



# Career Resource Guide





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### RESUME

#### 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.





### *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](http://career.ecu.edu). We look forward to seeing you!

Sincerely,  
Thomas J. Halasz  
Director, Career Services

## **Meet the Team**

### **Career Services Staff**

Lee Brown	Melissa Parks
Lynn Copeland	Rachel Person
Karen Franklin	Daniel Stevens
Caitlin Giannetti	Suzanne Vinson
Tom Halasz	Allison Winters
Crystal Howard	Carol Woodruff
Meredith Oakley	





# 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:** a major exploration tool
- ▶ **Virtual Job Shadow:** Thousands of videos and assessments for career exploration
- ▶ **Interviewing.com:** 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](mailto:career@ecu.edu) | [career.ecu.edu](http://career.ecu.edu) | 701 East Fifth Street



@ECUCareerServices



ECU Career Services



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# 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<sup>®</sup> 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](http://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. when classes are in session.



# 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](http://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 your header from your resume or use basic letter format by adding your return address at the top. Address your letter to a direct 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, 2023

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

## Introductory paragraph

Indicate your interest and reveal your source of information. Introduce specifics about why you are the best person for the position.

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 excel 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 skills and enthusiasm for new media to contribute to the success of William Morris Endeavor.

## Middle paragraph(s)

Outline your strongest qualifications—focus on describing how your experiences, skills and qualifications match the work they are seeking. Convince the employer you have the related experiences and education to benefit the company. Focus on sharing about you, not the employer. Do not repeat the resume but highlight your skills that relate through examples.

Pursuing a Bachelor of Science in Communication, I have taken several courses that will help me excel in this internship. During my time at ECU, I had the opportunity to receive advanced education in subjects that include Media Effects, Persuasion Theories, Audio and Video Production, Postproduction Techniques and Web Design. I completed projects including creating promotional videos for local N.C. businesses and providing a website review. These courses have enhanced my knowledge of emerging media and provide the most recent training in these technologies.

As a former sales intern at Fastenal, I developed strong marketing and sales skills. This position required me to prospect new clients and develop professional relationships with current clients via email, video call and face to face. I ensured I understood their business' needs and their orders were completed in a timely manner. 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 hone my skills in creating content for social media platforms.

## Closing paragraph

Express appreciation to the reader for his or her time and consideration and 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 (252-555-5555) or ImaPirate@ecu.edu. 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**

Greenville, NC | (252) 555-5555 | nursestudent@gmail.com

November 5, 2022

New Graduate Nurse Recruiter  
ECU Health  
2100 Stantonsburg Road  
Greenville, NC 27834

Dear Nurse Recruiter:

I am excited to express my interest in ECU Health's new graduate nurse program. I have completed several clinical rotations at ECU Health and have 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. Throughout my time as a nursing student at ECU, I had the opportunity to learn the nuances of working with an interdisciplinary team as well as apply my classroom knowledge to gain hands-on experience from experienced nursing staff. All of these experiences align 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 ECU Health and prove that I am a choice candidate.

I would be thrilled to be a permanent part of ECU Health's outstanding staff and look forward to hearing from you. Please feel free to contact me via phone 252.555.5555 or email nursestudent@gmail.com to further discuss my qualifications and interest in more detail. Thank you for your time and consideration.

Sincerely,

*Nurse N. Student*

Nurse N. Student

Enclosure



1111 PeeDee Road  
Greenville, NC 27858

Mr. Eye Gottajob  
Human Resources Manager  
Wayne County Health Department  
301 N. Herman St.  
Goldsboro, NC 27530

May 1, 2022

Dear Wayne County Health Department Team,

I am writing to you today to express my interest in the Public Health Educator position I found by searching on the Wayne County Jobs website. As a senior at East Carolina University, graduating in May 2024 with a bachelor's degree in public health, I am very interested in staying in eastern North Carolina and supporting this community. Through my experience interning with the Pitt County Health Department and my educational courses focused on public health, I feel I am a strong candidate for your position.

While interning with the Pitt County Health Department, I was able to work with a team of several full-time staff members on a task force to complete a project on educating urban low-socioeconomic areas on the spread of common infectious diseases. This project included my completion of a needs assessment focused on a specific geographic area of Greenville, North Carolina, and identifying the resources available to that population about sexually transmitted infections and cold and flu season illnesses (including COVID-19). We created educational materials to distribute via community groups and pre-identified locations as well as on social media accounts. These materials promoted services to receive flu shots and where to receive STI testing and contraceptives. To complete the project, the team created a six-month follow up plan to be implemented and review how many individuals took advantage of these promoted services.

During my classes at ECU, I focused on community health and completed courses that exposed me to health disparities, how to create programs for a variety of communities and how to work with a diverse population of individuals. During my program evaluation course, we discussed public health theory, learned the steps to complete health assessments and evaluate public health policies. As part of this course, we had to create a public health campaign based off a needs assessment of a specific at-risk community. We created a mock plan of how we would implement educational materials and programs into the community and how we would evaluate the program's success. In another class, we focused on how to find and research what resources are available to potential future clients in their area and online.

I am confident that my experiences interning with a public health department, my education in public health and my passion to work with people within eastern North Carolina have prepared me to be a strong member of the Wayne County Health Department as a public health educator focused on infectious diseases. If you have more questions about my experiences and education, I can be contacted at [publichealthstudent@gmail.com](mailto:publichealthstudent@gmail.com) or at 123-456-7898. I look forward to hearing back from you about this opportunity to join the Wayne County Health Department.

Sincerely,

*PeeDee PubHealthStudent*

PeeDee PubHealthStudent



## 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  
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: 3.44  
 Honors: Chancellor's list (spring 2015, fall 2015)

**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 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

Goldsboro, N.C. August 2020–November 2021

**Volunteer: Preconception Health Campaign**

- 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

Boy 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

# RESUME CHECK LIST

The purpose of a resume is to demonstrate that you have experience and skills **related to a specific internship or job**. Your experience can come from internships, jobs, class projects, service learning, volunteering and campus activities. Refer to the job description and look for key words that focus on job skills, tasks and activities. Build your resume with examples that match key words in the job description. Does your resume check the following boxes? If not, what changes can you make?

## FORMAT

- Is not a template
- One page in length
- One font, clear and readable
- Organized with clear headers and sections
- No pictures, boxes, tables or charts

## SECTIONS

- Contact Information** – Includes name, phone number, personal email if about to graduate, website, LinkedIn information. Street address is optional.
- Education** – Should be at the top of the resume. Degree is spelled out. It includes minor and concentration, highest rank degree precedes lower rank degree. It includes city and state of university plus graduation and degree month. Coursework can be included if applying for internships.
- Skills** – List **technical and professional** skills related to field or position. Soft skills such as communication, teamwork, problem solving, leadership, etc., should be demonstrated in bullet points and are not posted in the skills section.
- Certifications, licenses, training** included if relevant and current.
- Relevant Experience** – As a student, your professional experience related to a specific field may be limited. Therefore, to demonstrate your skills related to a position, you should include experience developed in class projects, volunteering, service learning, internships and campus activities under the title “Relevant Experience.”
- Additional Experience** – Other categories that you can include
  - Employment History:** To include jobs that are not related to your field, list them, but do not include bullet points.

Include company name, city, state, position title, dates of employment, etc.

**Company name**

**City**

**State**

**Position title**

**Dates of employment**

**Honors and Awards**

**Leadership**

**Campus Activities**

**Volunteer Activities**

- Objective** – Optional. Can be effective for someone who has little direct experience and wants to help the reader understand what the candidate is interested in and what skills the candidate can bring to the position.

*For example: Seeking \_\_\_\_\_ position at \_\_\_\_\_ company to apply my skills in \_\_\_\_\_.*

## HOW TO WRITE ABOUT YOUR EXPERIENCE

- Ensure each entry clearly indicates position, title, location and dates of activity
- Describe experience in bullet points that begin with action verbs
- Include industry-specific language and key words
- Bullet points should start with an action verb and tell at least two of the following: what you did, why you did it, how you did it, for whom and the outcome
- Organize bullet points in order of importance
- Ensure verb tenses are correct (past tense “ed”)
- List experience in reverse chronological order – from most current to least current



# Sample Resumes

252.328.9631 **Carolina Student**  
carolinastudent@ecu.edu Greenville, NC

**OBJECTIVE:** Seeking a full-time position with Bandwidth utilizing my experience in information technology support, resolving security anomalies and maintenance of operating systems.

## **EDUCATION**

**Bachelor of Science in Information and Computer Technology** **May 2024**  
Information Security and Information Technology Concentrations  
East Carolina University, Greenville, NC

*Relevant Coursework:* Intrusion Detection Technologies, Information Assurance Technologies, IT Regulations and Policies, Enterprise Information Technology Management, Fundamental Network Security, Web Services Management

**Associate degree in Applied Science in Network Technology** **May 2022**  
Pitt Community College, Winterville, NC

## **SKILLS**

Windows Server 2008	Wireless Troubleshooting	VoIP	Telecommunications
Cisco Switch/Routers	SNORT	Windows 10	Site Surveys
Linux Command Line	VMWare Workstation	Ubuntu Linux 10.04	Mac OS X

## **RELEVANT EXPERIENCE**

### **Technician**

**East Carolina University ITCS Pirate Tech Support Center, Greenville, NC** **January 2023 - Present**

- Remove adware and malware from student computers in order to main proper functioning
- Foster excellent customer relationships with students by assisting with Microsoft Office installations, network/wireless troubleshooting and repair/replacement of defective parts
- Maintain a 3.9 GPA through effective time management while working approximately 30 hours per week

### **Technology Analyst**

**August 2022-November 2022**

**East Carolina University Athletics, Greenville, NC**

- Analyzed video footage of opponent teams through proprietary software, logging game events in database and allowing coaches to query specific events through customizable filters
- Provided live analysis for university games through persistent focus and attention to minor details in a fast-paced environment

### **Summer Technology Intern**

**May 2022-August 2022**

**Automatic Data Processing, Inc., Roseland, NJ**

- Assisted in the planning and implementation of a call quality monitoring solution for over 60,000 telephone lines throughout 120 sites which utilize multiple technologies
- Aided in coordinating an IP Address Management (IPAM) solution to allocate and provision IP addresses for over 1,000 voice hardware devices
- Configured and deployed IBM servers for internal production applications including Avaya Communication Manager

## **AFFILIATIONS**

Association of Technology, Management and Applied Engineering, Member

**August 2021- Present**

## Ivanna B. Hired

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(333) 333-3333 • nicei08@xmail.com  
www.linkedin.com/in/nicer • website address

### SUMMARY

Public Relations young professional with experience in writing, public speaking, developing social media content and special event planning and implementation

### TECHNICAL SKILLS

Fluent in Spanish	Content Development	CMS
Layout/Design	Adobe Creative Suite	Social Media Management
Public Speaking	Website Development	Event Planning

### EDUCATION

Bachelor of Science, Communication, East Carolina University, Greenville, NC May 2024  
Concentration: Public Relations  
3.6/4.0, Magna Cum Laude, Dean's List, Chancellor's List

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### RELEVANT EXPERIENCE

ECU Writing Center, East Carolina University, Greenville, NC August 2022-May 2023  
Writer/Editor

- Reviewed and edited articles, research papers, 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 discussed recommended edits with clients
- Developed a research instrument to measure effectiveness and outcomes of services that became a standard tool of the Writing Center

Leasing Consultant, Greenville, NC August 2021-Current  
First Street Place Apartments

- Write and design promotional fliers to encourage attendance at monthly apartment events
- Plan and implement monthly socials to create welcoming and enjoyable lifestyle environment
- Interact with residents, staff and vendors with courteous and efficient service

Public Relations Student Society of America, ECU August 2021-Current  
Promotions Chair

- Create, write and manage website content to create awareness, promote organizational activities and attract new members
- Write, direct and film video for website to contribute to 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

American Red Cross, Greenville, NC Spring 2020  
Heroes Campaign Recruiter – Remote

- Organized and hosted five recruitment events that resulted in 10% increase in campus participation
- Created video recruitment presentations and utilized social media to engage potential candidates
- Wrote and submitted press releases and public service announcements to local and university press to attract media interest

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### ADDITIONAL EMPLOYMENT

Nightvale Country Club, Lifeguard, Raleigh, NC Summers 2018-2020  
Dairy Queen, Raleigh, NC May 2016-August 2019

### ADDITIONAL CAMPUS ACTIVITIES

Spanish Club, Alternate Spring Break – Quito Ecuador, School of Communication Ambassador



## Sally Socialworker

Greenville, NC | 123-456-7899 | Sallysocial@email.com

### EDUCATION:

East Carolina University Greenville, NC May 2024  
Bachelor of Social Work  
GPA: 3.4 - Deans List- Fall 2020

*Related Coursework:* Social Work Policy 1 and 2, Human Behavior and the Social Environment, Social Work Research, Writing for Social Work, Social Psychology, Social Inequality, Social Change, Modern Social Problems

### SKILLS/ TRAININGS:

TEDI BEAR Training Crisis Intervention Evaluations of mental health status  
Cultural Competency Training EPIC Software Writing discharge plans

### RELEVANT EXPERIENCE:

Atrium Health - Carolina's Medical Center Charlotte, NC January 2022- Present  
*Intern - Social Work*

- Meet with clients (children and adults) daily to discuss coping with stress due to chronic illnesses, disabilities, hospitalizations and other health issues
- Assess and evaluate levels of care with Clinical Care Management team, ensuring patients' needs are being met
- Assist and observe psychosocial assessments with patients, care takers and support systems post-hospital visits
- Document notes from all meetings with patients, including details, and enter them into a data management system
- Report any signs of suspected abuse for patients including neglect, exploitation, abuse and assault
- Serve in an on-call rotation once per month to provide consultative services after normal working hours

East Carolina University - Student Greenville, NC August 2021- December 2022  
*Interviewing Skills Class*

- Researched, discussed and practiced specific interviewing techniques for various social work positions
- Hosted mock-interviews with five children, ages 8-10, utilizing interview techniques to determine their experience in their foster homes
- Analyzed comments and entered notes into note tracking software, ensuring details were specific and dated

City of Greenville Greenville, NC September 2022  
*Volunteer - Habitat for Humanity*

- Met weekly with two families who were expected to receive homes from the Habitat program, teaching them personal financial literacy, home finance planning and explaining how they can pay off debts they may have
- Organized bi-weekly meetings with children who were a part of the Habitat program to discuss healthy living habits within their homes
- Documented conversations, goals, outcomes, and general notes for all meetings with families and children

Easter Seals Greenville, NC August 2020- December 2021  
*Volunteer - Child Care*

- Assisted full-time child care professionals for 4 hours, two days per week with providing lessons to children on safety, health, hygiene and their emotions

### WORK EXPERIENCE

Nanny - three children, ages 2-8 Greenville, NC May 2020-August 2021  
Sales Associate - Old Navy Greenville, NC September 2019- April 2020

### CLUBS/ ORGANIZATIONS

Social Work Student Club August 2021- Current

**Gina J. Pirate**  
**Gjprofessional@gmail.com | 252-111-1234**  
**Greenville, North Carolina**

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**OBJECTIVE**

Highly motivated senior at East Carolina University seeking an English/Language Arts educator position 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 2023  
Bachelor of Science in Middle Grades Education GPA 4.0  
Licenses: Math and English/Language Arts, grades 6-9

**CERTIFICATIONS/LICENSURES**

Praxis II Expected May 2023  
CPR Certified Expires April 2024

**RELEVANT EXPERIENCE**

Riverwood Middle School, Student Teacher Intern, Clayton, North Carolina August 2022-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
- Sit in on PLC meetings to gain experience on how the curriculum will be employed in the classroom

Cary Family YMCA, Swim Coach, Lifeguard, Cary, North Carolina October 2021-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 focusing on individual growth and self-improvement
- Instruct swimming lessons for children of all ages and ability levels, working 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 focusing on water safety and encouraging 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 May 2021-August 2021

- Worked with children ages 5-18 on water safety while building confidence in the water
- Identified incorrect swimming techniques and correcting students accordingly
- 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 May 2020-August 2020

- Assisted with after-school art program aimed at youths from single-parent homes and in need of mentors
- Encouraged confidence in children through art, focusing on respect of self and others and on kindness and caring
- Assisted in maintaining accurate program records, including incident reports, logbook documentation and daily attendance



## Michael Cannon

Greenville, N.C. • 829-253-9380 • mcannon@gmail.com

### Education

East Carolina University  
Bachelor of Science in Public Health  
Concentration: Community Health  
Minor: Biology  
GPA: 3.34  
Honors: Chancellor's list (spring 2022, 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 2021-May 2021  
*Student: Program Planning and Needs Assessment*

- Observed food choices and health behaviors of 10 female mall patrons over two hours notating food consumption habits, logged data in a spreadsheet for future analytics
- Completed needs assessment on 30 African American women and rates of developing diabetes in ages 30 to 40
- Developed an educational cooking program with classmates for 10 women twice a month to learn healthy cooking habits to reduce risk of diabetes in partnership with the Pitt County Extension Office
- Analyzed data of eating habits of cooking class participants and their families before and after the class to determine if the educational course was successful and determine next possible steps

**Office of Public Health** Greenville, N.C. November 2021-May 2022  
*Certified Preconception Peer Educator*

- Conducted family life planning meetings before, during & after care including risk assessment for clients daily
- Informed females on the steps in becoming healthy before conception through educational conversations and presenting educational brochures with tips on healthy living
- Educated males and females on preconception and how to decrease barriers and increase a healthy pregnancy through client meetings as requested
- Distributed resources on contraceptives, smoking cessation, BMI and stress management to all clients looking to learn more about pregnancy
- Encouraged and educated males on how to increase support of pregnant partner before and after pregnancy through offering monthly classes and meetings

**Wayne County Preconception Health Campaign** Goldsboro, N.C. August 2021-November 2021  
*Volunteer*

- Informed women about the importance of creating a reproductive life plan at various stages of life through educational seminars co-led by full-time staff members monthly
- Educated females about making smart food choices and increasing physical activity to assist in the ability to conceive
- 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 2020-present  
Boys and Girls Club, *Mentor* Greenville, N.C. October 2020-August 2021

### Volunteer and Campus Involvement

North Carolina Society of Public Health Education, *Member* September 2021-present  
Eta Sigma Gamma Health Education Honor Society, *Member* September 2021-December 2022  
Eta Sigma Gamma Health Education Honor Society, *Secretary* January 2022-present  
Special Olympics, *Volunteer* October 2021

**FutuRN Student**  
**Greenville, N.C. | 252-555-5555 | firstnamelastname@gmail.com**

**OBJECTIVE**

Motivated and patient-centered Certified Nursing Assistant and ambitious upcoming nurse graduate seeking a challenging position in the New Graduate Residency Program at ECU Health to employ comprehensive nursing and demonstrate established customer service, organization and relevant skills.

**EDUCATION**

East Carolina University, Greenville, GPA: 3.7, Honors: Chancellor's List	Bachelor of Science in Nursing	May 2023
Pitt Community College, Greenville, N.C.	Associate of Applied Science in Nursing	May 2021

**CLINICAL ROTATIONS**

AGENCY	CLINICAL COURSES	HOURS	DATES
Nash UNC Hospital, Rocky Mount, N.C.	Community Health	126	January 2023-May 2023
UNC Rex Healthcare, Raleigh, N.C.	Capstone, Emergency Department	126	August 2022-December 2022
ECU Health, Greenville, N.C.	Adult Nursing	126	January 2022-May 2022
ECU Health, Greenville, N.C.	Pediatric	42	August 2021-December 2021
	L and D, Postpartum, Antepartum, Newborn Nursery	42	
	Fundamentals in Nursing	84	January 2021-May 2021
	<b>Total Hours:</b>	<b>546</b>	

**CERTIFICATIONS/LICENSURES**

NCLEX-RN	Expected May 2023
Basic Life Support (BLS)	Expiration August 2024
American Heart Association	Expiration June 2024
Certified Nursing Assistant I	Expiration March 2024

**RELEVANT EXPERIENCE**

ECU Health, Greenville, N.C.  
 December 2021-present

***Certified Nursing Assistant I - Cardiovascular Intensive Care Unit***

- Provides basic care and skills as allowed by the North Carolina Board of Nursing

***Nurse Extern - Cardiac Intensive Care Unit***

January 2021-May 2021

- Assessed, monitored and documented care for critically ill cardiac patients
- Assisted with various procedures, including bronchoscopies, thoracentesis, Swan-Ganz catheter placement at bedside, central line placement, radial arterial line placement, temporary pacemaker placement at bedside, transesophageal echocardiogram and suturing of head trauma at bedside

**CAMPUS AND COMMUNITY ENGAGEMENT**

East Carolina University, Student Government Association, <i>Nursing Assembly Member</i>	January 2021-present
East Carolina University, Multicultural Student Nurse Association, <i>Member</i>	August 2021-present
Boys and Girls Club, <i>Volunteer</i>	August 2020-December 2021
Ronald McDonald House of Eastern North Carolina, <i>Volunteer</i>	October 2019-July 2020



## Holly HigherEd

Holly@highered.com | Greenville, NC | 252-867-5309

### EDUCATION:

#### East Carolina University

Master of Science in Counselor Education  
Certificate in Student Affairs Higher Education

Greenville, NC  
May 2024

#### North Carolina State University

Bachelor of Arts in History, Minor: Psychology  
Manga Cum Laude

Raleigh, NC  
May 2020

*Related Coursework: Diagnosis and Psychopathology, Social and Cultural Issues in Counseling, Group Procedures, Family Approaches in Professional Counseling, Student Affairs and College Counseling, Administration and Management of Student Affairs, Spirituality and Religion in Counseling*

### COUNSELING EXPERIENCE:

#### East Carolina University - Center for Counseling and Student Development

Counselor in Training

Greenville, NC  
January 2023- May 2023

- Provided individual clinical assessments, BASICS assessments and individual therapy for students
- Led COPE seminars: three-week psycho-educational groups teaching mindfulness techniques
- Maintained client documentation using Titanium software for client notes and Ocularis software for recording
- Co-facilitated interpersonal process group via WebEx during COVID-19
- Created psycho-educational content using Zoom and Facebook Live for CCSD Facebook page
- Participated in weekly didactic seminars and case presentations for CCSD trainees
- Referred clients to psychiatry services and other clinicians inside and outside the CCSD as needed

#### East Carolina University - Career Services

Graduate Assistant

Greenville, NC  
August 2022- Present

- Provide one-on-one appointments for resume, cover letter and personal statement reviews, internship searches, mock interviews and career interest surveys on a weekly basis
- Present to student groups and classes on resumes, internship searching and professional development
- Teach students to use online tools (Handshake, CareerShift, LinkedIn) to find career opportunities
- Transition to provide support to students virtually during COVID-19 via phone, email and WebEx
- Develop handouts to assist College of Engineering and Technology students tailor resumes to match specific job descriptions

#### East Carolina University - McClammy Counseling and Research Lab

Counselor in Training

Greenville, NC  
August 2022- Present

- Perform intake assessments using the BioPsychoSocial model for freshman pre-nursing students
- Help students develop coping skills to manage stress related to academics
- Use the Wheel of Wellness to teach students the importance of self-care and preventative counseling
- Document sessions using SOAP note format and maintained client confidentiality

### OTHER EXPERIENCE:

#### North Carolina State University - Campus Recreation and Wellness

Greenville, NC

August 2018- present

### AFFILIATIONS AND ACTIVITIES:

American Counseling Association, Member  
Counselor Education Association, Member  
Student Success Conference, Attendee  
LGBTQ Safe Zone Training

Southern Region  
East Carolina University  
East Carolina University  
East Carolina University

May 2022- Present  
August 2021- Present  
January 2022  
August 2019

## Pee Dee Pasteur

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

### Education

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

May 2023

### Skills

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Mass Spectrometry	DNA Arrays	RNA Extraction
Titration	Cloning	Centrifugation
pH Testing	Protein Sequencing	

### Relevant Experience

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ECU Office of Research and Creative Activities - Greenville, N.C. February 2022-February 2023  
*Researcher and ORCA Grant Recipient*

- 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, February 2023

Vidant Medical Center, Outpatient Admissions - Greenville, N.C. June 2020-May 2021  
*Health Sciences Academy Intern*

- 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-in of patients including processing of forms and electronic record updating
- Worked more than 360 hours during my senior year while continuing school and playing sports for J.H. Rose High School

### Additional Experience

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The Scullery - Greenville, N.C. August 2021-present  
*Server and Grill Cook*

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

Pee Dee's Landscaping Services - Fayetteville, N.C. May 2016-July 2020  
*Self-Employed Landscaper*

- Built successful business including growing clientele, developing services provided and customer billing
- Fostered relationships with customers by seeking feedback, tailored services to needs and preference of the client

### Campus and Community Involvement

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Beta Beta Beta Biological Honor Society (Tri-Beta) January 2021-January 2022  
*Club Treasurer*

- Managed finances of the club, including club dues and expenditures in excess of \$1,000
- Prepared and monitored the club budget of \$5,000 using Excel
- Responsible for collection and distribution of charitable fundraising

The Church of Jesus Christ of Latter-day Saints - Asuncion, Paraguay July 2024-December 2024  
*Missionary*

- 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 more than 100 missionaries
- Worked to improve Spanish language fluency



# 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](http://ecu.joinhandshake.com).



[ecu.joinhandshake.com](http://ecu.joinhandshake.com)



# careershift

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](http://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



**ECU**<sup>®</sup>

**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 32.

## 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.

## Virtual Fairs:

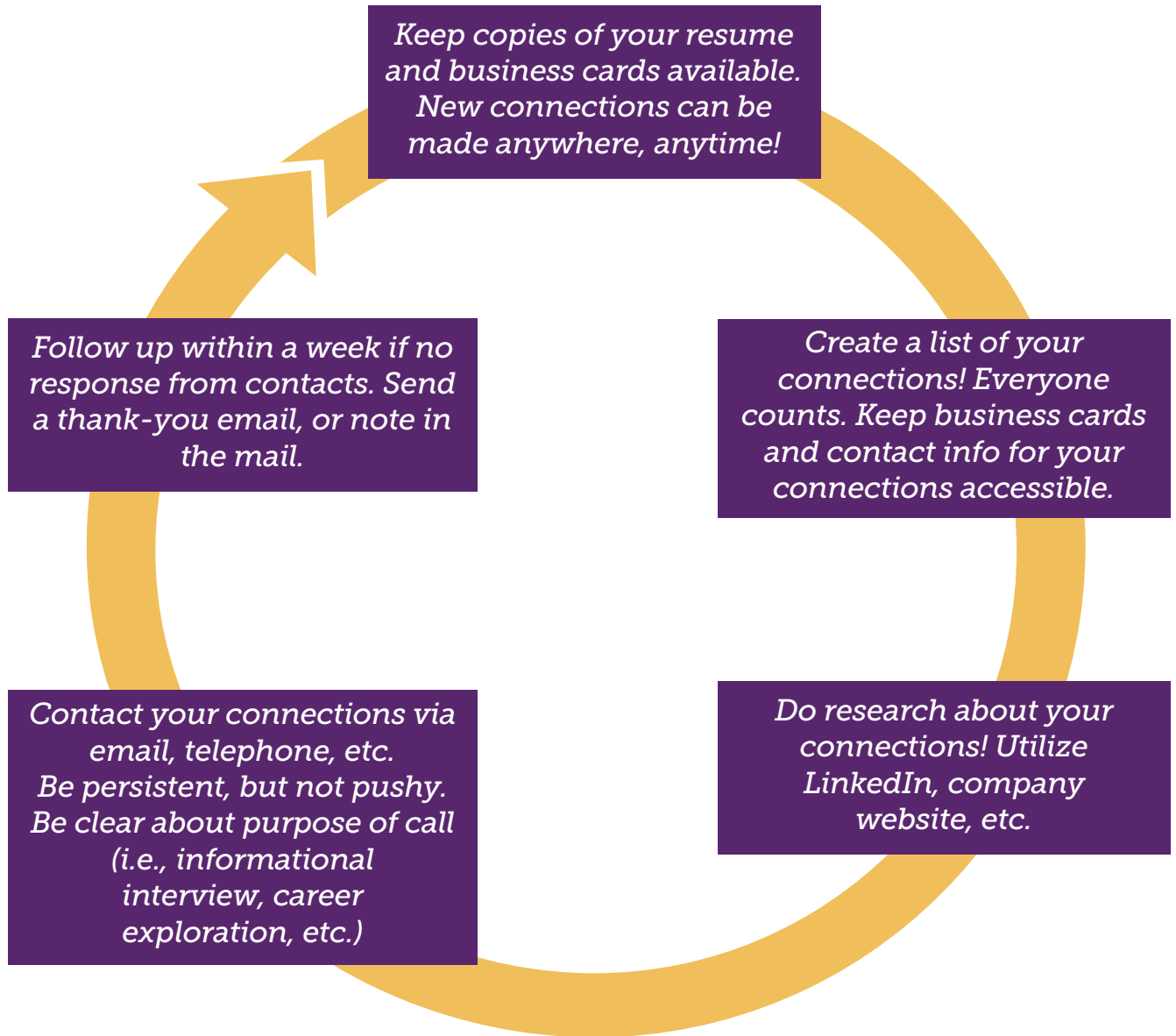
Just as with other fairs, maintain a professional appearance and prepare yourself in advance of the fair. Also be sure to read the information available about the specific fair to make sure your technology is adequate and working. Test it in advance!





## 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 up 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.inthedoors.com](http://www.inthedoors.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 38 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 36 for examples.
- Write a power greeting and practice saying it aloud until it sounds and feels natural to you. See page 32 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 Interviewing.com. See page 39.

### 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 32.
- 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: [ecu.interviewprep.app](http://ecu.interviewprep.app)

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 37.

### 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

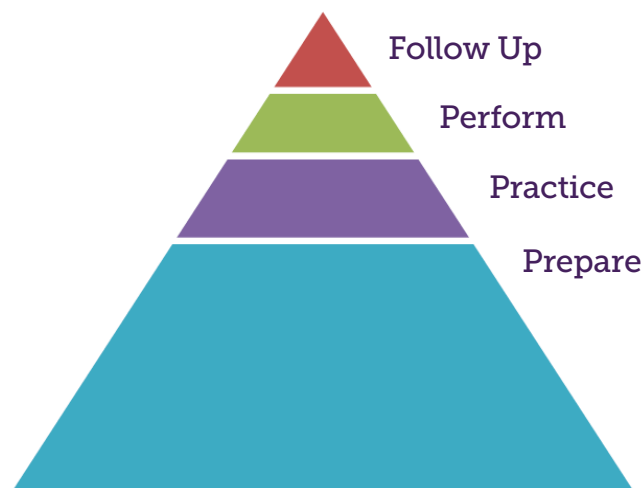
- How does your college education relate to this job?
- Why did you choose your major?
- Why did you choose to attend your college or university?
- Describe how your campus activities helped prepare you for this position.
- Which classes in your major did you like best? Least? Why?
- Do your grades accurately 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 and 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.

# INTERVIEWING.com

## A Practice Interview Platform

**Interviewing.com** 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.

**Interviewing.com** 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. **Interviewing.com** 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 Interviewing.com?

- Interviewing.com 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.interviewprep.app](https://ecu.interviewprep.app)**



## 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](http://ecu.edu/writing).

















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