
- ▶ **Focus[®] 2** and major exploration tool
- ▶ **Virtual Job Shadow:** Thousands of videos and assessments for career exploration
- ▶ **InterviewStream:** Practice interviewing technology
- ▶ **CareerShift:** National job postings and contacts
- ▶ **GoinGlobal:** International job postings and job search strategies abroad
- ▶ **Résumé samples:** Hundreds of samples for each academic discipline
- ▶ **What can I do with this major:** List of career areas and types of employers that hire by academic disciplines

handshake

Career Services hosts Handshake, an employment and internship database that averages over 5,000 available opportunities exclusive to ECU students and alumni that includes all on and off campus positions, part-time jobs, internships and full-time employment.

Internship and co-operative education

The staff collaborates with faculty, employers and students to help develop and facilitate internships and co-operative education opportunities.

Career fairs

Throughout the year, Career Services hosts numerous employment, graduate and pre-professional fairs to connect students with hiring recruiters from local, national and global organizations.

Meet the recruiters

Employers from various industries visit ECU to recruit students and conduct information sessions about their organizations.

Professional etiquette dinners

These events provide a five-course interactive dinner that teaches students proper dining etiquette and networking strategies during formal events.

On-campus interviews

Employers visit campus to meet students and conduct interviews for internships and full-time jobs.

Presentations

Career Services offers a variety of presentations on topics that include "Résumé and Cover Letter Writing," "Internships and Co-ops," "Interview Preparation," and "Job Searching."

Career liaisons

Each academic college has a career liaison dedicated to providing services for the students and faculty.

CONNECT WITH US: 252-328-6050 | career@ecu.edu | career.ecu.edu | 701 East Fifth Street



The Career Planning Model

When preparing to choose a major or career, it is important that you understand that this decision is a process and the best place to start is understanding yourself and exploring self-interests, values, personality and goals. Research suggests that 80 percent of students entering college admit they do not know what they want to major in and almost 50 percent of first-year students change their major at least once before graduation. The following are suggested phases that can be taken to help you become confident in your career decisions and confirm you have found a career choice that fits you and your future goals.

Explore self

What are your interests, values, abilities, strengths, past experiences and personality type? Through self-assessment you can better understand how certain majors and careers may be more suitable for you. Isn't it better to discover your interests now, while still in college, than to find out many years later when stuck in a career field that does not hold your interest? Exploring and learning more about yourself is usually the first place to start. This will help you eliminate careers you have no interest in pursuing.

Explore majors and careers

Did you know that there are over 22,000 occupational titles in the United States and 176 total degree programs at ECU? You cannot possibly think about or investigate all of them. You may want to start by learning about different job titles in your major or field of interest, required skills and experience, job outlook in that area and salary and advancement opportunities. ECU Career Services provides many tools and resources to help you explore these possibilities.



Set goals

Once you have learned about yourself and have researched majors and careers, you can start to think about the next steps. Setting goals can help you start small in working toward long-term career goals. Attempt to set achievable goals that move you toward learning more about a career of interest and confirming you are on the right track.

Take action

Once you have identified a career or major of interest and have set some goals, it is time to take action toward achieving these goals. Taking action and "testing the water" is an important part of confirming your career goals. You will never know if you find fulfillment in a career until you try the occupation out for yourself. ECU Career Services provides several resources and tools to help you identify and secure employment, volunteer and networking opportunities.



Find your way with **FOCUS[®] 2**

**Explore Careers & Majors, Evaluate Options,
Choose Your Best Fit**

Access a self-paced career guidance tool designed to help select the right area of study, explore various career options and provide valuable occupational information.

Career and self-assessments

- Work interest
- Personality
- Leisure
- Values
- Skills

Major and career information

- Salary and benefits
- Education and skill requirements
- Industry outlook and geographic trends

GO.ECU.EDU/FOCUS2

Make an appointment to discuss results on  handshake

Gaining Experience

Gaining experience prior to graduation is a way to obtain real world skills. These opportunities help build your resume, increase your professional skills and apply classroom knowledge through real world experiences.

Internship

The goal of an internship is to provide experience to students that relates to their career field. While internships are not required for all ECU students, internships have been identified as the top attribute employers seek in recent college graduates.

Where to look:

- Create an account and explore opportunities in Handshake with over 40,000 jobs and internships including on-campus positions
- Attend job fairs and events with employers
- Talk with faculty to learn what connections or opportunities they may have

Part-time Jobs

Studies have found that part-time employment can provide students with greater financial security, while also improving learning and providing valuable career-readiness skills.

Where to look:

- On-campus student employment can be found through the ECU HR website
- Attend job fairs and events with employers
- Schedule an appointment with ECU Career Services to identify part-time jobs

Co-Op

Cooperative education offers many of the same opportunities to grow connections and gain experience as internships. The difference is that students will exchange a semester of full-time coursework with a semester working in a full-time position with an organization or company.

Where to look:

- Check out Handshake and CareerShift
- Talk with professors, professionals in the industry and career services to see if they know of available positions
- Attend a job and internship fair

Volunteering and Student Experiences

ECU hosts over 500 student organizations and several opportunities to volunteer with groups, serving in leadership roles or being involved with events happening on campus. Volunteer and student involvement can provide transferable skills that will be valuable when applying for internships or jobs.

Where to look:

- Find organizations listed on Engage
- See campus-supporting organizations like Student Government Association or Student Activities Board

Research

Research empowers students to contribute knowledge, innovation and promote critical thinking; skills that employers favor in new hires. ECU has a variety of programs and grants that support mentor-led research, giving students a way to investigate possible career paths and learn new techniques that are not found in a traditional classroom setting.

Where to look:

- Visit the Office of Undergraduate Research
- Utilize the Division of Research, Economic Development & Engagement
- Research opportunities are posted on the ECU HR website

Have Questions?

Schedule a meeting with Career Services today through Handshake. Utilize drop-in hours Monday-Friday 11 a.m. – 3 p.m.

Transferable Skills

As you begin your job search or consider careers that would be right for you, it is important to know what you are good at and what you enjoy doing. Over the years, you have developed many skills from coursework, extracurricular activities, internships, jobs and your total life experiences. If you've researched, written, edited and presented papers for classes, you've used skills that are not limited to any one academic discipline or knowledge area but are transferable to many occupations. A prospective employer expects you to apply the skills you have learned through your studies, work and life experiences to the work environment.

What skills and qualities are important to employers

PROBLEM-SOLVING SKILLS

91.2%

ABILITY TO WORK IN A TEAM

86.3%

STRONG WORK ETHIC

80.4%

ANALYTICAL/QUANTITATIVE SKILLS

79.4%

COMMUNICATION SKILLS (WRITTEN)

77.5%

LEADERSHIP

72.5%



The following is a list of functional areas from which you can draw transferable experiences for your resume or an upcoming interview.

Human relations

Attend to the social, physical or mental needs of people

being sensitive
counsel
advocate
coach
provide care
convey feelings
empathize
interpersonal skills
facilitate group processes
active listening

Design and planning

Imagine the future, develop a process for creating it

anticipate problems
create images
design programs
display
brainstorming new ideas
improvise
compose
think visually
anticipate consequences of action
conceptualize
creating images

Communication

Exchange, transmission and expression of knowledge and ideas

speak effectively
write concisely
listen attentively
express ideas
facilitate discussion
provide appropriate feedback
negotiate
perceive nonverbal messages
persuade
describe feelings
interview
edit
summarize
promote
work in a team
make presentations
think on one's feet

Organization and management

Direct and guide a group in completing tasks and attaining goals

initiate new ideas
make decisions
lead
solve problems
meet deadlines
supervise
motivate
coordinate tasks
assume responsibility
set priorities
teach
interpret policy
mediate
recruit
resolve conflict
organize
determine policy
give directions

Research and planning

The search for specific knowledge

set goals
analyze ideas
analyze data
define needs
investigate
read for information
gather information
formulate hypotheses
calculate and compare
develop theory
observe
identify resources
outlining
create ideas
critical thinking
predict and forecast
solve problems

Cover and Professional Letters

While the resume serves as an “advertisement” and overview of your background, the cover letter can heighten the employer’s incentive to learn more about you and your connection of skills to support the opportunity. Written communication also demonstrates your ability to construct and convey clear and meaningful messages.

Cover letters and prospect letters serve the same purpose, to introduce who you are and your reason for writing. A prospect letter is addressed to organizations that DO NOT have an advertised position, while a cover letter is addressed to an organization that has an advertised opening for which you are applying. You can also utilize a letter of reference if a person such as a recruiter, professor or professional connection referred you to apply for a

position or to a company.

Tailor your letter to the requirements of the position and the employer’s needs. Know your reader and the organization. Proofread, proofread and then proofread again! Spell and grammar check. Check your format and punctuation. Be brief, but detailed and double check that your content is addressed and detailed for the correct employer!

Don’t make an employer guess why you are writing or what you are writing about. In choosing your words, think about the purpose of your letter and details of your individual circumstances.

For more information on effective writing strategies visit the University Writing Center at writing.ecu.edu/uwc.

Quick Tips

- *No longer than one page and no more than four paragraphs.*
- *Use 8.5 by 11 inch, good-quality paper; preferably the same paper as used for your resume.*
- *Choose paper which produces clean photocopies.*
- *For hard copy, left and right page margins of .75 to 1 inch generally looks good. You can adjust your margins to balance how your document looks on the page.*
- *Use a font style that is simple, clear and commonplace, such as Times New Roman, Arial or Calibri.*
- *Font sizes from 10–12 points are generally appropriate. Keep in mind that different font styles in the same point size are not the same size. A 12-point Arial is larger than a 12-point Times New Roman.*
- *Consider matching your letterheads for the cover letter and resume to make them cohesive.*

Cover Letters 101

Header and address

Consider using the header from your resume or use basic letter format by adding your return address at the top. Address your letter directly to a person in the company. This information can be found through research. However, if your research does not uncover a direct person, use a title such as "Recruiter" or "Hiring Manager" rather than "To Whom It May Concern".

January 30, 2024

Mr. Brett Newkirk
Director of College Recruiting
William Morris Endeavor
1400 W. 14th Street, 2nd Floor
New York, N.Y. 10003

Introductory paragraph

Indicate your interest and reveal your source of information.

Dear Mr. Newkirk,

I am writing to express my interest in completing the emerging media internship as advertised on the William Morris Endeavor website. As a communications major with a media studies concentration and a minor in business administration at East Carolina University, my foundation is in place to exceed as an active member of the internship program. Additionally, my direct experience in sales and marketing make me a strong candidate for this program. I am ready to apply my education, business savvy and enthusiasm for new media to contribute to the success of William Morris Endeavor.

Middle paragraph(s)

Outline your strongest qualifications—focus on broader occupational and/or organizational dimensions to describe how your qualifications match the work environment. Convince the employer you have the personal qualities and motivation to contribute to the organization. Focus on you not the employer. Do not repeat the resume but highlight how your skills relate.

Pursuing a Bachelor of Science in Communication, I have taken several courses that will help me excel in this internship. I have had the opportunity to receive advanced education in subjects that include media effects, persuasion theories, audio and video production, post production techniques and web design.

These courses have enhanced my knowledge of emerging media and provide the most recent training in these technologies.

As a former employee of Kaplan Test Prep and Paradigm Books, I have developed strong marketing and sales skills. Both positions required personal and professional initiative and my success was due to my ability to form relationships, sell services and prospect new business. Currently, I am employed with the university newspaper, *The East Carolinian*, as a student advertising manager where I not only exceed monthly sales goals but am also responsible for supervision and training of five team members. An internship with WME will allow me to maximize my skills in sales, marketing and advertising and to explore the use of social media.

Closing paragraph

Express appreciation to the reader for his or her time and consideration. This can also include contact information.

I believe that my education and experience make me a great candidate for this position. I would appreciate an opportunity to meet with you and discuss this internship further. I am also available to interview via phone at 252-555-5355 or Skype (Ima.Pirate). Thank you for your time and consideration. I look forward to speaking with you.

Signature and enclosure

Don't forget to sign your letter. (This is not necessary if you are uploading to a website or emailing). Enclosure is used to indicate that there is another document (or multiple documents) that accompany your cover letter such as your resume and references.

Sincerely,
Ima Pirate
Ima Pirate

Enclosure

Sample Cover Letters

Nurse N. Student

1243 Pirate Lane
Greenville, N.C. 27858
252-555-5555
studentn10@
students.ecu.edu

February 5, 2024

New Graduate Nurse Recruiter
Vidant Medical Center
2100 Stantonsburg Road
Greenville, N.C. 27834

Dear Nurse Recruiter,

I am excited to express my interest in Vidant Medical Center's New Graduate Nurse Program. I have completed several clinical rotations at Vidant and have always been impressed with the level of professionalism and care shown by the nurses and nurse managers with whom I have had the opportunity to work. Additionally, Vidant's achievement of Magnet® status shows vision and commitment to excellence in care. All of these qualities are in line with my personal vision of how patient care should be implemented and I believe I am an excellent candidate for the program.

During my education at East Carolina University, I have learned and demonstrated required basic nursing skills such as patient assessment, monitoring and implementation of care plans. Through my clinical rotations I have learned that my job as a nurse is to serve my patients, their families and my employer to the utmost of my ability by advocating the patient's voice and opinion in how they receive care, while also educating the patients on the specifics of their care plan. I also learned the value of teamwork and communication as part of an effective health care team.

In addition to my direct care experience, I have taken the initiative to be a leader in my studies as well as within the College of Nursing. I currently serve as president of my class where I organize events and educational opportunities for all students. My desire to develop leadership skills also afforded me the opportunity to participate in the East Carolina Association of Nursing Students. I plan to use my leadership skills to make a positive contribution to Vidant and prove that I am a choice candidate.

I would be thrilled to be a permanent part of Vidant Medical Center's outstanding staff and look forward to hearing from you. Please feel free to contact me via phone at 252-555-5555 or email studentn10@students.ecu.edu to further discuss my qualifications and interest in more detail. Thank you for your time and consideration.

Sincerely,



Nurse N. Student

Enclosure

February 11, 2024

2812 Thackery Road
Greenville, N.C. 27858

Mr. Eye Gottajob
Human Resources Manager
Google Inc.
1600 Amphitheatre Parkway
Mountain View, CA 94043

Dear Mr. Gottajob,

As a communication major, I know the future of business is in the internet. Since Google's creation in 1998, I have watched it set unprecedented heights for a new globally interactive world. Your mission to organize the world's information and make it universally accessible aligns with my own skills in creating comprehensive communication to enhance an end-user's experience.

The education I have received at East Carolina University and my previous internships have prepared me for Google. While enrolled in advertising courses, I created media plans for Facebook and Microsoft's Zune. For these projects, I conducted market research to determine targets and decided which geographic regions to run advertisements in. Additionally, I also determined the most effective media to use with a \$20 million budget. Both media plans had a situation analysis, an objective, strategies, rationales section and promotions.

Currently, as a campus representative for ECU-TV, I practice marketing on a daily basis. The marketing plan I devised and executed as an intern with Panasonic placed third in a national competition for driving the most people to their website. In regard to my writing, online and leadership experience, I have had seven articles published. As an intern with Our State magazine, I used Excel and Google Analytics to prepare monthly traffic reports with tables and graphs of click-through rates, pageviews, year-over-year percent increases, unique visits and popular content.

During the week of March 10–14, I will be in the Mountain View area and would like to make arrangements to meet with you. If you need to reach me before then, feel free to connect with me at jobhunterm14@students.ecu.edu or by phone at 252-328-6050. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Maddie Jobhunter". The signature is written in a cursive, flowing style.

Maddie Jobhunter

Enclosure: Resume

Resume Action Verbs

Fundraising

research
analyze
strategize
program
develop
contact
inquire
inform
motivate
direct
persuade
monitor
coordinate

Research & Development

identify
evaluate
review
assess
compare
analyze
critique
explain
prepare
recommend
conclude
determine

Program Development

analyze
design
construct
develop
prepare
strategize
coordinate
formulate
recommend
persuade
implement
monitor

Administration

monitor
track
assess
coordinate
organize
requisition
access

receive
process
serve
furnish

Public Relations

assess
prepare
coordinate
present
negotiate
publicize
strengthen
promote
handle
participate
facilitate
troubleshoot

Human Resources

assess
analyze
recruit
survey
screen
interview
select
train
mediate
appraise
coordinate
align

Information

appraise
analyze
inventory
structure
design
categorize
document
process
manage
program
link
coordinate
organize

Service/ Hospitality

serve
assist

troubleshoot
present
maintain
help
coordinate
prepare
welcome
enhance
anticipate

Accounting

record
assess
audit
prepare
maintain
forecast
calculate
estimate
figure
appraise
examine
measure verify

Finance

analyze
invest
budget
inventory
evaluate
appraise
construct
develop
acquire
deploy
manage
project

Management/ Supervision

coordinate
facilitate
plan
schedule
delegate
mediate
evaluate
strategize
develop
listen
consult
monitor

Persuading

present
articulate
clarify

challenge
negotiate
inquire
reason
influence
convince
arbitrate
mediate
reconcile

Leadership

create
lead
encourage
manage
organize
compare
inspire
represent
govern
direct
advise

Analysis

assess
observe
review
dissect
interpret
discern
conceptualize
discover
infer
illuminate
clarify
quantify
qualify
conclude

Design

organize
explore
formulate
sketch
draw
draft
layout
create
plan
style
pattern
build
display

Mechanical

analyze
design
construct
craft
troubleshoot
create
engineer
repair
manipulate
align
coordinate
balance

Writing

conceive
construct
craft
integrate
interpret
capture
abstract
express
inform
summarize
conclude
transform

Editing

review
analyze
check
compare
comment
correct
rewrite
revise
rework
amend
improve
initiate
investigate
advise
read

Technical

conceptualize
design
troubleshoot
inspect
locate
edit
analyze

implement
construct
modify
operate

Investigating

pursue
interrogate
question
analyze
intuit
seek
search
probe
examine
explore

Craft/Artisan

design
create
build
entertain
perform
draw
render
illustrate
compose
construct
conceive

Consulting

troubleshoot
problem
solve
assess
assist
arrange
guide
counsel
survey
serve
contribute
motivate
train

Selling

inform
educate
persuade
provide
assist
serve
trade
vend

handle
present
sell
convince

Counseling/ Healing

listen
sense
intuit
assess
analyze
assist
align
coordinate
understand
inform
facilitate
help

Innovating

create
modify
change
upgrade
improve
design
activate
restructure
establish
stimulate
implement
choreograph

Teaching

educate
tutor
stimulate
inform
instruct
facilitate
awaken
explore
advise
counsel
entertain
amuse

Organizing/ Logistics

classify
organize
maintain
liaison
assist
support
arrange

systematize
schedule
coordinate
streamline
simplify

Language

translate
interpret
lecture
converse
negotiate
compare
understand
comprehend
proficiency
fluency
teach
tutor

Performing

create
present
play
interpret
act
sing
dance
perform
model
read
inspire

Marketing

review
assess
survey
analyze
quantify
identify
announce
promote
advertise
advance
boost
improve

ECU Career Services: Resume 101

Objective vs. Summary (OPTIONAL)

The purpose of this section is to focus the rest of your resume on what you are seeking. Cater this section to the position you are seeking. Below is an example.

"Seeking (specific job position) at (specific company) utilizing my skills in _____, _____ and _____."

Capabilities or skills section (OPTIONAL)

Highlights your skills and capabilities, especially your tangible skills such as computer-related skills. Make sure to incorporate these skills into your experiences to show where you applied them.

Education section

Display your degree, any minors or double majors and any other academic institutions or study abroad experiences. Only include completed degrees.

Relevant experience section

Display relevant experience with the most recent listed first. Experience that is paid or unpaid is valuable to include. Make sure you describe in the bulleted statements how the experience relates to the employer.

Work experience

List your additional work experiences that do not directly relate to the employer.

Additional sections

Depending on what type of position you are seeking, additional sections can include leadership, volunteerism, certifications, technical skills and more.

Michael Cannon
244 10th Street • Greenville, N.C. 27834
829-253-9380 • mcannon@gmail.com

Objective
To obtain a position as a health educator utilizing my strengths in needs assessment, program planning and health education.

Capabilities Profile

Program planning and evaluation	Communication	Public speaking
Implementing programs	Health promotion	Certified peer educator
Health education	Epidemiology	Needs assessment

Education
East Carolina University, Greenville, N.C. May 2024
Bachelor of Science in Public Health
Concentration in Community Health
Minor: Biology
GPA: 3.24
Honors: Chancellor's list (spring 2015, fall 2015)

Related Coursework
Needs Assessment and Program Planning, Program Evaluation, Applied Principals of Health Promotion, Community Strategies for Health Education, Theory and Practice in Community Health Education

Relevant Experience

East Carolina University, Greenville, N.C. January 2022–May 2022

- Student program planning and needs assessment
- Observed food choices and health behaviors of female mall patrons
- Completed needs assessment on African American women of reproductive age
- Created a program to increase the knowledge and awareness of preconception care among African American women

Office of Public Health, Greenville, N.C. November 2021–May 2022

Certified Preconception Peer Educator

- Family life planning, before, during and after care, risk assessment
- Informed females on the steps in becoming healthy before conception
- Educated males and females on preconception and how to decrease barriers and increase a healthy pregnancy
- Performed risk assessment on men and women to better understand their reproductive health behaviors
- Distributed resources on contraceptives, smoking cessation, BMI and stress management
- Encouraged and educated males on how to increase support of pregnant partner before and after pregnancy

Pitt County Preconception Health Campaign Volunteer, Goldsboro, N.C. August 2020–November 2021

- Informed women about the importance of creating a reproductive life plan
- Educated females about making smart food choices and increasing physical activity
- Created flyers to explain the importance of taking a multivitamin with folic acid to prevent birth defects

Work Experience

Carolina Ale House, Server, Greenville, N.C. August 2021–present

Boys and Girls Club, Mentor, Greenville, N.C. October 2020–August 2021

Leadership Activities

North Carolina Society of Public Health Education, Member September 2021–present

Eta Sigma Gamma (Health Education Honor Society), Member September 2021–present

Eta Sigma Gamma (Health Education Honor Society), Secretary January 2021

Special Olympics, Volunteer October 2020

Relay for Life, Volunteer September 2020

Sample Resumes

Wanna Getajob

123 Main Way, Greenville, N.C. 27834
Getajobw12@students.ecu.edu
919-961-0393

Objective

Graduating senior at East Carolina University with a Bachelor of Arts in Computer Science seeking an internship position concentrating in software and application development during the summer of 2022.

Education

East Carolina University, Greenville, N.C. May 2022
Bachelor of Arts in Computer Science
Minor in Information Network Technology

Skills and Capabilities

C++	Effective communicator	Microsoft Office
Team oriented	Mac OSX	Java
SQL	Task oriented	Microsoft Windows server
HTML	C#	VMware workstation
Troubleshooting	Problem solving	Microsoft Visual Studio
Linux	Quick learner	CSS

Academic Projects

Software Engineering I East Carolina University Spring 2022

- Designed a website that allowed the users to logon, upload and share images as a solo project
- Created the database for utilization of that website
- Utilized ASP.Net, C#, CSS and SQL

Software Engineering II East Carolina University Spring 2022

- Created a website that would help companies locate students within a particular academic program
- Created documentation for a presentation and worked within a group to design a student page
- Utilized PHP, SQL. Documented website information via UML

E-Business East Carolina University Fall 2021

- Worked with a group of six students on a project creating a database for a food-selling website
- Designed buttons that navigated pages within the website and designed a products page that displayed items
- Designed a gift basket and cart page and created a database that held product information
- Utilized ASP.Net, C#, CSS and SQL

Relevant Work Experience

ECU ACE Computer Tech Support Consult Technician Fall 2021

- Removed adware from students' computers in order to maintain proper functioning
- Helped over 500 students establish Wi-Fi access in their dorms and around campus
- Assisted with Apple and Windows software installation on various types of computers and tablets

Leadership and Organizational Memberships

Association of Computing Machinery, Member	2019–present
Gamma Nu Eta, Member	Spring 2017–present
North Carolina Food Bank, Volunteer	Fall 2017–present
North Raleigh Ministries, Volunteer	May–July 2017

Ivanna B. Hired

333-333-3333 · nicei08@xmail.com · www.linkedin.com/in/nicer

Summary

Public relations professional skilled in writing, public speaking and developing social media content; proven experience creating and pitching brand messages and special event planning and implementation

Technical Skills

Fluent in Spanish
Layout/design
Public speaking

Content development
Adobe Creative Suite
Website development

CMS
Social media management
Event planning

Education

Bachelor of Science in Communication, East Carolina University, Greenville, N.C. May 2025
Concentration in Public Relations
3.6/4.0, Magna Cum Laude, Dean's list, Chancellor's list

Relevant Experience

Public Relations Student Society of America August 2024–present
Promotions Chair

- Create, write and manage website content to generate awareness, promote organizational activities and attract new members
- Write, direct, and film video for website and ongoing recruitment efforts
- Develop social media campaigns to promote events and specific initiatives with daily tweets, posts, emails and website updates
- Work closely with executive committee to coordinate membership communication

ECU Writing Center,

East Carolina University, Greenville, N.C. August 2020–May 2021
Writer/Editor

- Review and edit articles, research papers and essays for application to graduate schools and other formal documents written by undergraduate and graduate students for content, grammar and compliance to appropriate writing styles
- Diplomatically discuss recommended edits with clients
- Develop a research instrument to measure effectiveness and outcomes of services that became a standard tool of the Writing Center

American Red Cross

Heroes Campaign Recruiter January 2020–May 2020

- Organize and host five recruitment events that resulted in 10% increase in campus participation
- Utilize social media, posters, flyers, and tabling sessions to promote recruitment events
- Write and submit press releases and public service announcements to local and university press to attract media interest

First Street Place Apartments

Leasing Consultant August 2019–January 2020

- Regularly meet or exceed monthly leasing quota
- Interact with residents, staff, and vendors with courteous and efficient service
- Write and design promotional flyers to encourage attendance at monthly apartment events

Additional Employment

Knightdale Country Club, Lifeguard May 2019–August 2020
Dairy Queen - Associate Summers 2017–2019

Additional Campus Activities

Spanish Club, 2017–2019
Alternative Spring Break, Quito, Ecuador, Spring 2019
School of Communication Ambassador

Talented Thomas
1214 Pirate Lane, Greenville, N.C. 27837
704-737-7373 · thomast19@students.ecu.edu

Objective

Outgoing and practical upcoming nutrition graduate seeking a position that will allow me to utilize my education and work experience in food service, organizational management and community outreach.

Education

East Carolina University, Greenville, N.C. **May 2024**

Bachelor of Science in Nutrition Science

GPA: 3.6 Honors: Dean's list

National Restaurant Association, ServSafe certified **March 2022**

Highlights

Nutrition Education and Counseling Food Safety Sanitation Food Science Life Cycle Nutrition
Financial Management in Dietetics Advanced Vitamins and Minerals Nutrition Assessment Vegetarian Health

Related Work Experience

East Carolina University, Greenville, N.C.

National Science Foundation I-Corps product development **October 2020–present**

Group project developer

- Develop an educational gaming tablet to move toward commercialization
- Prepare to extend focus beyond the university laboratory and accelerate the economic and societal entrepreneurial knowledge

East Carolina University, Greenville, N.C.

Nutrition Outreach Shift Manager **July 2020–present**

- Supervise five volunteers that organize meals and lesson plans for participants
- Teach elementary-aged children about good nutrition habits
- Promote healthy lifestyles through educational lessons and activities
- Reinforce learned material in healthy eating and living

East Carolina University, Greenville, N.C.

Campus Kitchen Shift Manager **July 2019–present**

- Supervise and train staff of five
- Create menus and enforced the execution of the USDA Child Food and Nutrition Program
- Direct meal production and preparation for up to 200 students at four different locations
- Gain HACCP knowledge
- Properly use storage techniques and managed inventory
- Oversee food preparation, portion sizes and presentation of food
- Ensure compliance with food quality and safety

East Carolina University, Greenville, N.C.

Outer Limitz Bowling Cashier and Repairman **June 2019–present**

- Train and supervise 10 student workers
- Resolve customer and student conflict and complaints
- Maintain and frequently repair eight bowling lanes
- Schedule and coordinate campus events and functions
- Maintain facility schedule

Panera Bread, Greenville, N.C.

Cashier/server **August 2018–January 2019**

- Train new staff of 10
- Greeted customers with seasonal and ongoing menu selections
- Initiated purchase requests
- Answered questions related to menu selection and options
- Confidently managed in-restaurant orders from customers

OBJECTIVE

To obtain a position as an English/language arts educator in the middle grades that will allow me to showcase my content knowledge, along with skills in classroom management, instruction and assessment.

EDUCATION

East Carolina University, Greenville, N.C.

May 2024

Bachelor of Science in Middle Grades Education GPA 4.0

Licensures: Math and English/Language Arts, grades 6–9

TEACHING EXPERIENCE

Riverwood Middle School, Student Teacher Intern, grade 7 ELA, Clayton, North Carolina August 2021–present

- Create original lesson plans and units in accordance with the North Carolina Common Core Standards for English Language Arts grade 7
- Well-versed in methods of instruction and assessment, creating clear objectives for each lesson and aligning assessments with objectives
- Solid classroom management procedures and experience in maintaining a productive classroom environment
- Work with students of all ability levels ranging from AIG to EC students
- Experience working with IEP and 504 accommodations and modifying lessons and/or assessments to adhere to such modifications
- Attend parent-teacher meetings to ensure that parents are kept abreast of their child's progress in the classroom
- Observe PLC meetings to gain experience on how the curriculum will be employed in the classroom

RELATED EXPERIENCE

Cary Family YMCA, Swim Coach, Swim Instructor, Lifeguard, Cary, North Carolina October 2020–present

- Coach the Mini Competitor swim team (ages 5–8) and summer swim team (ages 7–8), working to build both physical endurance and strength of character to prepare young athletes to swim in competitive environments. Focus is on individual growth and self-improvement.
- Swim instructor for children of all ages and ability levels, even working with adults at times. Work on building confidence in the water, solidifying technique and learning water safety all while encouraging the values set forth by the YMCA of caring, honesty, respect and responsibility.
- Lifeguard to ensure the safety and enjoyment of all those who come to the YMCA. Focus on water safety and encourage children to be responsible in the water. Current certifications in CPR, first aid and oxygen/AED for the professional rescuer.

AquaVentures Swim Academy, Swim Instructor, Raleigh, North Carolina

June 2019–August 2020

- Worked with children ages 5–18 who were at various ability levels
- Instructed children in the basics of swimming and fine-tuning technique based on current skill levels
- Delivered fun and personal swimming experiences to each student, instructing in a friendly and caring environment

Youth Guidance, Volunteer, Vero Beach, Florida

June 2019

- Assisted with after-school art program aimed at youths from single-parent homes and in need of mentors
- Helped to encourage confidence in children through art, focusing on respect of self and others and on kindness and caring

TECHNICAL SKILLS AND PLATFORMS

SMART Technology, VoiceThread, Prezi, Study Island, Edmodo, Blog Talk Radio, Google Docs, NVU (web-page creation/publishing), Fetch, FileZilla, iMovie, Blogger, WordPress, Blackboard, Moodle, Microsoft Office (Word, Excel, PowerPoint, Publisher)

Ms. Public Health Student

Public_health@gmail.com • Phone • LinkedIn Profile

Capabilities Profile

Program planning and evaluation	Communication	Public speaking
Implementing programs	Health promotion	Certified peer educator
Health education	Ability to multitask	Needs assessment

Education

East Carolina University, Greenville, N.C. May 2024
Bachelor of Science in Public Health
Concentration: Community Health
Minor: Biology
GPA: 3.24
Honors: Chancellor's list (spring 2021, fall 2021)

Related Coursework

Needs Assessment and Program Planning, Program Evaluation, Applied Principles of Health Promotion, Community Strategies for Health Education, Theory and Practice in Community Health Education

Relevant Experience

East Carolina University, Greenville, N.C. January 2022-May 2022
Student Program Planning and Needs Assessment

- Observed food choices and health behaviors of female mall patrons
- Completed needs assessment on African American women of reproductive age
- Created a program to increase the knowledge and awareness of preconception care among African American women

Office of Public Health, Greenville, N.C. November 2020-May 2021
Certified Preconception Peer Educator

- Family life planning, before, during and after care, risk assessment
- Informed females on the steps in becoming healthy before conception
- Educated males and females on preconception and how to decrease barriers and increase a healthy pregnancy
- Performed risk assessment on men and women to better understand their reproductive health behaviors
- Distributed resources on contraceptives, smoking cessation, BMI and stress management
- Encouraged and educated males on how to increase support of pregnant partner before and after pregnancy

Pitt County Preconception Health Campaign Volunteer, Greenville, N.C. January 2020-October 2020

- Informed women about the importance of creating a reproductive life plan
- Educated females about making smart food choices and increasing physical activity
- Created flyers to explain the importance of taking a multivitamin with folic acid to prevent birth defects

Work Experience

Carolina Ale House, Server, Greenville, N.C. August 2022-Present
Boys and Girls Club, Mentor, Greenville, N.C. May 2021-June 2022

Volunteer and Campus Involvement

North Carolina Society of Public Health, Member September 2021-present
Eta Sigma Gamma (health education honor society), Member September 2020-present
Eta Sigma Gamma (health education honor society), Secretary January 2021-January 2022
Special Olympics, Volunteer April 2021
Relay for Life, Volunteer August 2021

Nurse N. Student

1243 Pirate Worth Avenue | Greenville, N.C. 27858 | 252-555-5555 | studentn10@students.ecu.edu

Objective

Motivated and patient-centered Certified Nursing Assistant and ambitious upcoming nurse graduate seeking a challenging position in the New Graduate Residency program with four years of experience in the health care field and a passion for learning and growing professionally within a dynamic health care environment.

Education

East Carolina University, Greenville, N.C. GPA: 3.7, Honors: Chancellor's list	Bachelor of Science in Nursing	May 2023
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Clinical Rotations

Wake Medical Center, Raleigh, N.C.	Clinical capstone	March-May 2022
Pitt County Schools, Greenville, N.C.	Community health Eastern Elementary School	January-March 2022
Vidant Medical Center, Greenville, N.C.	Pediatric, labor and delivery postpartum, antepartum, newborn nursery	August-December 2021
Nash UNC Health Care, Rocky Mount, N.C.	Orthopedic, cardiac intermediate care	August-December 2021
Coastal Plain Hospital, Rocky Mount, N.C.	Mental health	March-May 2021
Vidant Medical Center, Greenville, N.C.	Fundamentals in nursing	August-December 2020

Relevant Experience

Ridgeway Manor Nursing and Rehabilitation, Greenville, N.C. Nursing Assistant II	August 2021-Present
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- Provide behavioral and emotional support, companionship, and supervision for those with dementia and Alzheimer's
- Follow infection control procedures
- Monitor resident needs and assist with bathing/showering as outlined in the plan of care
- Sterilize and prepare medical tools and equipment under the direction of nursing staff
- Recognize and report signs/symptoms of abuse and/or change in condition
- Transfer residents using proper body mechanics and transfer equipment

First Choice Nurses, Washington, N.C. Certified Nursing Assistant/Med Tech	August 2019-August 2021
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- Assessed and documented care for critically ill cardiac patients
- Measured and recorded temperature, blood pressure, pulse and respiration rates, food/fluid intake and output as directed
- Collected information about conditions and treatment plans from caregivers, nurses and doctors
- Accounted for outstanding customer service to all external and internal customers
- Developed and maintained relationships through effective and timely communication

Campus and Community Engagement

East Carolina University, Student Government Association, Nursing Assembly Member	December 2020-Present
East Carolina University, American Assembly for Men in Nursing, Member	December 2020-Present
East Carolina University, Multicultural Student Nurse Association, Member	August 2020-Present
Boys and Girls Club, Volunteer	August 2018-December 2019
Ronald McDonald House of Eastern North Carolina, Volunteer	October 2018-July 2019

Graduate Gary

garyg18@students.ecu.edu

252-328-6050 · www.linkedin.com/in/GraduateGary

Capabilities Profile

Teamwork	Time management	Goal-oriented
Public speaking	Spanish	Leadership
Social media	Research	Fundraising

Education

East Carolina University, Greenville, N.C.		May 2023
Master of Public Administration	Area of emphasis: Management	
North Carolina State University, Raleigh, N.C.		December 2020
Bachelor of Science in Communication	Minor: Business Administration	

Relevant Coursework

Organization Theory in the Public Context, Human Resource Management in Public Agencies, Leadership and Ethics in the Public Sector, Organizational Communication Theory, Marketing Management, Public Relations Theory

Experience

Organizational/Planning Skills

- Organized weekly events for 20 children and families ranging in ages from 5 years old and up
- Coordinated schedules of two lawyers to ensure maximum efficiency
- Organized, planned and executed monthly programs and events
- Created and organized fundraising program involving the local community to assist with scholarship fund

Communication Skills

- Delivered professional and courteous customer service while multitasking in hectic environments
- Assisted clients by scheduling appointments and provided requested information on services
- Utilized interpersonal communication skills to interact with diverse clientele

Leadership Skills

- Facilitated monthly meetings with staff members
- Collaborated with team members to deliver maximum service as well as worked independently
- Lead two discussion sessions when professor and mentor are unavailable

Recent Employment History

Graduate Assistant: Department of Political Science, Greenville, N.C.	January 2021-present
Intern: YMCA, Raleigh, N.C.	May 2020-December 2020
Receptionist: Law Office of Wolfpack and Pirate; Raleigh, N.C.	August 2018-December 2019

Volunteer/Community Service

Food Bank of Eastern North Carolina
Relay for Life (N.C. State and ECU)
Special Olympics

Professional Affiliations

Society of Human Resource Management (SHRM), Student Member

Pee Dee Pasteur

Linkedin.com/in/PeedeePasteur • 919-987-2345 • Biologyguy@hotmail.com

Education

East Carolina University, Greenville, N.C.
Bachelor of Science in Biology
Concentration in Molecular Cell Biology

April 2023

Relevant Experience

ECU Office of Research and Creative Activities, Greenville, N.C.
ORCA Grant Recipient

February 2021-February 2022

- Formulated and proposed project to study water quality and pH in the Great Lakes
- Awarded \$1,500 grant based on a proposal to fund research and implementation
- Researched water quality and ecology conservation efforts in the Great Lakes area
- Presented findings at Utah Conference on Undergraduate Research

Vidant Medical Center - Greenville, N.C.
Outpatient Admissions Intern

June 2020-May 2021

- One of eight students in Pitt County to receive a paid internship through the Health Science Academy
- Intern in outpatient admissions responsible for pre-registrations and check-ins
- Worked more than 360 hours during my senior year while continuing school and playing sports for J.H. Rose High School

Beta Beta Beta Biological Honor Society (Tri-Beta), ECU Department of Biology
Club Treasurer

January 2017-January 2018

- Honor society for students dedicated to improving the understanding and appreciation of biological study and extending boundaries of human knowledge through scientific research

Additional Experience

The Church of Jesus Christ of Latter-day Saints, Asuncion, Paraguay
Missionary

August 2019-present

- Instructor: taught more than 25 weekly lessons on spiritual topics and life improvement
- District leader: oversaw group of 13 missionaries, guiding and directing their improvement
- Zone leader: organized and directed training meeting for over 100 missionaries
- Worked on Spanish language fluency

The Scullery, Greenville, N.C.
Student Server and Grill Worker

July 2018-December 2018

- Collaborate with teammates and supervisors to ensure timely, high-quality services
- Expedite service delivery through detailed process improvement plan, decreasing wait times by 10%

Aaron's Landscaping Services, Fayetteville, N.C.
Self-Employed Landscaper

May 2016-July 2018

- Built successful business from the ground up, including clientele, services and billing
- Fostered relationships with customers, tailoring to needs and preferences

WHY USE handshake ?

A job database for ECU Pirates!

- ▶ Averages over 10,000 opportunities including internships, part-time and full-time positions
- ▶ Hosts all on- and off-campus jobs
- ▶ Offers customized user experiences based on academic major and interests
- ▶ Provides over 500,000 employer contacts within directory
- ▶ Sends email alerts for positions, events, career fairs and employer activity
- ▶ Offers exclusive ECU resources including subscription job boards
- ▶ Provides online appointment scheduling with career services staff
- ▶ Offers access to virtual resume review for digital feedback

Login today using your Pirate™ ID and Passphrase. Visit ecu.joinhandshake.com.



ecu.joinhandshake.com

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job hunting & career management solutions

Begin moving your career forward!

- Search, select and store job listings from all job boards and all company job postings
- Get up-to-date contact information for millions of companies
- Access in-depth information about contacts and companies posting jobs
- Record, save and store your correspondence history records automatically
- Create personal marketing campaigns, including unlimited resumes and cover letters easily and save them to access, print or email
- Manage your confidential CareerShift account securely from any computer 24/7, to update and maintain your organized and recorded job search

How to access CareerShift

1. Login to Handshake at career.ecu.edu
2. Under “Career Center” tab click “Resources”
3. Click the CareerShift link
4. In the upper right click “Sign up now”
5. Sign up using your email and password of choice



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CAREER SERVICES

Get The Most Out Of An ECU Career Fair



What is an ECU Career Fair?

An ECU Career Fair is an organized event hosted by East Carolina University Career Services to provide employers, ECU students and alumni an opportunity to connect. Employers in a broad range of fields come to share job and internship opportunities and company information with ECU students and alumni. These employers have paid a fee and traveled to Greenville to find candidates to fill their current openings and build relationships for future job openings.

What happens?

Employers set up tables at venues on or off campus. They may have banners or other displays and often bring giveaway items such as pens, water bottles, koozies, etc. Recruiters or company Human Resources representatives are on hand to talk with ECU students and alumni about their company and opportunities. Sometimes employers will schedule follow-up interviews for the same day or for the next day.

How do I prepare?

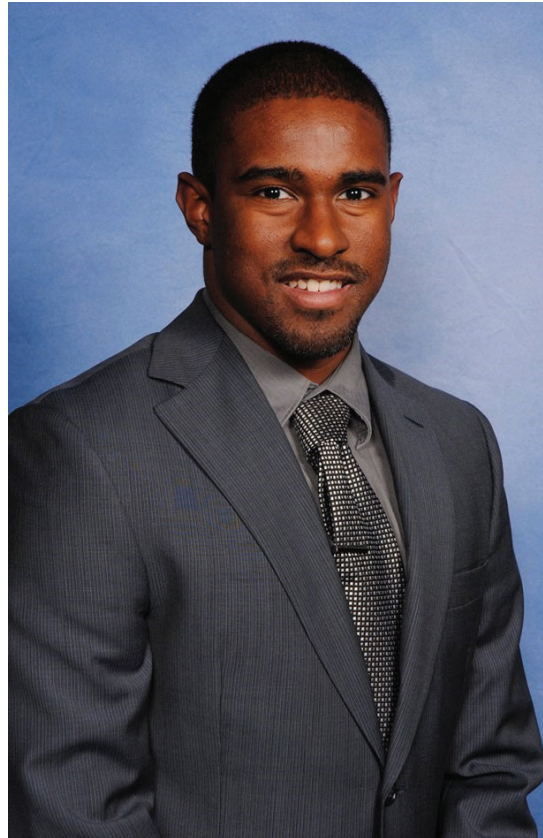
- Check the Career Services website to find out which employers will attend and what majors they would like to see.
- Research the companies of interest.
- Prepare your resume and bring it to Career Services for a critique.
- Develop and practice your power greeting. See page 34.

What do I bring?

- Bring copies of your resume. Bring tailored copies if there are specific companies or positions of interest.
- Bring a folder or portfolio (backpacks are unprofessional).

What do I do?

- When you meet the representative, greet him/her enthusiastically. Shake hands and make good eye contact.
- Have your power greeting and business card ready and offer your resume. Do not be offended if the recruiter directs you to apply at the company website instead. Ask for company materials and contact information (their business card).
- Be considerate of others. If there is a line behind you, wrap up your conversation.
- If you are seeking career opportunities, focus on the application process and ask for specific information.
- Follow up the next day by connecting on LinkedIn, applying as directed and sending a thank-you note to the recruiter. Take an extra step and send a written note in addition to an email.



What do I wear?

- Business professional. Suits are preferred.
- ECU Career Services typically hires a professional photographer to take headshots at the Career Fairs free of charge. While you're dressed up, stop by the photography station for a professional headshot that can be used for your LinkedIn profile.

Important tip:

Never ask an employer, "what do you do?" Take time to do some advance research. Or, at the very least, pick up some literature from the table, step away and read it and then come back to the table to talk to the recruiter.



handshake

Virtual Career Fair Prep Checklist

To get started, visit ecu.joinhandshake.com and login using your Pirate ID and Passphrase

- Registration**
Registration is required to attend any virtual career fair through Handshake and will help you stay updated on new employers, receive tips and let employers know you will be attending.

To register, login to Handshake at [ECU.JOINHANDSHAKE.COM](https://ecu.joinhandshake.com), click the *Events* link on the homepage, then the *Fair Search* tab, to select a fair, then click *Join Event*.

- Prepare Your Resume**
Take advantage of Career Services and receive feedback on your resume through [one-on-one scheduled appointments](#), [virtual drop-in hours](#) (Mon. - Fri. from 11 a.m. - 3 p.m. and 24/7 [virtual resume review](#) drops. All appointments, drop-ins and resume reviews are available through [Handshake](#).

- Update Your Handshake Profile**
Utilize the [Handshake Profile Checklist](#) and make sure information listed is accurate and up to date. Employers will use your profile and resume to invite students to sessions and connect for opportunities.

- Research Employers**
For all upcoming career fairs, there will be a list of employers and search filters to identify employers by location, major of interest, and types of positions the organization is recruiting for.

- Sign Up for Sessions**
Once your resume and handshake profile are updated and ready for employers to view, sign up for available group and one-on-one sessions with employers of interest.

- Day of Virtual Career Fair**
Dress professionally, prepare your computer and space to ensure no technical issues on event day. Mark your calendar to arrive on time for scheduled group and one-on-one sessions with employers.

- Follow Up After Fair**
Prepare follow up thank-you emails with employers and take any further actions suggested including applying for open positions available through the company website or [Handshake](#).



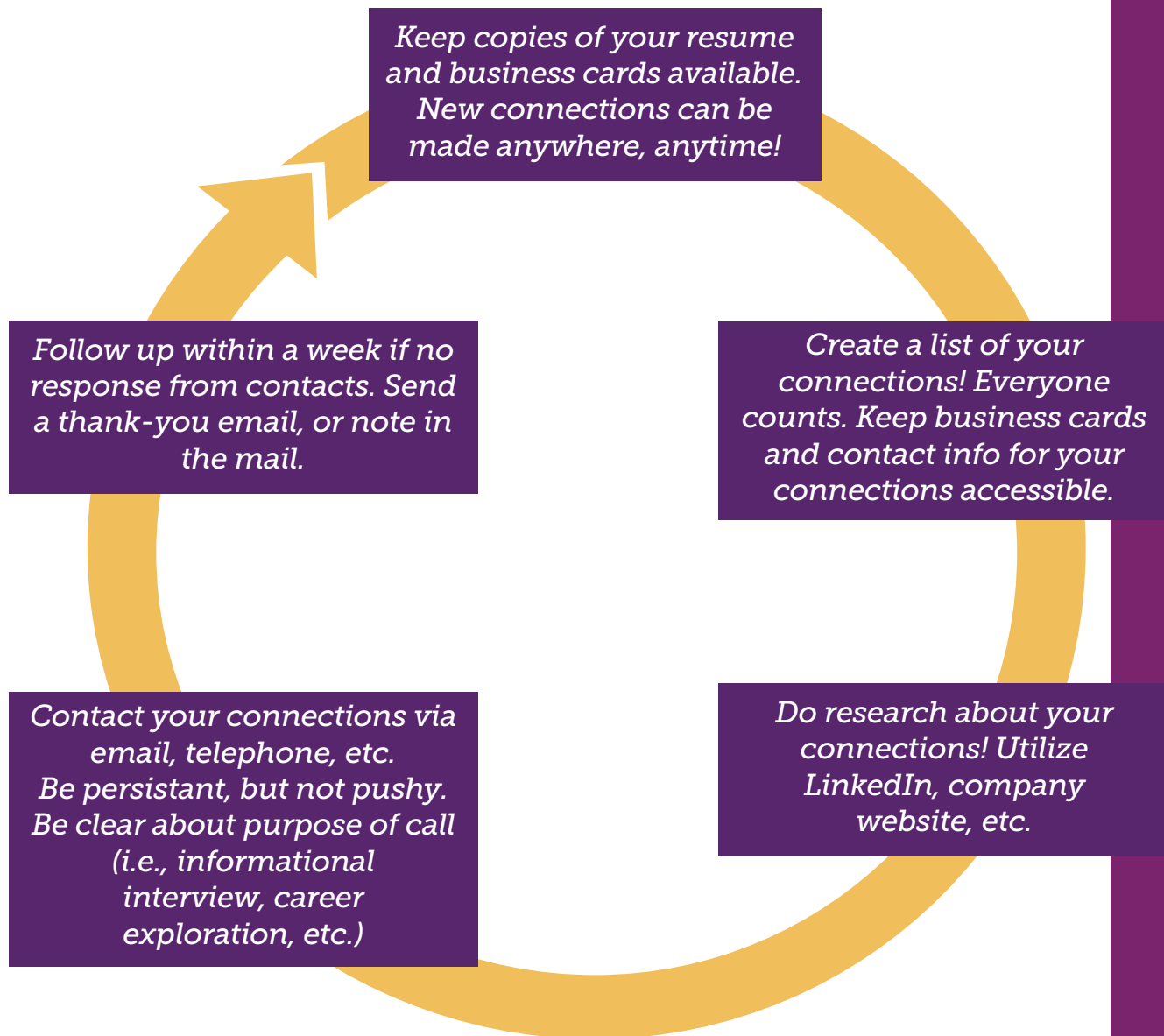
ECU[®]

CAREER SERVICES

Want help preparing for an upcoming career fair? Connect with ECU Career Services at career.ecu.edu

Networking: The Number One Job Search Strategy

Networking is key to locating those non-published jobs that are just waiting for you in the “hidden” job market, which may constitute over 80 percent of jobs.



The value of networking

Strategically connecting with people enables you to:

- Gain insider knowledge and insight into the career field, industry, or organization and the day-to-day experiences, career paths, terminology, organizational culture, sources of industry information and more.
- Build confidence over time in speaking about yourself, career interests and future goals.
- Expand the number of people you know who are doing things you are curious about.
- Learn about opportunities, sometimes before they become publicized.
- Refine your goals, make well-informed decisions in your search and make a positive impression on employers and those who are evaluating your candidacy.

Networking basics

With practice comes improvement. Did you ever hear the phrase, “fake it ‘til you make it?” No one needs to know that you’re nervous or that you’ve never done this before. On the other hand, if it makes you more comfortable, feel free to tell people this is new for you. It’s okay. Even after years of practice, introducing yourself to someone new can feel risky. Students we talk to most commonly say that their level of nervousness far exceeded the actual task and that the conversation was fun. Remember that almost any interpersonal encounter can be an opportunity for intentional networking.



Tips when networking

- Know yourself: skills, interests, values, personality and accomplishments.
- Make a list of your current relationships—personal, professional, academic and beyond. Add ECU alumni to your list. Your first-degree contacts will be instrumental in connecting you with other people you do not yet know, your second-degree contacts.
- Do not discount individuals because you think they do not know the right people. They do not need to be in the area you are pursuing to have valuable relationships to share.
- Create a plan for reaching out to your first-degree contacts and for keeping track of your communications. You might want to start with people who seem to have the closest connections to your area of interest or with those whom you feel most comfortable. Either way will work. The point is to create a plan you can act on.
- Do your homework. Learn a little bit about each person you contact (profession, current projects, company, relevant personal information, etc.). Use the power of the internet to your advantage.
- Draft and practice your opening communication (verbal introduction, email, etc.). Discuss this with a friend, career counselor or someone you respect.
- Make your move. Send an email first; follow with a phone call. Or simply CALL! Assign yourself a daily quota. Be persistent but not pushy.
- Follow up. Call again within a week if you receive no response. Arrange a meeting in person or by phone. Ask for 20 to 30 minutes only.
- Set the tone. Know and explain why you are calling and what you hope to learn (industry information, career exploration, job search advice, graduate or professional school guidance, etc.). You are not asking for a job.
- Ask for referrals. One of the most important questions is, “Whom do you recommend I contact for additional information?”
- Send a thank-you note within 48 hours. Email is ok. A personal letter can be very effective and demonstrate the extra effort.
- Maintain connections. Nurture the relationships by staying in touch and letting them know where you land.
- Be patient. Networking yields results that often accumulate over time. Never stop networking.

Informational Interviewing: A Smart Way To Learn From The Inside

Networking is key to locating those non-published jobs that are just waiting for you in the “hidden” job market, which may constitute over 80 percent of jobs.

What is informational interviewing?

Quite simply, it is a meeting in which an individual can meet with an industry or organization professional to learn about field(s) of interest and establish a professional network. It is not a job interview.

Aren't professionals too busy?

Yes, but...many people enjoy talking about themselves, discussing their field and sharing information about their pathway to success. Most, if asked appropriately, are willing to meet and answer career-related questions. Depending upon the professional and his or her schedule, the interviews can be conducted in person, by phone or perhaps even by email or Skype.

Smart Tip:
Arrange the meeting to accommodate the schedule and convenience of the professional.

How do I set up an informational interview?

Develop a list of potential contacts in the field. Call in advance to request an appointment. Explain why you are calling; be polite, positive and professional. You may want to rehearse beforehand. If you receive a “no,” move on to the next contact on your list.

How long should the interview last?

Set your interview for 15–30 minutes and DO NOT exceed the time to which you both agreed.

Should I send a thank-you note?

Absolutely. Thank the individual for sharing his or her time and expertise and indicate how you plan to use what you learned or what steps you have already taken as a result of the conversation.

Should I give my resume to the contact?

If you are seeking a job/internship now or will begin soon, you may ask your contact to keep you in mind if any prospects or opportunities arise. It is acceptable to leave a copy of your resume or send one along with a thank-you note. Be sure that your resume is up to date, polished and targeted.

How should I prepare for the interview?

Research the company’s website and visit your contact’s LinkedIn site for context and background. You can also use www.Inthedoor.com on Facebook to find out if anyone you know is employed at the company.

Is there anything I should not ask?

Overly personal questions such as “what is your salary?” are clearly off limits. Also avoid asking questions with answers you could easily find on your own such as “what does your company do?”

What should I ask?

When developing questions, keep in mind that your goal is to develop a relationship with someone in a company or organization of interest to you and to learn more about the field or industry. See sample questions on the next page.

Potential informational interview questions

Career path/career development

Can you tell me how you got into to this field?

Are specific majors or coursework necessary for entering and succeeding in the field?

What does a typical career path look like in your industry?

What professional or trade associations do you recommend?

What do you read—in print and online—to keep up with developments in your field?

About the field/industry

Can you describe a typical day?

What are some of the biggest challenges facing your company and your industry today?

How do you see your industry changing in the next 10 years?

What do you like most about your field and what would you change if you could?

What is unique or differentiating about your company?

Which professional publications/organizations and other resources do you consider relevant?

Concluding question

Can you recommend other professionals in this field with whom I should speak? May I use your name when I contact them?

Smart Tip:
Practice asking your questions beforehand so that you can focus on the answers and sound confident and professional.

Smart Tip:
When you receive an offer for a job or internship notify your contacts. Tell them about the position and thank them for their help.



Develop Your Power Greeting

A power greeting is like a “30-second commercial.” It provides just enough information to make the listener want to know more about you and sets a professional tone for the rest of your interaction.

A power greeting is composed of three distinct parts and a follow-up question:

- Your education and credentials (what you have studied).
- Your experience in the field (employment, internship/co-op, volunteer positions).
- Your strengths and interests (what you do best and enjoy, as related to the position or employer).
- An open-ended probing question about their needs, problems and challenges.

WHEN TO USE THE POWER GREETING

Networking events:

The power greeting can be used at networking events or professional conferences to confidently introduce yourself and share relevant information to colleagues and potential employers.

Career fairs:

Use your power greeting during a career fair or recruiting event to introduce yourself to an employer. Make sure to show off your research on their organization and make a clear connection between yourself and the employer.

Interviews:

Nearly every interview begins with “tell me about yourself.” Responding with a well-prepared power greeting sets the tone for the rest of the interaction, creates a favorable first impression and shows strong communication skills.

Anytime:

If you were to meet a dream employer during an elevator ride, you should be able to catch their attention with a compelling statement about yourself. Utilize the power greeting to impress anyone at any time.



Here's an example:

Hello, my name is Pete Robertson and I hold a bachelor's degree in industrial technology from East Carolina University with a minor in business administration. I have a year and a half experience in the field through a summer internship with Hyster-Yale Group in Greenville, N.C., and a two-semester co-op position with National Waterworks in Charlotte, N.C. I have discovered that I enjoy supply chain management and Just-In-Time delivery challenges. I chose this field because I enjoy finding new ways of solving problems, I am a hands-on person and I like getting into the thick of things and dealing with tangible, concrete problems. What role does logistics play in your business?

Your turn

Hello, my name is (only if they do not know it) _____ and I hold a degree in _____ from East Carolina University (add your minor/concentration if relevant). I have _____ semesters/years/months, etc., experience in the field of _____ and through _____ I have discovered that I excel at _____. I chose this field because _____.

I believe that I can contribute to your organization by _____ (relate to employer's needs). How do these skills play a role in your organization (probing question to engage employer)?



Interviews: What You Need To Succeed In A Professional Interview

Hiring managers say that one of the biggest mistakes candidates make is coming to interviews unprepared. Take time to familiarize yourself with the company, the position and how your skills and experience align with the position's needs.

Prepare

Know the job, the company, and the value you can provide. Research the company's website, contact anyone you know in the business, Google it, visit Hoover's Guide, CareerInfoNet, Handshake, or Glassdoor.

What You Should Know About the Company

- Size, location, customers, products, services
- Mission and history
- Key decision makers, competitors

What You Should Know About the Position

- Primary function of the position Sales? Service? Products? Planning?
- Customers, clients, users
- Basic tasks
- Required skills, abilities
- Typical salary in the region the position will be located

What You Should Know About Your Value

- Inventory your skills and abilities and identify all the areas in which you have relevant strengths and experiences.
- Reflect on your successes and your experiences in previous jobs, group and individual projects, volunteer activities and campus involvement.
- Develop a written list of examples that demonstrate your readiness to meet the needs stated in the job description.

Practice

Analysis and research alone are not enough. Practicing is vital.

- Obtain a list of potential interview questions and decide how you would answer them. See page 40 for likely general questions. Search for position-specific questions on Google.
- Write down your answers and practice saying them aloud.

- Prepare two or three questions to ask the interviewer that show off your research and professional interest. See page 37 for examples.
- Write a power greeting and practice saying it aloud until it sounds and feels natural to you. See page 33 for details.
- Practice shaking hands. A handshake should last no more than a few seconds and the grasp should be firm. Note: As a result of the COVID pandemic, some people are reluctant to shake hands. Take your cue from your employer and shake if a hand is extended. Otherwise, bow slightly.
- Practice with a friend, Career Services counselor, in the mirror, or using InterviewStream. See page 40.

Perform

You were invited to interview because the recruiter was impressed by your resume. The interview is your opportunity to demonstrate that you are the right person for the job.

In Person

- Arrive ten to fifteen minutes early.
- Carry a professional portfolio, not a bookbag.
- Bring several extra copies of your resume.
- Maintain a professional image and treat everyone you meet with politeness and consideration. You never know who might be in the elevator or parking lot next to you or who might be asked for an opinion.
- Express a positive attitude; greet your interviewer(s) with a warm smile, direct eye contact and a firm handshake or slight bow.

- Maintain eye contact, sit up straight and avoid crossing your arms across your chest.
- Most interviews begin with: “Tell me about yourself.” This is not a request for personal information; it is your first opportunity to highlight your education and experiences as they relate to the position in a well-prepared greeting. Answer the question with your power greeting. See page 33.
- Don’t try to memorize “the right answer” to interview questions. Instead, answer with the idea in mind that each question is a version of “Why are you the right person for the job?” which is best answered by giving examples of successes that align with the job needs.
- Answer questions to demonstrate what you can do for the company, not what the company can do for you.
- At the end of the interview, summarize why you are the best match for the position and thank the interviewer(s) for the opportunity to meet with them. If you are interested in the position, say so.
- Make sure you know what the next steps are in the selection process, especially the timeline for a decision.
- “Thank you for inviting me to meet with you today. After meeting the team and learning more about the position I am sure that I would like to be a part of your team.”
- Ask for a business card for contact information and follow-up interactions.

Follow up

- Send a thank-you within 24 hours of the interview. You may call or phone, but a handwritten note or card is especially effective.
- Call within the week to ask if additional information is needed and to re-express your interest.

Navigating Phone and Virtual Interviews

Interviews can take place in multiple environments—live, virtual live, and virtual prerecorded.

Phone interviews

- Schedule your phone interview at a time when you can be in a quiet space without interruption.
- Speak clearly and maintain a reasonable volume and pace. If you are asked more than once to repeat an answer, you are probably speaking too softly or quickly, or both. Slow down and speak up.
- Your voice should convey energy and confidence. Some people find that smiling when answering questions helps them sound upbeat and positive.
- You can have your written answers handy, and/or the company’s website open on the computer. Glance at the answers now and again, but do not read the responses verbatim. Do not use the keyboard as the keying will be obvious to the listeners.
- Dress as if you were meeting in person. Wear a suit or professional business attire. You will be more likely to speak, move and act professionally if you are professionally dressed. When you are lounging around in your sweats, your demeanor is likely to come across as too casual.

Top Ten Tips for Virtual Live or Pre-Recorded Interviews

1. Download the software in advance and choose a professional name.
2. Use a space with a neutral, uncluttered background.
3. Arrange lighting to come from the front. Back lighting places you in silhouette and side lighting puts one side of your face in shadow.
4. Frame yourself in the screen so that your eyes are camera level. Otherwise, the viewer sees only your forehead or chin. Stack your computer on books to raise to level needed.
5. Control your environment. Let others know not to disturb you during the interview. Remove pets and close your door. Close other apps and notifications. You may schedule a room at Career Services if you need a professional space.
6. Join a few minutes early. You do not want the interviewer to wait for you to arrive.
7. If you are planning to take notes, ask the interviewer for permission.
8. Dress professionally from head to toe. You never know when you might need to stand up.
9. This is not a time to multitask. Close other apps and focus entirely on the interview.
10. Keep your phone nearby (but turned off) just in case there are technical difficulties, and you need to call in.

Opportunities to Practice Interviewing

OPTIONS

Practice live, virtual live, or by phone with a Career Counselor.

AVAILABILITY

Available by appointment

HOW TO SCHEDULE

Login to Handshake and select "Appointments" under the Career Center tab from the homepage.



24/7 - Online

Visit: www.ecu.interviewstream.com

Use an interview room at Career Services.

Available by appointment

Log in to Handshake and select "Appointments" under the Career Center tab from the homepage.

Sample Interview Questions

Behavioral questions

Many recruiters use a technique known as "behavioral interviewing" as part of the interview process. Instead of, or in addition to asking hypothetical questions about how you would behave in various situations, behavioral questions ask what you did or how you handled a particular situation.

Typically, behavioral interview questions revolve around work experiences, initiative, planning, teamwork, problem-solving, leadership and collaboration. Anticipate that you might be asked to explain or talk about times when you demonstrated these behaviors and prepare and practice your answers in advance. Use the STAR Model to Answer Behavioral Questions. See page 38.

Opening questions

- Tell me about yourself.
- Why did you choose to interview with our organization?
- What do you know about our organization's products or services?
- Why are you interested in this industry?

Experience

- What job-related skills have you developed?
- Did you work while going to school? In what positions?
- What did you learn from these work experiences?
- Why should we hire you rather than another candidate?
- What did you enjoy most about your last employment? Least?
- Have you ever quit a job? Why?

- How do you think a former supervisor would describe your work?
- Can you tell me about a time when you had to manage multiple deadlines?
- Give an example of a situation in which you provided a solution to an employer.
- Give an example of a time in which you worked under deadline pressure.

Education-oriented questions

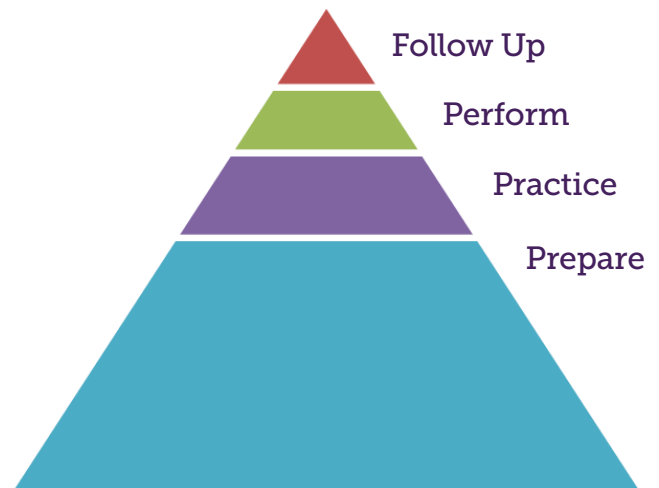
- How does your college education relate to this job?
- Why did you choose your major?
- Why did you choose to attend your college or university?
- Describe how your campus activities helped prepare you for this position.
- Which classes in your major did you like best? Least? Why?
- Do your grades accurately reflect your ability? Why or why not?
- What concepts from your academic program could you apply to this position?

Additional questions

- Describe your ideal job.
- What do you consider to be your greatest strengths and weaknesses?
- Of which three accomplishments are you most proud?
- Who are your role models? Why?

- What motivates you most in a job?
- Where do you want to be in five years? Ten years?
- Do you prefer to work under supervision or on your own?
- Describe your preferred style of supervision.
- Would you be successful working with a team or independently?
- Do you prefer large or small organizations? Why?
- Tell me about a time when you worked in an unstructured environment.
- Have you had difficulty getting along with a former professor/supervisor/co-worker? How did you handle it?

Interview Success Model



The STAR model

Use the STAR model (**S**ituation, **T**asks, **A**ctions, **R**esults) to set up a situation, describe the tasks needed to be completed, the actions you took, and the favorable result or outcome. Be specific; don't forget that you should be the hero of the story.

Example: *tell me about a time that you had to work with a difficult person.*

S. Last semester I was working on a group project. When we were at an important stage, one of the teammates stopped coming to meetings and doing his part. We called and texted and emailed him over and over but he never responded.

T. We needed this teammate to help us contribute to the assignment and the group asked me to address him in person.

A. One afternoon I went to his house to talk to him in person. I told him that the team was concerned about him and frustrated because we were counting on him. He said that he was sorry to let us down but he was failing chemistry and was preoccupied. I got him in touch with one of my friends who is a chemistry major and they set up some tutoring sessions.

R. Once my teammate started working with my friend and doing better in class he returned to the group and did his part and even more. The project was finished on time, we all got a good grade and our teammate passed chemistry.

Questions to ask employers

Do not ask about benefits or salary in the first interview. Ask questions that demonstrate your research or that show your professional interest in the industry or organization.

- What is the biggest challenge the industry will face over the next six months?
- Is there a service or product that you would like to offer your customer that is not currently being offered?
- What products are in the development stage?
- How would you describe the company culture?
- What are the ideal qualities you are looking for in the candidate for this position?
- What do you enjoy about working here?
- What are the next steps in this hiring process?

Attire for the interview

Wear a suit. When you wear a suit, you communicate that you are serious about the position and that you respect the process, the position, the company and the interviewer. If the company or position is casual, you may be tempted to dress down. However, for the interview, you should dress up. Once you have been offered the position, you can adjust your attire to the company culture. If you feel strongly that wearing a suit would be inappropriate, call the company in advance to inquire what is considered proper interview attire.

Identify as male

- Dark suits (black or navy) in natural fabrics (wool or cotton) are safe bets
- Polished dress shoes (solid heels, complete soles, and no scuffs)
- Dark suit, dark socks. Light suit, light socks. (Not white)
- Ties should be conservative, limited to small patterns or solid colors
- Pockets should be free from bulging wallets, tobacco products or jingling coins
- Facial hair and nails should be clean and cut short

Identify as female

- Pant suit or dress suit in conservative colors—black, navy, grey
- No low-cut blouses
- Skirt lengths that are not revealing (no higher than 2 inches above knee)
- Minimal makeup, hair styled neatly and away from your face
- Avoid flashy, excessive jewelry, remove body piercings and cover visible tattoos
- Wear polished pumps or dress flats; if you must wear heels, do not exceed three inches
- Non-textured hose and neutral hosiery or socks
- Clear or conservative nail polish on an appropriate nail length
- Small purse

Tips and reminders

Don't forget the little details. If you are expecting to receive calls for interviews, make sure that your outgoing phone message conveys a professional image. Record the message in your own voice and use your first and last name. Speak slowly and clearly. The message should be free of background noises and should not include jokes or music.

- Call the day before to confirm the interview time.
- When attending an in-person interview, drive the route beforehand to make sure that you know the way and travel time; your GPS is not fool-proof.
- Bring a list of questions, extra copies of your resume and pen/paper to make notes.
- Take a last glance in the mirror. Check that your tie is spot-free and your teeth are free of lipstick or food.
- Turn off your phone.
- Avoid excessive cologne and perfume.
- No gum.

INTERVIEW STREAM

A Practice Interview Platform

InterviewStream is a FREE online practice software that allows ECU students and alumni to create custom interviews or take interviews that have already been created and play back the interview for review and improvement.

InterviewStream can be accessed through Handshake or can be found on the home page of the Career Services website.

1. Access Handshake and log in using your Pirate ID username and passphrase.
2. Follow the prompts to complete your profile (if not yet complete).
3. **InterviewStream** can be found in the Resources Section; located underneath the Career Center tab (top-right navigation bar).
4. Sign up using your personal or student email and password of choice.

Why use InterviewStream?

- InterviewStream helps you practice your interview skills. It also familiarizes you with how to manage pre-recorded interviews, which many employers now use.
- Preparation is key and practice makes perfect!
- See and hear yourself, respond to real interview questions before being in front of an employer.
- Prepare for any job or graduate school interview using the over 4,000 pre-recorded interview questions.
- Critique yourself and tally your “um, likes, you knows” for better performance at the interview.
- Share your interview with faculty, staff and peers for additional feedback.
- Practice as many times as you want, anywhere and anytime from your personal computer or tablet.

ecu.interviewstream.com

Personal Statements

What are they?

Personal statements are essays that are written using first person by applicants with the goal of being accepted to either graduate school, professional school or a particular program. The requirements and prompts differ from program to program and the length is generally one to two pages (Murphy, Nugent & Taylor). The audience typically consists of faculty and staff from the particular department or program.

What should be included?

If a prompt is given, the writer should provide an answer in their essay. Generally, you want to tell your story. The faculty who read the essays spend approximately 10–15 minutes on each one, so you want to capture them quickly and stand out among the rest (Lang). It is important to include relevant details that show who you are without stating it. Include background and abilities, strengths that are relevant, knowledge of the field and immediate and/or long-term goals in the area of interest. Every bit of detail should relate to the overall purpose—it should make you more credible, demonstrate your skills and abilities and most importantly, show that you have what it takes to succeed in the program.

Tip:

Personal statements are your chance to stand out among the crowd, be yourself and show why you are the best fit for the program and school.

DO!

- Include personal details or stories that are relevant to your purpose.
- Show that you know what you want to do and why.
- Focus on your strengths and be yourself.
- Use first person “I” —don’t overly repeat.
- Show that you have knowledge of the field or school.
- Give them an idea of your future goals.
- Discuss your past achievements and how they relate to your professional goals.
- Stay focused.
- Give them a story! Show them who you are through examples. Instead of telling them you’re hardworking—reveal it in the details you provide.
- Discuss how the particular program can help you meet your goals.
- Start writing early!

Don't...

- Be repetitive or ramble—you only have a page or two.
- Write in clichés. You want to stand out among the rest.
- Try too hard to be funny or witty.
- Reveal weakness—unless you are showing something positive.
- Use unnecessarily big words.
- Tell them what they already know—there's no need in repeating what is on your resume already, give them something they don't have.
- Use slang or offensive language.
- Overshare—only include what is relevant to the purpose.
- Write a biography of another person. This is about you.
- Make them pity you. It can be tricky when discussing a death in the family. Keep in mind the most important rule—be relevant.
- Be critical of a person, ideal, theory or school.
- Wait until the last minute to write.

For additional assistance with developing or editing your personal statement:

Schedule an appointment through Handshake to meet with a Career Counselor.

Visit the ECU Writing Center, located at 1015 Joyner Library or online at ecu.edu/writing.



J.Y. JOYNER LIBRARY

Office Hours: Mon. – Fri. 8 a.m. – 5 p.m.

701 East Fifth Street | Greenville, N.C.
252-328-6050 · career@ecu.edu

Drop-in Hours: Mon. – Fri. 11 a.m. – 3 p.m.

career.ecu.edu

