

# CAREER RESOURCE GUIDE

Your Success is Our Business



East Carolina University  
CAREER SERVICES





NAV  AIR  
C I V I L I A N


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JOIN SOME OF

THE NATION'S

BRIGHTEST MINDS

## UNLEASH THE POSSIBILITIES

You're a talented, driven individual. That's why Vidant Health fits perfectly with your professional goals. You'll be engaging patients as partners, perfecting leading-edge treatments, managing the business side of health care, maybe even applying new research that makes life better for all of us. Whether you're destined for our academic medical center, one of our community hospitals, ambulatory practices or home health services, put your passion to work alongside the leaders in your field.



*Vidant Medical Center  
is proud to have  
achieved Magnet®  
status (2013).*

**To learn more about Vidant Health  
and the opportunities that await you,  
visit [Careers.VidantHealth.com](http://Careers.VidantHealth.com).**



**VIDANT HEALTH™**

Dear ECU Students and Alumni:

Career planning for today's college student looks very different in 2016-2017. The days of waiting until your junior or even senior year to visit Career Services are long gone. It is imperative that you start thinking about post-college employment during your freshman year. ECU Career Services integrates career planning into the "lifecycle" of our students, and this Career Resource Guide serves as a valuable "roadmap" on your college to career journey.

So what are your career options? Why start thinking about a career now? What is career development and why is it an essential component of your college experience? Whether you're deciding on a major, trying to gain relevant work experience, maneuvering the pathway to employment, or learning to live a successful and meaningful life—we are here to help!

Once you decide on your academic major, Career Services assigns a career counselor who will help you explore career options or graduate schools, search and apply for internships and jobs, prepare for interviews, and connect with the professional network in your chosen field. We encourage you to schedule an appointment to meet with your counselor now and stay connected throughout your journey at ECU.

Building connections with employers and alumni early in your college experience will pay lasting dividends in your professional life. We urge you to attend as many career fairs and employer events as possible throughout the year. Finally, we encourage you to secure internships, co-ops or part time employment to acquire real world experience and enhance the learning that occurs inside the classroom.

Utilize every Career Services resource available. We encourage you to visit Career Services at our office on 5th Street or online at [www.ecu.edu/career](http://www.ecu.edu/career). Most importantly—**START NOW!**

Sincerely,

Virginia D. Hardy, PhD  
Vice Chancellor for Student Affairs



## About Us

### Career Services Staff (Alphabetical Staff List)

Lee	Brown
Carole	Dempsey
Karen	Franklin
Ariel	Goodman
Jim	Kuras
Sarah	Lage
Meredith	Peters
Nadirah	Pippen
Mary Beth	Pruitt
Patrick	Roberts
John	Stowe
Kimberly	Treece
Carol	Woodruff



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## CAREER RESOURCE GUIDE

### ECU Career Services

#### Hours of Operation

Monday – Friday  
8:00 am-5:00 pm, by appointment

Walk-in hours (main office only  
when classes are in session)  
11:00 am-3:00 pm, Mon. – Fri.

#### Contact Information

Main Office  
701 East Fifth Street  
(252) 328.6050  
[www.ecu.edu/career](http://www.ecu.edu/career)  
FAX: (252) 328.6425  
Email: [career@ecu.edu](mailto:career@ecu.edu)

College of Business  
3016 Bate Building  
(252) 737.1236  
[www.ecu.edu/business/careers](http://www.ecu.edu/business/careers)  
FAX: (252) 737.1514  
Email: [cobcareers@ecu.edu](mailto:cobcareers@ecu.edu)



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College Recruitment Media, Inc.  
205 1/2 W. State Street  
Geneva, Illinois 60134  
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# Career Services

## OUR MISSION

East Carolina University Career Services supports and empowers students in their career development to succeed as professionals in a global community.

## OUR VISION

ECU graduates are prepared to pursue and manage their careers within a global community.

## OUR VALUES

### Empowerment

Students will be empowered to make informed career decisions.

### Collaboration

Through building relationships with faculty, staff, and employers, students will establish valuable career connections.

### Development

Student development is enhanced by self-exploration and discovery.

### Preparation

We prepare and engage students to become professionals in a changing global workforce.



# Career Services

252-328-6050  
ecu.edu/career

For questions contact us at **career@ecu.edu**

Connect with us

 ECU Career Services

 @ECUCareerNET

 ECU Career Services

 ECU Career Services

 ECU Career Services

The team at East Carolina University Career Services welcomes all students and embraces a philosophy respectful of diversity. We are supportive of each client's gender, race, sexual orientation, cultural and religious backgrounds, and abilities. We are committed to helping students deal with career issues. Employers recruiting at the ECU campus give assurance that they are Equal Opportunity Employers.



As a department within the Division of Student Affairs at ECU, Career Services is dedicated in contributing to the commitments of the Division.

## Commitment: Maximize Student Success

*The success of our students is the ultimate measure of our university. We will support excellence, expand opportunity, and celebrate achievement.*

## Services

### Counseling

#### One-on-One

- Career Counseling/Career Education
- Graduate School Preparation
- Interview Preparation and Practice
- Job and Internship Search
- Job Offer Evaluation/Negotiation
- MBTI or CFNC assessment debriefs
- Personal Statements and Graduate School Essays

#### Walk-In

- 15 Minute walk-in meetings with Career Services team members, Mon-Thurs. from 11am-3pm.

### CO-Operative Education

The team collaborates with faculty, employers, and students to help develop and facilitate internships and cooperative education opportunities.

### Employer Relations and Recruitment

An employer relations team helps connect ECU students and alumni with employers.

### Presentations and Workshops

Team members present career-related topics to academic classes and campus groups throughout the year.

### Internship & Employment Posting

Career Services hosts a database called ECU CareerNET, a multi-functional Career Management System that lists hundreds of employment opportunities exclusive to ECU students and alumni.

### Online Services and Technology

- ECU CareerNET - Hundreds of jobs and internships
- CFNC - College Foundation of North Carolina
- Interview Stream - Practice interviewing technology
- Career Shift - National job postings and contacts
- Resume Samples

### Student Business Cards

Students can print free personalized business cards for networking events and career fairs.

## Programs

### 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 companies.

### POP - Pirates on the Porch

On select weekdays, POP events host a variety of employers to meet and greet with ECU students in an informal networking setting.

### Career Leadership Conference

This one-day conference educates students on career readiness and leadership topics.

### Professional Etiquette Dinner

This annual event helps students learn what to expect and how to perform at formal networking events. A five course interactive dinner hosted by a national professional Etiquette Consultant. Business attire is required!

### Information Sessions

Each semester, employers from various industries visit ECU to recruit students and conduct information sessions about their organizations.

### 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: Resume and Cover Letter Writing, Internships and CO-Ops, Interviewing, Job Searching, and Social Media.

### Special Programs and Events

Career Services offers special programs as requested for student groups, faculty and employers.



# 4 YEAR PLAN: YOUR MAP FOR CAREER SUCCESS

1  
ST  
YEAR

## DISCOVER CAREER RESOURCES

Visit [ecu.edu/career](http://ecu.edu/career) to learn about ECU Career Services resources

Establish your ECU CareerNET account and unlock over 800 internship, CO-OP, and job opportunities

Explore majors and career possibilities

100% of students who visited ECU Career Services reported that their visit helped them with their problem

2  
ND  
YEAR

## ENGAGE AND CONNECT CAREER INTERESTS

Connect with ECU Career Services and obtain a Career Resource Guide

Join career related organizations for your career interests

Secure career related internships, volunteer activities, part-time jobs and CO-OPs

Attend career fairs and employer information sessions on campus

Employers report that one of the top skills they look for in recent graduates is the ability to work in a team structure

## PLAN FOR GRADUATION AND AFTER

Develop a LinkedIn profile and resume to communicate career related skills

Obtain an internship or CO-OP for academic credit

Research graduate schools and required entrance exams

Attend all career fairs and on campus interviews with employers of interest

Over 64% of employers made full-time offers to CO-OP students

## IMPLEMENT GRADUATION PLANS

Refine resume and social media profiles to reflect career goals

Engage in campus recruitment through career fairs and on campus interviews

Discuss your graduation plans with a Career Counselor

Log in to ECU CareerNET daily to discover new job postings and employer contacts

3  
RD  
YEAR

4  
TH  
YEAR

Graduate from ECU with career success!

The average time it takes to find a job after graduation is 6 months



# 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% of entering college students admit they do not know what they want to major in and almost 50% of first year students change their major at least once before graduation. The following are suggested phases that can be taken to help you be 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 a better fit for you. Isn't it better to discover your interests now, while still in college, then 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 & Careers

Did you know that there are over 22,000 occupational titles in the United States and over 100 academic majors 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 towards long-term career goals. Attempt to set achievable goals that move you towards learning more about a career of interest and confirming you are on the right track.

## • Take Action

Now that you have identified a career or major of interest and set some goals, it is now time to take action towards 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.



# Career Exploration Through Assessments

Assessments are tools (surveys) that can be used to explore, evaluate and measure various personal attributes. These tools help you gain a better understanding of yourself by reflecting your core interests, personality traits, values and skills. Self-assessments are not designed to answer all of your questions, and cannot tell you what you are “supposed to be.” Rather, these tools should be used as helpful guides in discovering occupations you may not have considered and/or realistically evaluating fields that you already have in mind. The goal of the assessment process is to identify career options that would be truly interesting and satisfying to you. They are a good foundation for launching focused occupational research and making informed career and education decisions.

## Types of Assessments

- **Interest Assessments:** Reflect what activities you most like to do/ what you gets you excited.

- **Personality Assessments:** Describe how you react to certain situations and people, how you make decisions, how you organize information and go about solving problems.
- **Skills Assessments:** Are a reflection of your talents and the types of things you easily learn and excel.
- **Values Assessments:** Describe what is most important to you in your life. For example, you might value helping other people, being creative, having a secure job, etc.

## How can I complete these assessments?

Many free assessment tools can be found online but the options can be overwhelming and they are not all reliable and valid. ECU Career Services provides students with access to the following tools because of their reliability, validity, and ease of use.



## Myers-Briggs Type Indicator®

The MBTI is the most widely used personality inventory in the world. The preferences suggested by the MBTI can help you make career and personal decisions, with scores highlighting preferences on four dimensions. The various combinations of these preferences result in 16 personality types, which relate to career choices, communication modes and learning styles. The MBTI is taken online, and the results are provided during an individual appointment with a trained MBTI professional.

Contact ECU Career Services at (252) 328-6050 to receive access (for a nominal fee).

ISTJ	ISFJ	INFJ	INTJ
ISTP	ISFP	INFP	INTP
ESTP	ESFP	ENFP	ENTP
ESTJ	ESFJ	ENFJ	ENTJ

Where you focus  
your attention



**Extraversion**  
Focusing attention on the outer world of  
people and things



**Introversion**  
Focusing attention on the inner world of  
ideas and impressions

The way you take in  
information



**Sensing**  
Taking in information through the five  
senses, with a focus on the here and now



**Intuition**  
Taking in information by seeing patterns and the  
big picture, with a focus on future possibilities

The way you make  
decisions



**Thinking**  
Making decisions mostly on the basis of  
logic and objective analysis



**Feeling**  
Making decisions mostly on the basis of values  
and subjective, people-centered concerns

How you deal with  
the world



**Judging**  
Taking a planned and organized approach  
to life, liking to have things settled



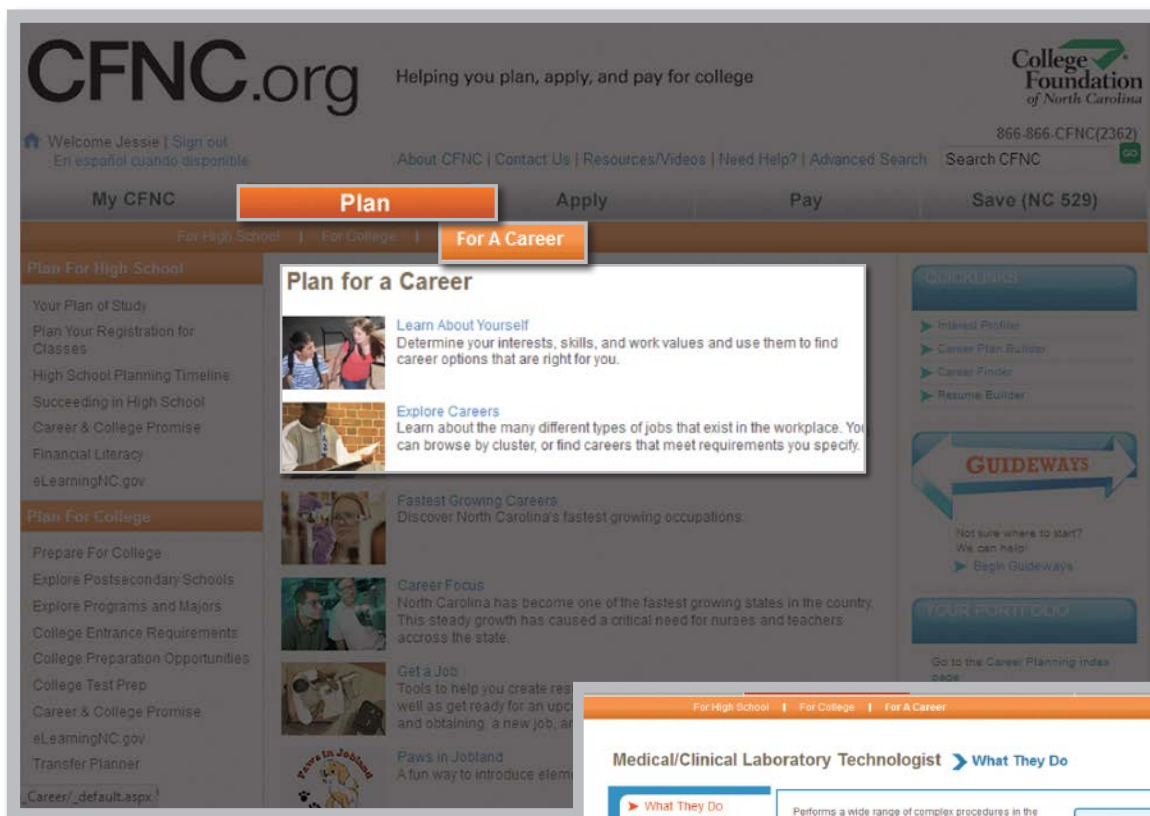
**Perceiving**  
Taking a flexible, spontaneous approach  
to life, liking to keep options open

## Recommended Sources for Occupational Research:

Occupational Outlook Handbook—<http://www.bls.gov/OOH>  
O\*NET—<http://www.onetonline.org>

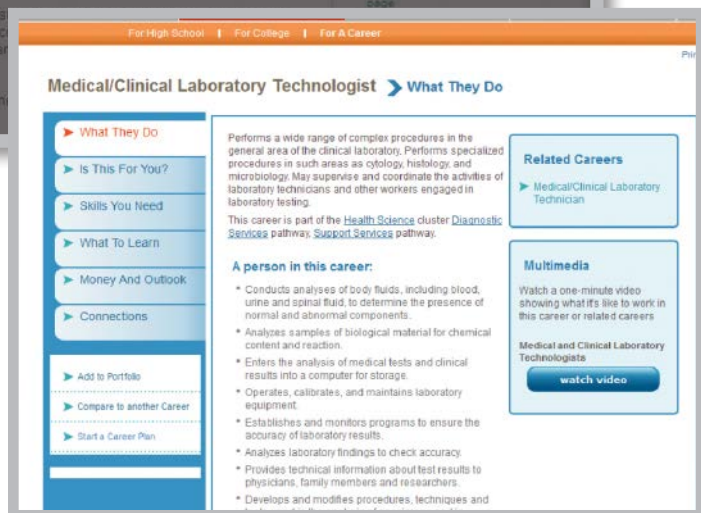


# Assessment & Career Exploration Tools at CFNC.org



## How do I get started?

1. Create a user account at [www.cfnc.org](http://www.cfnc.org)
2. Click on the "Plan" tab and then "For a Career"
3. Click "Learn About Yourself" to complete the following assessments
  - ⇒ Interest Profiler
  - ⇒ Career Cluster Survey
  - ⇒ The Career Key
  - ⇒ Work Values Sorter
  - ⇒ Ability Profiler
  - ⇒ Basic Skills Survey
  - ⇒ Transferable Skills Checklist
4. Click "Explore Careers" to learn about careers.
  - ⇒ Search by name for careers you may already have in mind.
  - ⇒ Search for careers that fit you based on all assessments you completed in step 3 in addition to other factors such as earnings, relation to academic subjects, military equivalents, etc.



*Exit and return at any time. Assessment results and saved careers will be stored!*

**Maximize the use of assessments by meeting with a Career Counselor!**  
Contact ECU Career Services to schedule an appointment to discuss your results. Your Career Counselor will be able to help you figure out what to do next and share additional resources.



# 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 connect your skills to the opportunity. Written communication also demonstrates your ability to construct and convey your writing abilities.

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 which you qualify for. 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 requirement 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.

## 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”.

## Introductory Paragraph

Indicate your interest, and reveal your source of information.

## Middle Paragraph(s)

Outline your strongest qualifications—focus on broader occupational and/or organizational dimensions to describe how your qualifications match the work environment.

Convince the employer you have the personal qualities and motivation to contribute to the organization. Focus on you, not the employer. Do not repeat the resume but highlight how your skills relate.

## Closing Paragraph

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

## 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.

## Sample Prospect Letter

Ima Pirate

701 East 5th St. • Greenville, NC 27858

Imapirate17@students.ecu.edu • 252-328-6050

January 30, 2017

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

Dear Mr. Newkirk:

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

Pursing a Bachelor of Science in Communication, I have taken several course that will help me excel in this internship. I have had the opportunity to receive advanced education in subjects that include Media Effects, Persuasion Theories, Audio and Video Production, Post Production Techniques, and Web Design. These courses have enhanced my knowledge of emerging media and provide the most recent training in these technologies.

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

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 Skype (Ima.Pirate). Thank you for your time and consideration. I look forward to speaking with you.

Sincerely,

*Ima Pirate*

Ima Pirate

Enclosure

# Sample Cover Letters

For more information on effective writing strategies visit The University Writing Center ([www.ecu.edu/cs-acad/writing/uwc/studentresources.cfm](http://www.ecu.edu/cs-acad/writing/uwc/studentresources.cfm))

February 11, 2017

2812 Thackery Road  
Greenville, NC 27858

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

Dear Mr. Gottajob:

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

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

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

During the week of March 10 through 14, I will be in the Mountain View area and would like to make arrangements to meet with you. If you need to reach me before then, feel free to connect with me at [jobhunter14@students.ecu.edu](mailto:jobhunter14@students.ecu.edu) or by phone at 252.328.6050. Thank you for your time and consideration.

Sincerely,

*Maddie Jobhunter*

Maddie Jobhunter

Enclosure: Resume

## Nurse N. Student

1243 Pirate Lane | Greenville, NC 27858 | (252) 555-5555 | [studentn10@students.ecu.edu](mailto:studentn10@students.ecu.edu)

February 5, 2017

New Graduate Nurse Recruiter  
Vidant Medical Center  
2100 Stantonsburg Road  
Greenville, NC 27834

Dear Nurse Recruiter:

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

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

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

I would be thrilled to be a permanent part of Vidant Medical Center's outstanding staff and look forward to hearing from you. Please feel free to contact me via phone 252.555.5555 or email [studentn10@students.ecu.edu](mailto:studentn10@students.ecu.edu) to further discuss my qualifications and interest in more detail. Thank you for your time and consideration.

Respectfully,

*Nurse N. Student*

Nurse N. Student

Enclosure

## Quick Tips

- No longer than one page and no more than 4 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 inches generally look 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 in the ballpark of looking 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.



MADDIE JOBHUNTER

jobhunterm14@alumni@ecu.edu | 252.333.4455 | 701 E. 5th Street | Greenville, North Carolina 27858

March 17, 2017

Mr. Eye Gottajob  
Google, Inc.  
1600 Amphitheater Parkway  
Mountain View, CA 94043

Dear Mr. Gottajob:

I would like to express my gratitude for the opportunity to discuss my qualifications with you on Thursday March 13, 2017. The Advertising Representative position we discussed is a wonderful opportunity for which I feel uniquely qualified. I appreciate you taking the time to interview with me and share interesting information on Google, Inc. and the position.

As we discussed, my educational background in advertising and marketing, along with my previous advertising internship within the field, will enable me to interact effectively with clients and creatively produce results. Not only am I able to discuss the benefits of advertising with Google, but can also relate the technical aspects with the internal creative team and with the client.

Should you need additional information from me, please do not hesitate to contact me by phone or email. Again, thank you for taking the time to connect with me and I look forward to our future conversations on the wonderful opportunities with Google, Inc.

Respectfully,

*Maddie Jobhunter*

Maddie Jobhunter

## Sample Letters

### Thank-You and Follow-Up Letters

- Within 24 hours after the interview a thank-you letter is an expected professional courtesy
- Handwritten thank-you letters are preferred, but email thank-you notes are acceptable.
- Express your appreciation for the opportunity to present yourself.
- Reiterate your continued interest in the position and organization.
- Supply any additional information that was requested at the time of the interview.

MADDIE JOBHUNTER

jobhunterm14@alumni@ecu.edu | 252.333.4455 | 701 E. 5th Street | Greenville, North Carolina 27858

April 1, 2017

Mr. Eye Gottajob  
Google, Inc.  
1600 Amphitheater Parkway  
Mountain View, CA 94043

Dear Mr. Gottajob:

Thank you for the recent offer of employment as an Advertising Representative with Google, Inc. It pleases me to accept this offer as the position sounds rewarding and challenging, particularly the opportunity to train with seasoned representatives. I look forward to this opportunity.

I have read and reviewed the contract and understand that your offer involves a start date of June 1, 2017 and starting salary of \$ 35,500 plus benefits. I will contact you within the next several weeks to discuss travel and moving details as you requested.

I am excited about joining Google, Inc. and the distinguished opportunity to be a part of such a well-known organization and team of individuals. Once again, thank you for the offer.

Sincerely,

*Maddie Jobhunter*

Maddie Jobhunter

### Letter of Acceptance

- Write and thank the person who interviewed you and/or offered you the opportunity.
- State that you are accepting and give details about what has impressed you about the company.
- Restate any negotiated terms to make sure they are clear.
- If you would like time to consider the offer, ask the employer for a time frame in which you can respond.

## Sample Letters

### Letter of Decline

- Professional etiquette requires that you decline a position or a site visit graciously.
- Write to the person who wrote you and thank him or her for the offer and briefly state your reason for declining the offer.
- Restate your appreciation at the end of the letter and, if so inclined, ask that you are kept in consideration for future positions.

### Victor E. Pirate

701 East Fifth Street, Greenville, NC 27858 | 252-328-6050 | piratevictore@alumni.ecu.edu

May 26, 2017

Samuel L. Jackson  
Hyatt Regency Greenville  
220 North Main Street  
Greenville, SC 29601

Dear Mr. Jackson:

Thank you very much for the offer to join the hospitality management team at the Hyatt Regency in Greenville, SC. I was quite impressed with your hotel and the spirit of customer service that was demonstrated the day of my interview.

While I believe your offer was generous and fair, I have decided to accept another offer at this time. This was a difficult decision as I have always valued the mission of Hyatt Regency, but I would like to formally decline your offer of employment.

Thank you for considering as a candidate. I appreciate the hospitality that was extended to me by your branch and it was a pleasure to meet and interact with such a dedicated staff. I wish you the best in your continued search for a new member of the hospitality management team.

Best wishes,

*Victor E. Pirate*  
Victor E. Pirate

## Email Correspondence Do's & Don'ts

### DO:

- Include an appropriate subject line
- Include a professional e-signature (Name, Major/Degree)
- Include your resume/CV as an attachment in a PDF format
- Give a brief introduction of who you are and why you are writing
- Spell and grammar check before sending

### DON'T:

- Send attachments without a subject, body, or signature
- Use text message formatting or shortcuts

**From:** Pirate, Victor E  
**Sent:** Monday, March 10, 2017 10:11 AM  
**To:** Jackson, Samuel L.  
**Subject:** Victor Pirate Resume – Hospitality Management Application  
**Attachment(s):** Victor Pirate Cover Letter; Victor Pirate Resume

Greetings Mr. Jackson.

It was a pleasure to meet you at the Spring Career Fair hosted at East Carolina University. I am writing to formally express my interest in the Hospitality Manager position that is advertised on the Hyatt Regency website. My customer service experience coupled with my extensive internships make me an ideal candidate for the position.

I have attached my cover letter and resume which further details my qualifications and look forward to the opportunity to discuss them with you. Thank you in advance for your consideration.

Respectfully,

**Victor E. Pirate, B.S. Hospitality Management Candidate May 2017**



# Employment References

## Who Should Serve as Your References?

People who can speak positively and knowledgeably about your work-related qualities and personal characteristics are appropriate references. Possible options include:

- **Volunteer/Co-op/Internship/Clinical Advisors:** have insights that could be relevant to a potential employer such as skills, maturity, initiative, interpersonal skills and leadership qualities.
- **Past and present employers:** can address your skills, reliability, initiative, and ability to work with others. This information is valuable, even if your employment was not related to your career of choice.
- **Faculty members:** can usually speak about your academic ability, productivity, and timeliness, and perhaps can reference your work with others.

## Always Secure Permission From a Reference in Advance.

- Provide a current copy of your resume (or vitae) to each person who agrees to serve as a reference. Your references can serve you best when they are provided relevant and timely information.
- When possible, send your references a copy of the job description for the positions for which you are applying.
- Re-contact your references to give them a “heads up” when you expect they will be called and provide them with the names of persons and organizations to which you’ve given their names.

### Header and Address

Use your header from your resume and title the page.

### Proofread

Verify spelling of names, titles, and all contact information for your references.

### How Many?

Each employer will specify the number of references they would like, however 3-4 is a good rule of thumb.

### Remember

*References = Relationships*

Your references should be people whom you feel comfortable asking to speak on your behalf and someone with whom you’ve developed a working relationship.

## Ima Pirate

201 Pirate Drive • Raleigh, NC 22222

imapirate10@students.ecu.edu • (919) 222-2222

### REFERENCES

#### DR. JANE DOE

PROFESSOR ~ EAST CAROLINA UNIVERSITY COLLEGE OF HUMAN ECOLOGY  
East Fifth Street  
Greenville, NC 27858  
(252) 231-5555  
janedoe@ecu.edu

#### MR. WALTER RANDOLPH

ASSISTANT STORE MANAGER ~ WALMART  
210 Greenville Blvd, SW  
Greenville, NC 27834  
(252) 555-2045  
wrandolph@walmart.com

#### MS. JANE WILSON

DEPARTMENT MANAGER, COSMETICS ~ SAKS FIFTH AVENUE  
7700 Old Wake Forest Road  
Raleigh, NC 27616  
(919) 555-8211  
jwilson@saks.com

# RESUMES

## THAT GET (YOU) NOTICED

### RESUME BASICS:

Did you know? Readers spend 10-20 seconds reviewing a resume to decide if the applicant is of interest. To survive the scan, it is important to make your first impression a strong one. Keep these in mind when developing a resume:

#### Ivanna Tawk

1212 Twitter Lane, Purpleville, NC 222-222-2222 Ivannatawk@gmail.com

##### Objective

To obtain a social media internship at Talk of the Towne utilizing my formal education and my skills in social media, organization, and communication.

##### Education

Bachelor of Science, Communication, East Carolina University, Greenville, NC May 2017  
Concentration: Public Relations  
3.6/4.0, Magna Cum Laude, Dean's List, Chancellor's List

##### Profile/Skills

Spanish	Media Writing	Leadership	Social Media
Layout/Design	Copy Writing	Illustrator	Time Management
Customer Service	Dreamweaver	Quark	Public Speaking
Deadline Savvy	Website Development	InDesign	Teamwork

##### Experience

ECU Writing Center, East Carolina University, Greenville, NC September 2016 - May 2017  
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

Homes & Land Magazine, Wilmington, NC May 2016 - August 2016  
Layout Design/Office Assistant

- Built and maintained website and established social media presence (with Facebook, Twitter, and Pinterest)
- Created layout and design for a 120 page monthly real estate magazine that was distributed to 50,000 readers across Eastern NC
- Provided quality customer service to a clientele of over 100 real estate agents

Rho Rho Rho Service Sorority, ECU September 2014 - September 2015  
Events Chair

- Planned, coordinated, and promoted recruitment, fundraising, and celebration events for groups ranging from 25-500
- Motivated committee of 10 students to develop and execute campaigns that raised more than \$6,000 to assist Homeless Shelter
- Developed and hosted annual recruitment activities and increased membership in one year by 22%
- Designed fliers, posters, and t-shirts to promote activities and built and maintained website

##### Community and Campus Activities/Affiliations

Student Public Relations Association, Event Planners R Us, Give to the Vets, Marathon for Life

### Build a Better Bullet

A strong bullet point includes:

- Goal:** The objective or purpose of the task
- Effect:** The outcome or result of the task
- Success:** The benefit of the task and its positive contribution to the organization.

Begin with a specific task such as: *Answered the phone.*

Now, apply the above

- Goal:** To answer the phone and direct to appropriate staff
- Effect:** Answer the phone quickly and efficiently
- Success:** Minimized the amount of time a caller had to wait on the line.

Revised statement: *Directed callers to appropriate staff quickly and efficiently, minimizing caller wait time*

**Purpose:** Think of your resume as an advertising tool that summarizes your relevant qualifications and tells the reader what you have done and can do in the field.

### Guidelines:

- Tailor the resume to fit each position; one size does not fit all.
- Find out what is important by researching the website and job descriptions.
- Use action verbs to describe your experiences and achievements.

### Format:

- The look: uncluttered, plenty of white space between sections, and error free
- Length: One page
- Margins: 1/2 - 1 inch
- Font: clean, easy to read such as Calibri, Arial, Times, size 10-12

### Content:

**Contact information:** name, phone number, and professional email address

**Skills Summary:** list both technical skills and transferrable skills, especially key words related to the position.

**Objective:** An objective is a waste of time and space unless it:

- Highlights your relevant skills and experiences
- Includes the job title and industry
- Clearly specifies what you will bring to the table

**Education/Special Training:** Include full degree name and graduation date

### Experience:

- Highlight your relevant accomplishments, experiences, strengths and skills. Do not restrict your information to jobs only; include volunteer activities, campus involvement, class projects, leadership roles, internships, etc.
- Frame bullet points as accomplishments
- Begin each bullet with an action verb

### Community and Campus Activities/Affiliations:

List professional and volunteer activities.

### Resume Styles:

- Resume styles focus on the order and the way information is placed on your resume. Typically resumes fit one of the following three styles; chronological, functional, or combination (see samples for examples of each style).
- Choosing the right style comes down to two factors:
  - The amount, consistency, and depth of work experience you have in your field of interest
  - How well the job you currently are seeking aligns with your past work experience

### Your resume is destined for the trash if:

- It is not specifically written to match the position
- Includes misspelled words or poor grammar
- Includes your picture and personal information such as height, weight, age, etc.
- Lists titles and positions without explaining activities, experiences and results
- Contains inappropriate or unprofessional email (hotchick123@xmail.com)
- Is filled with irrelevant information

### Avoid the trash with these resume prep steps:

- Make a master list of all your past and current experiences that include; class projects, volunteerism, organizations, awards, jobs, etc.
- Analyze the position and identify key skills the employer is seeking. Match your past and current experiences to the position
- Rework your resume so that your past experiences from the master list connect and show related experiences to the position



# Transferable Skills on Resumes



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?

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

### Human Relations

*Attend to the social, physical or mental needs of people*

being sensitive	empathize
counsel	interpersonal skills
advocate	facilitating group process
coach	active listening
providing care	motivate
convey feelings	

### Design & Planning

*Imagine the future, develop a process for creating it*

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

### 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  
 deal with public

### Organization, 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 & Planning

*The search for specific knowledge*

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

# Resume Power Verbs

## Fundraising

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

## Public Relations

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

## Accounting

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

## Leadership

create  
lead  
encourage  
manage  
organize  
compare  
inspire  
represent  
govern  
direct  
advise

## Writing

conceive  
construct  
craft  
integrate  
interpret  
capture  
abstract  
express  
inform  
summarize  
conclude

## Craft/Artisan

design  
create  
build  
entertain  
perform  
draw  
render  
illustrate  
compose  
construct  
conceive  
choreograph

## Innovating

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

## Language

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

## Research & Development

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

## Human Resources

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

## Finance

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

## Analysis

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

## Editing

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

## Consulting

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

## Teaching

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

## Performing

create  
present  
play  
interpret  
act  
sing  
dance  
perform  
model  
read  
inspire

## Program Development

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

## Information

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

## Management/Supervision

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

## Design

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

## Technical

conceptualize  
design  
troubleshoot  
inspect  
locate  
edit  
analyze  
implement  
construct  
modify  
operate

## Selling

inform  
educate  
persuade  
provide  
assist  
serve  
trade  
vend  
handle  
present  
sell  
convince

## Organizing/Logistics

classify  
organize  
assist  
maintain  
liaison  
assist  
support  
arrange  
systematize  
schedule  
coordinate  
streamline  
simplify

## Marketing

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

## Administration

monitor  
track  
assess  
coordinate  
organize  
requisition  
access  
receive  
process  
serve  
furnish

## Service/Hospitality

serve  
assist  
troubleshoot  
present  
maintain  
help  
coordinate  
prepare  
welcome  
enhance  
anticipate

## Persuading

present  
articulate  
clarify  
challenge  
negotiate  
inquire  
reason  
influence  
convince  
arbitrate  
mediate  
reconcile

## Mechanical

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

## Investigating

pursue  
interrogate  
question  
analyze  
intuit  
seek  
search  
probe  
examine  
explore

## Counseling/Healing

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



Reprinted from Virginia Tech's 2007-2008 Career Planning Guide.



# Resume Rubric

The rubric below can be used to score the effectiveness of your resume. Use the rubric to score your resume before meeting with a Career Counselor to have your resume critiqued. After your final edits are completed, score the final version of your resume using the rubric.

Student Name:		Reviewer:	
Resume goal/target industry:			Date:
Criteria	Excellent (3)	Good (2)	Poor (1)
<b>Overall Appearance &amp; Style</b> <b>Goal:</b> To ensure your resume is well-structured and highlights skills, strengths, and experiences that are relevant to the employer/audience. <b>Comments:</b>  <b>SCORE: 3 2 1</b>	<ul style="list-style-type: none"> <li>Appropriate use of bold, italics, &amp; underlines to emphasize key points</li> <li>Good use of space; not a lot of extra white space</li> <li>Fills one page without over crowding</li> <li>Font style &amp; size is readable</li> <li>Relevant information appears throughout</li> <li>Section headings reflect content &amp; content substantiates headings</li> </ul>	<ul style="list-style-type: none"> <li>Fills one page but with too much white space</li> <li>Some inconsistent fonts &amp; section headings</li> <li>Some relevant information throughout</li> <li>Important information is not clear to reader or does not stand out</li> <li>Categories need to be structured differently to be more effective</li> </ul>	<ul style="list-style-type: none"> <li>Exceeds one page due to irrelevant information</li> <li>Does not fill majority of one page</li> <li>Font style &amp; size are unreadable and/or inconsistent</li> <li>Information not laid out in a clear &amp; consistent layout</li> <li>Overall lack of structure</li> </ul>
<b>Typos, Grammar &amp; Spelling Errors</b> <b>Goal:</b> To ensure your resume is free of errors in mechanics, usage, grammar, or spelling. <b>Comments:</b>  <b>SCORE: 3 2 1</b>	<ul style="list-style-type: none"> <li>Free of spelling, punctuation &amp; spacing errors</li> <li>Grammar is appropriate &amp; consistent</li> <li>No personal pronouns present</li> </ul>	<ul style="list-style-type: none"> <li>Few &amp; minor spelling, punctuation, &amp; spacing errors</li> <li>Some personal pronouns</li> </ul>	<ul style="list-style-type: none"> <li>Resume is hard to understand due to numerous errors in spelling, punctuation, grammar, &amp; spacing</li> </ul>
<b>Objective Statement</b> <b>Goal:</b> To ensure your statement is clearly targeted to a specific company, industry, and/or position. <b>Comments:</b>  <b>SCORE: 3 2 1</b>	<ul style="list-style-type: none"> <li>Clear &amp; concise</li> <li>Type of work is clear &amp; targeted</li> <li>Contains the type of position being sought</li> <li>Contains industry and/or company name</li> <li>Contains skills relevant to the position</li> </ul>	<ul style="list-style-type: none"> <li>Missing key information</li> <li>Does not clearly state the position, industry &amp; relevant skills</li> </ul>	<ul style="list-style-type: none"> <li>Includes too much or too little information</li> <li>Does not contain key information</li> </ul>
<b>Education Section</b> <b>Goal:</b> To convey academic qualifications and relevant training and certifications. <b>Comments:</b>  <b>SCORE: 3 2 1</b>	<ul style="list-style-type: none"> <li>Entries are in reverse chronological order</li> <li>Degree is spelled out</li> <li>Major(s) is indicated</li> <li>Indicate minor/concentration, if applicable</li> <li>Graduation month/year are indicated</li> <li>Course work listed is relevant</li> <li>Each institution includes: name, location, &amp; dates</li> <li>Indicate relevant trainings and/or certificates</li> <li>GPA listed is a 3.0 or above</li> </ul>	<ul style="list-style-type: none"> <li>Degree is abbreviated</li> <li>Coursework listed is not all relevant</li> <li>No minor/concentration indicated</li> <li>Institution is named but abbreviated</li> <li>Specific department is listed</li> </ul>	<ul style="list-style-type: none"> <li>Missing institution name and location</li> <li>Entries are not listed in reverse chronological order</li> <li>List start and finish range of graduation date</li> <li>Irrelevant or outdated high school information listed</li> <li>List institution from which no degrees were received</li> <li>Missing degree, major, and/or concentration</li> </ul>
<b>Experience Section</b> <b>Goal:</b> To highlight your relevant experiences, skills, and accomplishments. <b>Comments:</b>  <b>SCORE: 3 2 1</b>	<ul style="list-style-type: none"> <li>Organization name, position title, location, &amp; dates are included</li> <li>Bullets/SARs begin with strong action verbs, do not repeat, and are in correct verb tense</li> <li>Bullets/SARs are concise, direct, &amp; indicate one's impact/accomplishments</li> <li>Results are quantified (#s, \$, %, etc.)</li> <li>Experiences and/or skills are listed in order of relevance</li> <li>Bullets/SARs under experiences and/or skills are listed in order of importance</li> <li>Use industry specific language &amp; terminology</li> </ul>	<ul style="list-style-type: none"> <li>Action verbs are weak</li> <li>Verb tense is incorrect and/or inconsistent</li> <li>Verbs repeat frequently</li> <li>Bullets/SARs are not concise or direct and do not indicate impact</li> <li>Does not indicate accomplishments or results</li> </ul>	<ul style="list-style-type: none"> <li>Entries do not include organization name, dates, position title, or location</li> <li>Bullets are written in complete sentences</li> <li>Verb tense is incorrect and/or inconsistent throughout</li> <li>Bullets/SARs are wordy, vague, do not indicate one's impact</li> <li>Bullets are not listed in order of importance to the reader</li> <li>Results are not quantified when appropriate</li> <li>Irrelevant or outdated information is listed</li> </ul>
<b>Additional Sections</b> <b>Goal:</b> To demonstrate additional relevant experiences, skills, or accomplishments. <b>Comments:</b>  <b>SCORE: 3 2 1</b>	<ul style="list-style-type: none"> <li>Listings are relevant to the target audience</li> <li>Listings are concise</li> <li>Section title is appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Some listings are relevant</li> <li>Some listings are concise</li> </ul>	<ul style="list-style-type: none"> <li>Items are wordy</li> <li>Items are vague or irrelevant</li> </ul>
<b>TOTAL SCORE:</b>	<b>Additional Comment(s):</b>		

# Sample Resume

## MICHAEL CANNON

244 10th Street • Greenville, NC 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 & Evaluation  
Communication  
Public Speaking

Implementing Programs  
Health Promotion  
Certified Peer Educator

Health Education  
Epidemiology  
Needs Assessment

### Education

East Carolina University  
Bachelor of Science in Public Health  
Concentration: Community Health  
Minor: Biology  
GPA: 3.24  
Honors: Chancellor's List (Spring 2013, Fall 2013)

### 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, NC  
January 2015 – May 2015

#### *Student: Program Planning & 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, NC  
November 2014 – May 2015

#### *Certified Preconception Peer Educator*

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

Pitt County Preconception Health Campaign  
Goldsboro, NC  
August 2014 – November 2014

#### *Volunteer*

- 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

Server, Carolina Ale House  
Mentor, Boys and Girls Club  
Greenville, NC  
Greenville, NC  
August 2014 – Present  
October 2013 – August 2014

### Leadership Activities

Member, North Carolina Society of Public Health Education  
Member, Eta Sigma Gamma (Health Education Honor Society)  
Secretary, Eta Sigma Gamma (Health Education Honor Society)  
Volunteer, Special Olympics  
Volunteer, Relay for Life  
September 2014 – Present  
September 2014 – Present  
January 2014  
October 2013  
September 2013



# Sample Resume

Ivanna B. Hired

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

## SUMMARY

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

## SKILLS

Spanish	Media Writing	Leadership	Social Media
Layout/Design	Copywriting	Illustrator	Time Management
Customer Service	Dreamweaver	Quark	Public Speaking
Event Planning	Website Development	In Design	Teamwork

## EDUCATION

Bachelor of Science, Communication, East Carolina University, Greenville, NC May 2017  
Concentration: Public Relations  
3.6/4.0, Magna Cum Laude, Dean's List, Chancellor's List

## RELEVANT EXPERIENCE

ECU Writing Center, East Carolina University, Greenville, NC September 2016-May 2017  
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

Public Relations Student Society of America, Member September 2013-May 2017  
Promotions Chair September 2015-May 2016

- Designed and maintained website
- Sent out daily tweets; followed relevant groups
- Wrote monthly article for publication in Communication newsletter
- Effectively managed multiple duties under strict deadlines
- Coordinated promotion of all society events
- Worked closely with executive committee to coordinate communication to members

Rho Rho Service Sorority, Member, East Carolina University September 2014-May 2017  
Events Chair January 2015-December 2016

- Planned, coordinated, and promoted recruitment, fundraising, and celebration events for groups ranging from 25-500
- Motivated committee of 10 students to develop and execute campaigns that raised more than \$6,000 to assist Homeless Shelter
- Developed and hosted annual recruitment activities and increased membership in one year by 22%
- Designed fliers, posters, and t shirts to promote activities and built and maintained website

## ADDITIONAL EMPLOYMENT

Eat Your Vegetables, Riverborough, NC, Server Summers 2013-2016

## ADDITIONAL CAMPUS ACTIVITIES

Spanish Club, 2013-2017  
Alternate Spring Break, Quito Ecuador, Spring 2015

# Sample Resume

**Gina J. Pirate**

Gjprofessional@gmail.com | 252.111.1234  
720 Pirate Lane Unit 104 | Greenville, North Carolina 27858

## OBJECTIVE

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

## EDUCATION

East Carolina University, Greenville, NC *May 2017*  
Bachelor of Science in Middle Grades Education GPA 4.0  
Licenses: Math and English/Language Arts, Grades 6-9 Honors: Chancellor's List: Spring 2013, Fall 2012

University of North Carolina at Chapel Hill, Chapel Hill, NC *May 2010*  
Bachelor of Arts, Journalism and Mass Communication, PR Sequence, GPA 3.4  
Minor in History

## RELEVANT EXPERIENCE

**Riverwood Middle School**, Student Teacher Intern, Grade 7 ELA, Clayton, NC *August 2015 - 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 meeting to gain experience on how the curriculum will be employed in the classroom.

**Cary Family YMCA**, Swim Coach, Swim Instructor, Lifeguard, Cary, NC *October 2013 - present*

- Coach the Mini Competitor Swim Team (ages 5-8) and Summer Swim team (ages 7-8), working to build both physical endurance and strength of character to prepare young athletes to swim in competitive environments. Focus is on individual growth and self-improvement.
- Swim Instructor for children of all ages and ability levels, even working with adults at times. Work on building confidence in the water, solidifying technique, and learning water safety all while encouraging the values set forth by the YMCA of caring, honesty, respect, and responsibility.
- Lifeguard to ensure the safety and enjoyment of all those who come to the YMCA. Focus on water safety and 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, NC *June 2013 - August 2013*

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

**Youth Guidance**, Volunteer, Vero Beach, FL *June 2009*

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

## ADDITIONAL WORK EXPERIENCE

**ClearImage**, Marketing & Business Development Specialist, Raleigh, NC *May 2008 - July 2013*

- Launched and managed PRBrandBuilder, a subsidiary of ClearImage
- Administered the business development and public relations initiatives for Peak 10, a national data center
- Managed services provider, xaitment, a global AI middleware tool provider for the video game and simulation industries, and Gamebase USA, a global game engine provider for the video game industry.

**MMI Public Relations**, Project Coordinator, Raleigh, NC *September 2010 - August 2011*

- Worked with multiple accounts across various industries including environmental, pharmaceutical, technology, real estate, education, economic development firms and research institutes.

## TECHNICAL SKILLS AND PLATFORMS

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



# Sample Resume

## Ivanna Help

123 Pee Dee Street, Greenville, NC 28757 • 252-123-4567 • helpi08@students.ecu.edu

### OBJECTIVE

To obtain an **Internship** with **Savio Foster Home** utilizing my knowledge of child development theories, early interventions, and program management in order to counsel foster and adoptive parents and provide supportive services for family success.

### RELEVANT COMPETENCIES

- Case Management
- Behavior Management
- Report Writing/Evaluation
- Development Theories
- Assessments
- Community Resources
- Individual & Group Counseling
- Program Planning & Administration
- Public Speaking/Presentation

### EDUCATION

East Carolina University Greenville, NC May 2017

#### Bachelor of Science in Family and Community Services

*Concentration: Early Interventions*

GPA: 3.5/4.0

**Honors:** Dean's List, Honor Roll

*Related Coursework:* Guiding Behavior of Children, Families and Cultural Diversity, Family Crisis and Resources, Family Resource Management, Child Development I and II, Family Life Education, Administration of Youth Programs

### CERTIFICATIONS

Cardio Pulmonary Resuscitation Exp. Dec 2017  
First Aid and AED Exp. Dec 2017

### RELATED EXPERIENCE

YMCA Raleigh, NC Aug 2015-Present

#### Camp Counselor - Seasonal Summer

- Planned programs and activities for coed children ages 6-12 in groups of up to 15 that promoted aspects of human and social development, including communication, and behavior management
- Supervise groups of up to 20 children on field trips to historic museums and local parks
- Listen and provide supportive environment for individuals to share feelings and learn
- Incorporated differentiated learning styles into programs to help involve everyone in activities
- Utilized Kohlberg's theory of Moral Development for use of behavioral management techniques
- Created a family night program for members to bring their families in for board games and trivia
- Reported misbehavior and progress development of children to family members
- Trained new employees on company policies and procedures
- Managed attendance records for clients, members and after school program
- Facilitated front desk procedures including answering phones and checking member identification

### WORK HISTORY

The Hotdog Stand *Cook* Greenville, NC Sept 2013 - Aug 2015  
Vector Marketing *Sales Associate* Greenville, NC Aug 2013 - Sept 2013

### PROFESSIONAL AFFILIATIONS

Up 'Til Dawn, Unite to Fight Childhood Cancer May 2014 - Present

# Sample Resume

## Wanna Getajob

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

### OBJECTIVE

Graduating Senior at East Carolina University with a Bachelor of Arts in Computer Science seeking an internship position concentrating in software and application development during the summer of 2017.

### EDUCATION

**East Carolina University, Greenville, NC** **May 2017**  
**Bachelor of Arts in Computer Science**  
**Minor in Information Network Technology**

### SKILLS AND CAPABILITIES

C+	Effective Communicator	Microsoft Office
Team Oriented	Mac OSX	Java
SQL	Task Oriented	Microsoft Windows Server
HTML	C#	VMware Workstation
Trouble Shooting	Problem Solving	Microsoft Visual Studio
Linux	Quick Learner	CSS

### ACADEMIC PROJECTS

**Software Engineering I** **East Carolina University** **Spring 2017**

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

**Software Engineering II** **East Carolina University** **Spring 2017**

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

**E-Business** **East Carolina University** **Fall 2016**

- Worked with a group of 6 students on a project creating a database for a food selling website.
- Designed buttons that navigated pages within the website, as well as designed products page that displayed items.
- Designed a gift basket and cart page and created a database that held product information.
- Utilized ASP.Net, C#, CSS, and SQL.

### RELEVANT WORK EXPERIENCE

**ECU Ace Computer Tech Support** **Fall 2016**  
*Consult Technician*

- Removed adware from student's computers.
- Helped students establish Wi-Fi access in their dorms and around campus
- Assisted with software installation on student's computers.

### LEADERSHIP AND ORGANIZATIONAL MEMBERSHIPS

Association of Computing Machinery, <i>Member</i>	<b>2014-Present</b>
Gamma Nu Eta, <i>Member</i>	<b>Spring 2012- Present</b>
North Carolina Food Bank, <i>Volunteer</i>	<b>Fall 2012-Present</b>
North Raleigh Ministries, <i>Volunteer</i>	<b>May-July 2012</b>



# Sample Resume

## Employed Nurse

701 East 5th Street • Greenville, NC 27858 • 252.328.6050 • nursen@students.ecu.edu

### EDUCATION

East Carolina University	May 2017
<b>Bachelor of Science in Nursing</b>	Greenville, NC
GPA: 3.6/4.0 Honors: Chancellor's List, Dean's List, Honor Roll	

### CERTIFICATIONS

NCLEX	Expected: June 2017
Basic Life Support, American Heart Association	Expires: June 2017
Certified Nursing Assistant II	Expires: May 2017
Darkness to Light: Child Sexual Abuse Training	February 2016

### NURSING EXPERIENCE

<i>Intensive Care Unit Capstone</i>	Spring 2016
<b>Cape Fear Valley Medical Center</b>	Fayetteville, NC
<ul style="list-style-type: none"> <li>Completed 120 hours under supervision of preceptor on a 10 bed, Intensive Care Unit</li> </ul>	

<i>Community Health</i>	Spring 2016
<b>Wake County Human Services Pediatric Clinic</b>	Raleigh, NC

- Collaborated with an interdisciplinary team to provide family centered care
- Documented patient records utilizing health information management system CERNER

<i>Medical-Surgical Nursing</i>	Fall 2015
<b>Nash General Hospital</b>	Rocky Mount, NC
<ul style="list-style-type: none"> <li>Administered medications, performed patient assessments and cared for patients which medical conditions</li> <li>Cared for critically ill patients in the CCU</li> </ul>	

<i>Mental Health Nursing</i>	Fall 2015
<b>Cherry Hospital</b>	Goldsboro, NC
<b>Walter B. Jones</b>	Greenville, NC
<b>Coastal Plains Hospital</b>	Rocky Mount, NC
<ul style="list-style-type: none"> <li>Communicated therapeutically to provide care for patients with diverse diagnoses of mental alterations</li> </ul>	

<i>Pediatrics/Obstetrics</i>	Spring 2015
<b>Vidant Medical Center</b>	Greenville, NC
<ul style="list-style-type: none"> <li>Cared for neonates and in various health care settings, including: NICU, Pediatric Surgicenter, Pediatric Hematology/Oncology Center and the TEDI BEAR advocacy center</li> <li>Managed care of patients in active labor in addition to pregnant and postpartum patients</li> <li>Educated patients on post-partum care and conducted assessments</li> </ul>	

<i>Fundamental Medical Surgical/Medical</i>	Fall 2014
<b>Vidant Beaufort Hospital</b>	Wilson, NC
<ul style="list-style-type: none"> <li>Demonstrated basic nursing competencies by providing safe and effective care to patients with varying medical diagnoses</li> </ul>	

### CAMPUS INVOLVEMENT

East Carolina Association of Student Nurses, <i>Member</i>	August 2014 - Present
Student Holistic Health Organization, <i>Member</i>	January 2015- Present
Sigma Theta Tau International Nursing Honor Society, <i>Member</i>	August 2015- Present
Relay for Life, <i>Volunteer</i>	January 2014
Riley's Army, <i>Volunteer</i>	January 2015-April 2015

### WORK EXPERIENCE

Caroline Ale House, <i>Server</i>	Greenville, NC	August 2015 - Present
Walmart, <i>Cashier</i>	Wilson, NC	May 2014 - August 2015

# Sample Resume

## Teresa VanDoren

1822 Johnson Avenue Asheville, North Carolina 23333 • (805) 471-3418 • teresavandoren@hotmail.com

### EDUCATION

#### Bachelor of Arts Foreign Languages and Literatures, Concentration in Spanish

June 2017

East Carolina University, Greenville, NC

### CULTURAL STUDIES ELECTIVE CLUSTER

Elementary Hispanic Language

Microeconomic Theory

Culture and Politics in U.S.

Cultural Anthropology

Global Geography

Comparative Social Change

The Global Environment

Israeli-Palestinian Conflict

Literature and Social Change

### INTERNATIONAL EDUCATION

El Centro de Lenguas Modernas, University of Granada, Spain

2015-2016 Academic Year

Language Courses Abroad, International House, Playa del Carmen, Mexico

Winter 2014

University of Salamanca, Spain

Study Abroad: Summer 2011

### INTERNATIONAL COMMUNITY EXPERIENCE

La Finca Argayall, Place of Light, La Gomera, Canary Islands, Spain

Assistant Chef/Community Member/Event Planner

June-August 2016

- Worked 6 days per week in vegetarian kitchen – prepared meals
- Co-existed with fellow community members and guests from Germany, Belgium, Switzerland, England, Israel, Italy, Argentina
- Orchestrated community events

Student World Assembly, Raleigh, NC

Publicity Coordinator

September 2014-June 2015

- Facilitated discussions at meetings surrounding current events
- Responsible for publicizing upcoming events throughout the campus
- Organized film showings and interactive educational displays on campus and in the community

Student Conservation Association, Denali, Alaska

Conservation Crew Member

Summer 2011

- Lived and volunteered in Denali National Park helping the Park Service
- Built a trail covering 3 miles and 3,000 ft. incline
- Cooperated with five other teens from diverse backgrounds from across the country

### EXPERIENCE IN EDUCATION

Greenville Parks and Recreation, Greenville, NC

Head Teacher

February 2017-June 2017

- Created educationally stimulating activities for children in grades K-6
- Implemented planned activities
- Supervised 14 children, ages 5-12 during each shift

Children Using Language to Understand “R” Earth, Greenville, NC

Co-founder of Club/Activities Coordinator

September 2010-June 2011

- Planned lessons aimed at grades K-2 learning Spanish
- Taught an 8 week course on beginning Spanish at Sinshimer Elementary School
- Organized activities for the club to gain exposure on campus

### SKILLS

Language: Bilingual Spanish/English, Conversational French

Computer: Word, PowerPoint, Excel, 50 WPM



# College of Business Sample Resume

## Samantha Smith

3200 Main St., Apt. 7  
Greenville, NC 27834

252-555-5555  
smiths2011@ecu.edu

### Education

May 2017      **East Carolina University College of Business**, Greenville, NC  
Bachelor of Science in Business Administration, Management Information Systems  
GPA 3.85/4.0

### Technical Expertise

- **Programming Languages/Software Applications:** SQL, Visual Basic, Access, C++
- **Networking:** Ethernet Connections, Novell Systems
- **Hardware/Operating System Platforms:** Cisco, Windows, Macintosh OS

### Technical Projects

#### **Database Management Project**, Greenville, NC

- Served as project team's html coder to create a business application using SQL and Access to insert, update, delete, and query information
- Developed a database to efficiently track and record information concerning product sales and period reports

#### **Analysis of Business Information System**, Baltimore, MD

- Collaborated with a group to develop a business application using SDLC to design the management system
- Effectively applied data analysis techniques to evaluate and improve business operations

### Experience

June 2014 – Present      **Equis Corporation**, Charlotte, NC  
Online Support Customer Service Agent

- Assist 10+ customers per day with internet issues utilizing multiple troubleshooting methods
- Provide customer service to online customers in fast-paced environment to ensure 97% satisfaction rate
- Update and maintain 1000+ customer accounts database

May 2011 – May 2014      **ECU Student Union**, Greenville, NC  
Dining services – Crew Supervisor

- Supervised and scheduled a crew of 17 students by assigning various duties, responsibilities, and work stations in accordance with work requirements
- Interviewed and trained more than 5 new staff members regarding policies and procedures
- Managed the dining area which fed more than 200 students daily

### Activities and Honors

- Vice President of the East Carolina AITP
  - VMember of the Gamma Beta Phi Honor Fraternity
  - VECU Running Club
  - VMentor at the Greenville Boy's and Girl's Club
  - VChancellor's List
- August 2014 – Present  
December 2013 – Present  
May 2013 – Present  
December 2013 – May 2014  
May 2015

# Curriculum Vitae (CV)

## FIRST THINGS FIRST: WHAT IS A CURRICULUM VITAE?

The word “vitae” is derived from the Latin language meaning “life.” Thus, the purpose of completing “vitae” are to describe people’s lives, their “courses of life”, your “course of life,” their professional lives. The singular form of the term is “vita.”

A **Curriculum Vita** is a marketing tool. It is created for the purpose of pursuing career and educational goals. A vita should thoroughly describe your experiences and accomplishments in a way that best demonstrates your qualifications for the type of position you are seeking.

## Comparison of CV vs. Resume

### Curriculum Vita

- Overview of academic accomplishments
- Primarily used for academic positions
- Should be frequently updated
- Generally several pages in length
- Constructs a scholarly identity

### Resume

- Highlights job-related skills, education, experiences and activities
- Primarily used for non-academic positions
- Should be targeted and 1-2 pages
- Purpose is to obtain an interview
- Constructs a professional identity

## WHEN WOULD A CURRICULUM VITA BE USED?

If you seek a faculty, research, clinical, or scientific position, you will need a Curriculum Vita. You may also want to consider this format when in the fields of healthcare, athletic training, education, social work, counseling, psychology, philosophy, anthropology, journalism, or other areas where you may have participated in various applied, “hands-on” experience and training opportunities related to your major field of interest.

A vita can range from 2 to 12 pages or more, depending on experience, and offers an in-depth look into any and all professional experiences you care to relate to the position you are seeking. For example: Education, Awards and Fellowships, Teaching Experience, Research Experience, Computer/ Technical Skills, Honors, Professional Activities, Presentations, Publications, Professional Memberships, Travel/Cultural Experiences, and others.

You should begin with a heading that includes your name, address, telephone number, and email address. If you plan to move, be sure to provide a way for employers to reach you, such as a family member’s address. If your email account was established through the university, make sure you set up an account that will remain active after you leave school (Always choose an email address that appears professional).

## WHAT HAVE YOU LEARNED?

You’ll need a section for your education that highlights the knowledge you have acquired through your university preparation and professional and educational experiences. At a minimum, the Education section should include your university, your degree and major, and when your degree was earned or is expected, as well as any certifications or credentials you have earned or expect to earn. Other education-related information which can be included is: GPA, academic minor (or second major), and related coursework (remember to include those courses in which your potential employer will be most interested).

## WHAT HAVE YOU DONE?

Your Experience section is key and it usually is listed directly following Education. Whatever order you choose for your vita, you should use the Experience section to highlight your work-related accomplishments, whether they are paid or unpaid. Emphasize the areas related to the position you are seeking. For example, if you are applying to work in a hospital setting, you may identify a section called “Clinical Experience” or “Hospital Experience.”

Quantify and qualify what you did—for example, in a clinical position, such as a Physician’s Assistant, include how many rotations you completed. You can also include experience gained through participation in organizations and associations in a “Professional Memberships” section, or “Committee and Administrative Experience” section, as long as you can relate the experience to the job for which you are applying.

## In developing a vita you should:

- Remember that vitae vary in format and style—choose one that suits you and emphasizes your knowledge, skills, strengths, and abilities.
- Pay careful attention to spelling, punctuation, grammar and style.
- Organize information in a logical fashion.
- Keep descriptions clear and thorough, yet concise.
- Use a simple, easy-to-read font.
- Clearly number pages, with your name at the top of each. Do not print pages back-to-back.
- Use good-quality white or off-white bond paper.

**Paula L. Pirate**

111 Pirate Lane, Greenville, NC 27858 ♦ O: 252-328-1111 ♦ C: 252-328-0000 ♦ piratep@gmail.com

**EDUCATION**

Ph.D., Biochemistry and Molecular Biology, East Carolina University, Greenville, NC September 2015

**Dissertation Title:** *Biochemical and Cellular Characterization of Nicotinamide Mononucleotide Adenylyltransferase 2 (Nmna2): A Brain Specific Isoform of an Essential NAD Synthesizing Enzyme*

Master of Science, Biochemistry, North Carolina State University, Raleigh, NC May 2011

**Thesis Title:** *Computational Approaches to RNA Aptamer Design and Optimization*Bachelor of Science, Chemistry, University of North Carolina at Chapel Hill, Chapel Hill, NC May 2008  
Minors in Biology and Spanish**Research Project:** *Interrogation and Characterization of Biological Macromolecules***TEACHING EXPERIENCE****Instructor**, Chemistry Department, East Carolina University, Greenville, NC 2014 - present

- Lead discussion section as substitute for professor and mentor other teaching assistants.
- Assist in the lab instruction of junior and senior level inorganic chemistry students.
- Instruct students to design new experiments and demonstrated proper safety practices.
- Supervise advanced lab methods: inert atmospheres; kinetics measurements; and IR NMR.

**Tutor**, Pirate Tutoring Center, East Carolina University, Greenville, NC 2011 - 2012

- Helped undergraduate students understand biochemistry concepts through one on one appointments.
- Facilitated laboratory experiments for students including the demonstration of proper instrument techniques, resulting in greater understanding of material by the students and attainment of accurate results.

**Teaching Assistant**, Chemistry Department, East Carolina University, Greenville, NC 2011 - 2012

- Assisted in instruction of general chemistry lab sections and a discussion section.
- Course emphasis in analytical chemistry techniques.

**RESEARCH EXPERIENCE****Doctoral Research:** Department of Biology, East Carolina University, Greenville, NC 2014 - present

- Field study of the impact of avian predation on Anolis lizards in the eastern Caribbean documents the importance of differences in spatial scale between prey and predators.
- Theoretical analysis of spatial scale and environmental heterogeneity in models of predator-prey communities.
- Analytical and numerical works show how species interactions can sharpen underlying environmental patterns and how heterogeneous environments can stabilize predator and prey populations.

**Research Fellowship:** Environmental Science Division, Oak Ridge National Laboratory, Boston, MA Summer 2012

- Development of quantitative theory of hierarchical structure in ecological systems.
- Analysis of how ecological communities reflect environmental heterogeneity at different scales.
- Numerical study of foraging behavior with short and long range movement in heterogeneous environments.

**Research Assistant:** Brody School of Medicine, East Carolina University, Greenville, NC 2012 - 2013

- Synthesized multifunctionalized sulfur and nitrogen-containing organic molecules, thiolate-ligated iron(II) and low-spin iron(III) complexes.
- Identified and characterized compounds using NMR, ambient and low-temperature ultraviolet, infrared, and electron paramagnetic resonance (EPR) spectroscopies and magnetic susceptibility.
- Used Schlenk and inert atmosphere techniques for manipulation of air-sensitive compounds.

**Resumes**

Paula L. Pirate, Curriculum Vitae, page 2

**Research Assistant:** Biochemistry Department, East Carolina University, Greenville, NC 2011-2012

- Led research team charged with analysis of vertical distribution of speciated hydrocarbons and radiosonde measurement of atmospheric conditions.
- Planned and implemented study which will be included in upcoming Scientific Journal article by Dr. P. Perfect.
- Directed staff of four research associates to resolve issues, track timeline, and facilitate meeting submission deadlines.
- Isolation and spectral analysis of photosynthetic reaction centers.

**PUBLICATIONS and POSTER PRESENTATIONS**Jones, J.T. and P.L. Pirate. 2014. Scrub Jay predation on starlings and swallows: attack and interspecific defense, *Condor* 90:503-505.Pirate, P.L. and J.T. Jones. 2013. Avian predation on Anolis lizards in the northeastern Caribbean: an Inter-island contrast, *Ecology* 70:617-628.Pirate, P.L. and J.T. Jones. Pattern and stability in predator-prey communities: how diffusion in spatially variable environments affects the Lotka-Volterra model, *Theoretical Population Biology* (in press).Pirate, P.L. and J.T. Jones. Predation across spatial scales in heterogeneous environments, *Theoretical Population Biology* (in press).Pirate, P.L. and J.T. Jones. Species interaction in space, symposium paper presented at the 2012 meeting of the Ecological Society of America, Snowbird, UT; to appear in R. Ricklefs and D. Schuler, eds., *Historical and Geographical Determinants of Community Diversity*, University of Chicago Press, Chicago.**PUBLISHED ABSTRACTS**

Kozar, J.A.; Pirate, P.L.; Sherton, J.M. Understanding the Mechanism of Superoxide Reduction by the Cysteine-Ligated Non-Heme Iron Enzyme Superoxide Reductase (SOR) Abstracts of Papers, Joint Regional Meeting of the Northwest and Rocky Mountain sections of the American Chemical Society, Logan, UT; American Chemical Society: Washington, DC, 2012; Abstract 12.

Fast, S.; Pirate, P.L.; Sherton, J.; Kataman, T.; Scarboro, R., and Kozar, J.A. "Understanding the Mechanism of Superoxide Reduction by the Non-Heme Iron Enzyme Superoxide Reductase (SOR) using a Synthetic Analogue Approach" Abstracts of Papers, 11th International Conference on Biological Inorganic Chemistry, Cairns, Australia.

**AWARDS and HONORS**

- National Science Foundation Graduate Fellowship, 2014
- ECU Foundation Graduate Research Fellowship, 2013
- Phi Beta Kappa, 2013 - present

**AFFILIATIONS and LEADERSHIP**

- Treasurer, American Chemical Association
- Senator, ECU Graduate & Professional Student Senate

**CAMPUS and COMMUNITY INVOLVEMENT**

- Pitt County Health Sciences Academy Lecturer
- Organized Biochemistry Division graduate recruitment dinner
- Judge for NC state-wide Science and Engineering Fair
- Coached City of Greenville Little League Soccer team

**LANGUAGES**

Fluent in conversational Spanish and Mandarin





**Andrea Smith,**  
**Quality Area Improvement Specialist**  
**Heba Shanti, Process Engineer**

# dedication wanted

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# Job and Internship Search Tools



*Hundreds of internships  
and Jobs for ECU Pirates*

## ECU CareerNET: What, Who, Where, When, How?

### Q: What is ECU CareerNET?

**A:** ECU CareerNET is a job and internship database, exclusive to ECU students and alumni. This system allows you to search for full and part time jobs, internships, on campus interviews, and career events such as workshops and career fairs. As a user of the system you can upload resumes, cover letters, references and portfolios to be visible to employers that are actively recruiting. Set up job alerts and receive an email when the job you want is posted. You can also search employers and jobs by industry or location.

### Q: Who can use ECU CareerNET?

**A:** All current students and alumni have access to the system as well as employers that have registered with ECU Career Services.

### Q: Where can I access the system?

**A:** To log in visit: [www.myinterfase.com/ecu/student](http://www.myinterfase.com/ecu/student)

### Q: When can I begin to use ECU CareerNET?

**A:** NOW! Whether you are a freshman or alumni, it is never too early to start exploring possible internship and career opportunities!

### Q: How Do I Get Started?

**A:** Current students follow the steps below:

1. Visit: [www.myinterfase.com/ecu/student](http://www.myinterfase.com/ecu/student)
2. Click "Forgot Password" under the username and password box
3. Enter your pirate id (ex.smithj09) in the Username (Pirate ID) box
4. Click "Reset Password"
5. A unique password will be sent to your email so you can log in



**Alumni: please call Career Services at 252-328-6050 to create your account**

# Making Connections



TOOL	RESOURCES	PROS	CONS
<b>JOB BOARDS</b>	CareerNET CareerShift CareerBuilder, Monster Professional Associations HigherEdJobs.com Indeed, USAJobs Newspapers, Trade Journals	One stop search High volume/selection Easy to apply	Can be outdated Fraudulent postings
<b>Helpful Hints:</b> Visit company website and apply directly, if possible.			
<b>SOCIAL MEDIA</b> LinkedIn Facebook Twitter Alumni Associations	LinkedIn Facebook Twitter	Large networks Timely	Safety Privacy Competition
<b>Helpful Hints:</b> Follow your targeted companies. Develop your online professional profile and image.			
<b>COMPANY WEBSITES</b>	Mission/History information Press Releases and Product Information Contact Information	Highly accurate and timely Direct access	Not all companies post all open positions
<b>Helpful Hint:</b> Visit frequently and sign up for RSS notifications.			
<b>STAFFING AGENCIES</b>	Physical Location / Contact 30% of current openings are contract positions	Skills testing and training, one-stop access to multiple employers and jobs, national/regional presence	Typically contract or short-term assignments
<b>Helpful Hints:</b> Identify agencies that work with key employers in your targeted fields.			
<b>IN-PERSON VISIT</b>	Company Research Resume and Business Cards Professional Attire Transportation	See and be seen Engage with staff View company culture	Gatekeepers Time-consuming Requires confidence
<b>Helpful Hints:</b> Research company and contact names. Tuesdays, Wednesdays and Thursdays are the best days for in-person visits.			
<b>TARGETED MAILINGS</b>	Employer Mailing List CareerShift Company Research	Customized Direct contact	Customized Direct contact
<b>Helpful Hint:</b> Use LinkedIn to learn names/titles to target key personnel within the company.			
<b>FACE-TO-FACE</b> (Networking)	Job Fairs, Networking Events, In-Person Visits	Establish a relationship Build rapport Less formal structure	Confidence Limited availability Competition
<b>Helpful Hints:</b> Perfect and practice your Power Greeting!			



# 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 and 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 as well as build relationships for future job openings.

## What Happens?

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

### IMPORTANT TIP

Never ask an employer, "What do you do?" Take some 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.

## How Do I Prepare?

- Check the Career Services website to find out what 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 you and practice your Power Greeting. See page 37.

## What Do I Bring?

- Copies of your resume. Bring tailored copies if there are specific companies or positions of interest.
- 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 elevator speech 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 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.



**BTW:** ECU Career Services hires a professional photographer to take headshots at 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.



# CareerShift

Can Help You Find a Job Now!

## What is CareerShift?

**CareerShift** is a set of integrated job search tools that allows you to:

**Search, select, and store job listings from job boards and company job postings.**

*Access up-to-date contact information, including email addresses, for millions of companies and industry professionals.*

**View in-depth information about contacts and companies posting jobs!**

*Create personal marketing campaigns, including resumes and cover letters, and save them to access, print, or email.*



### Step 1

Log into your **ECU CareerNET** account and click on the **CareerShift** link.



### Step 2

Sign up using your email and password of choice.

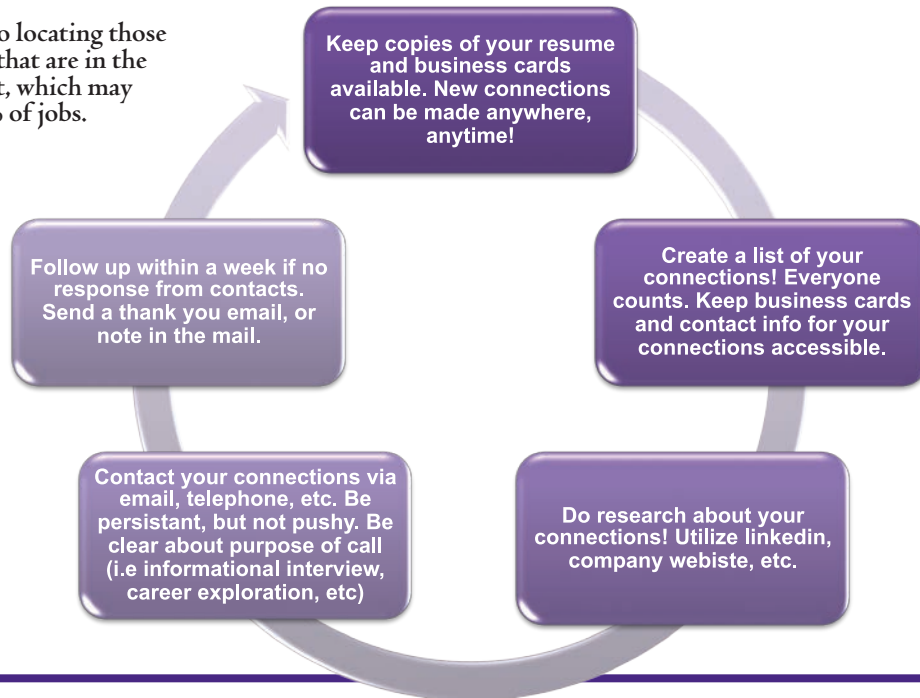


**It's free!**



# Networking: The Number One Job Search Strategy

Networking is key to locating those non-published jobs that are in the “hidden” job market, which may constitute over 80% 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. Ever hear the phrase, “fake it ‘till 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.

- Know yourself: skills, interests, values, personality and accomplishments.
- Make a list of your current relationships—personal, professional, academic and beyond. Add ECU alums 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 interest area OR with those whom you feel most comfortable with. 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 that you respect.
- Make your move! Send an email first; follow with a phone call. Or simply CALL! Assign yourself a daily quota. Be persistent but not pushy.
- Follow up! Call again within a week if you receive no response. Arrange a meeting in person or by phone. Ask for 20 to 30 minutes only.
- Set the tone. Know and explain why you are calling and what you hope to learn (industry information, career exploration, job search advice, graduate or professional school guidance, etc.) You are NOT asking for a job.
- Ask for referrals. One of the most important questions is, “Whom do you recommend I contact for additional information?”
- Send a thank-you note within 48 hours! Email is OK! A personal letter can be very effective and demonstrate the extra effort.
- Maintain connections. Nurture the relationships by staying in touch and letting them know where you land.
- Be Patient. Networking yields results that often accumulate over time. Never stop networking!



# Informational Interviewing: A Smart Way to Learn From the Inside

## What is informational interviewing?

Quite simply, it is a meeting where 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.

**SmartTip:** Set the meeting to accommodate the schedule and convenience of the professional.

## How do I set up an informational interview?

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

## How long should the interview last?

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

## Should I send a thank-you note?

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

## Should I give my resume to the contact?

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

## How should I prepare for the interview?

Research the company's website and visit your contact's LinkedIn site for context and background. You can also use [www.Inthedoor.com](http://www.Inthedoor.com) on Facebook to find out if anyone you know is employed at the company.

## Is there anything I should not ask?

Overly personal questions such as "what is your salary?" are clearly off limits. Also avoid asking questions whose 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 below.

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

## 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?

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

### 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 5 years?
- What do you like most about your field/occupation 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 Questions

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

# Use Social Media to Network and Find a Job

## Universal Social Media Tips

- 1) Take a close look at your profile and decide what you want business contacts or prospective employers to see, changing your privacy setting when needed. Note: You must change your privacy settings on each operating system (iProducts and Windows products).
- 2) Choose your friends wisely. Consider creating restricted groups for all professional networks. Remember your professional network can see information your other connections post/tweet on your account.
- 3) Join professional groups and frequently post professional related comments, questions, links, or articles.
- 4) Let others know you are searching for a job, internship or networking opportunities.

## Quick Tips for Using Facebook for Professional Networking



- 1) First, make a decision whether to keep Facebook social or expand it to include professional purposes.
- 2) Create a simple profile (or clean up your existing one) with minimal graphics and widgets.
- 3) Limit the photos you post. Be cautious of the photos you post.
- 4) Use Facebook email to build relationships with your friends.

## 6 Tips for Using Twitter for Professional Networking



- 1) Learn Twitter language.
- 2) Include Bio and Resume.
- 3) Learn to Use Hashtags Properly: #jobsearch.
- 4) Use Proper Keywords for Others to Search.
- 5) Use Other Twitter Jobs Websites: [twitterjobsearch.com](http://twitterjobsearch.com), [tweetmyjobs.com](http://tweetmyjobs.com), [jobshouts.com](http://jobshouts.com)
- 6) Learn How to Retweet.

Source: <http://www.resumark.com/job-resources/job-networking/how-to-find-a-job-on-twitter----10-job-2-0-networking-tips.html>

## Tips for Using LinkedIn for Professional Networking and Job Searching

### Build your network before you need it

No matter how the economy or your career is doing, having a strong network is a good form of job security.

### Get LinkedIn recommendations from your colleagues

Show future employers your strengths and unique qualities.

### Find out where people with your background are working

Search for keywords, industries, educational backgrounds.

### Find out where people at a company come from

"Company Profiles" show the career path of current employees.

### Check if a company is still hiring

Check the "New Hires" company page for details on new employees.

### Get to the hiring manager

Determine the managers who are two degrees away from you as well as who in your current network is already connected to them. Ask your first degree contact to introduce you to the second degree hiring manager.

### First degree contacts

Seek someone in the company you know to give the manager your resume and get inside information on the job and company.

### Customize invitations to connect

Change the automatic message "I'd like to add you to my professional network." to a customized message which reminds the contact of where you met and your discussion.

Source: <http://blog.guykawasaki.com/2009/02/10-ways-to-use.html#ixzz0UgOIOYbr>



# 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 4 distinct parts and a follow-up question:

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

## When to Use the Power Greeting

### Networking Events

Power Greetings 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

Power Greetings are also referred to as elevator pitches. 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 NACCO Material Handling Group in Greenville, NC, and a two-semester co-op position with National Waterworks in Charlotte, NC. I have discovered that I excel at 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 relative)

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 does this play a role in your organization? (probing question to engage employer)

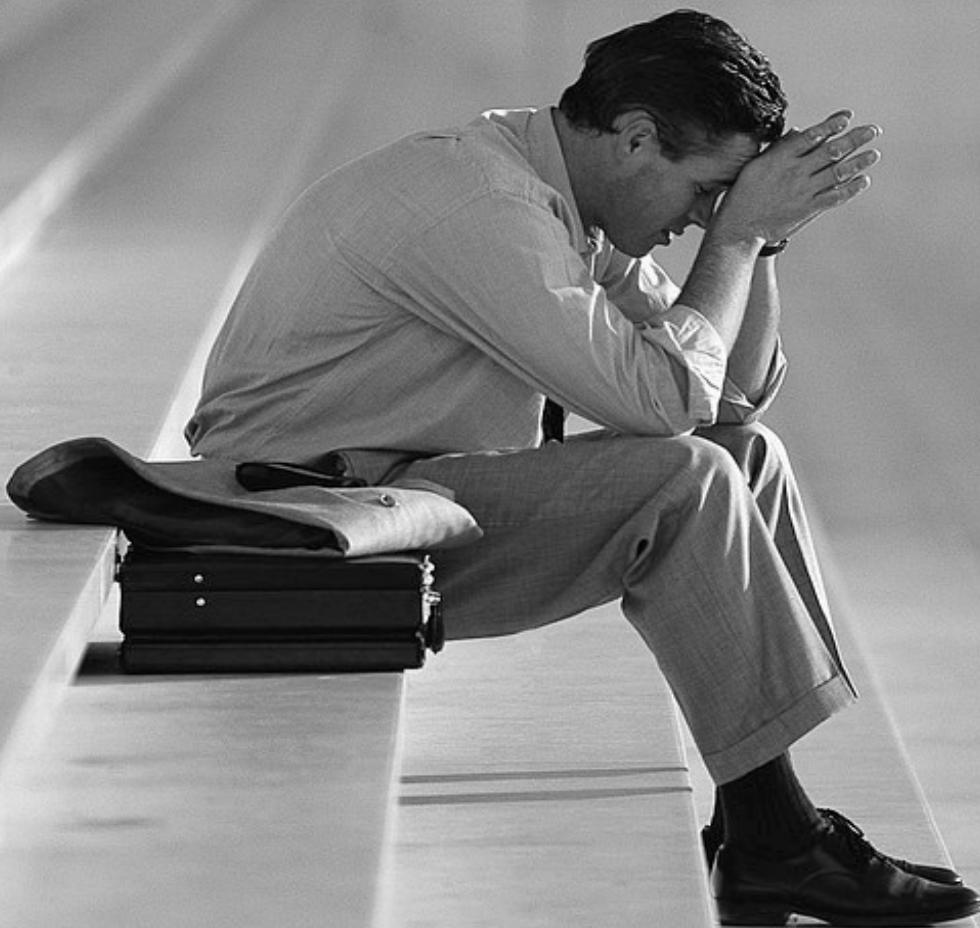


# Don't Get Caught Unprepared!

## Free Online Practice Interviews

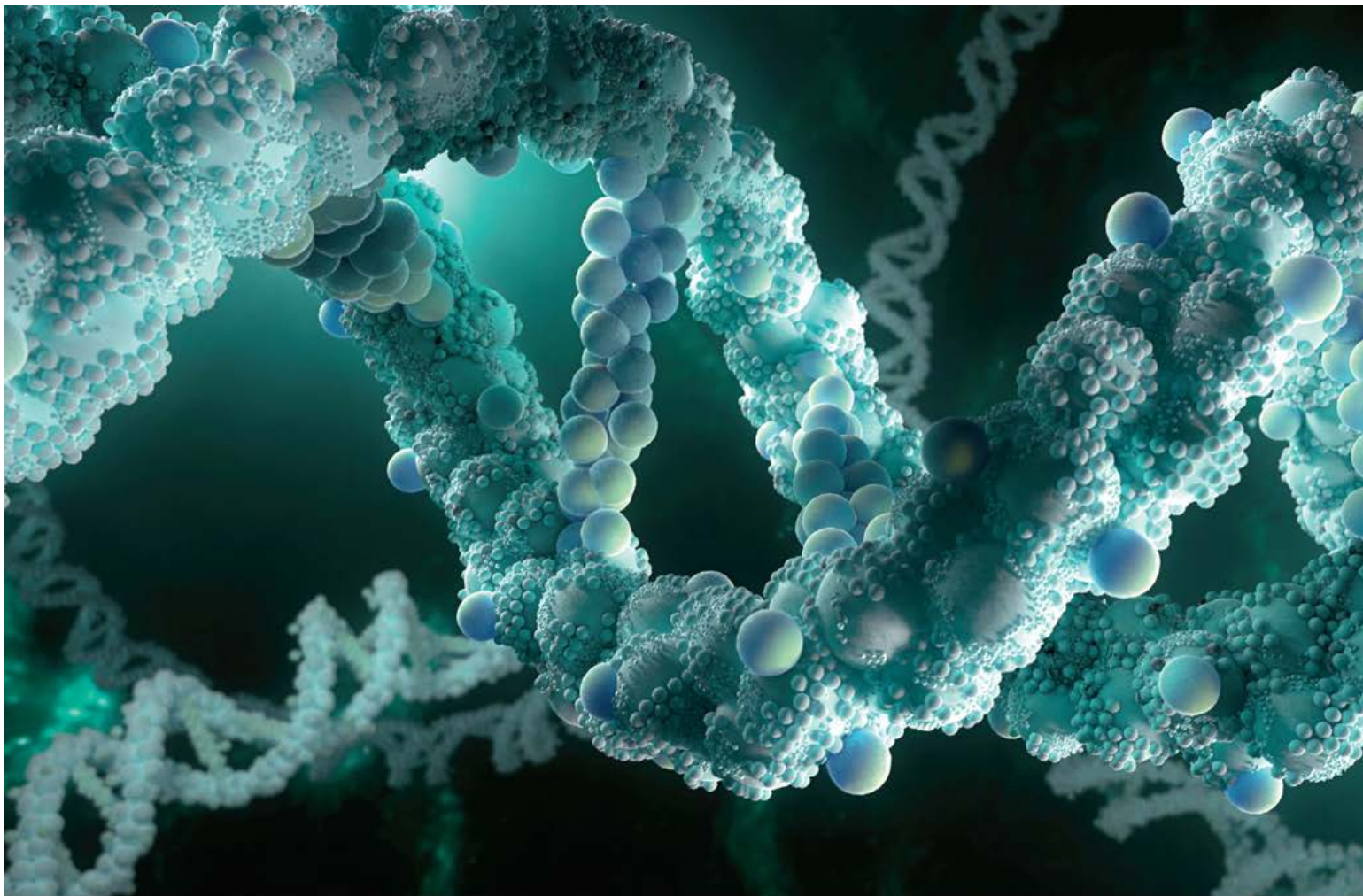
- See and hear yourself responding to real interview questions before being in front of an employer.
- Prepare for any job or graduate school interview, choose from pre-selected interviews or 4000+ questions.
- Critique yourself or share your interview with others.
- Practice as much as you'd like— *anywhere, anytime from any computer.*

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# 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. The candidates don't know the simplest of details: what the position entails, what the company provides, and what benefits they would bring to the company. You can greatly increase your chances of interview success by researching and practicing beforehand.

### Prepare

*Know the job, the company, and the value you will bring.*

#### Analyze the Position

- What is the primary function of the position? Sales? Service? Products? Planning?
- Who uses the services or products?
- What are the basic tasks?
- What are the required skills, abilities and education?
- Does the position function independently or as part of a team? Does it do both?

#### Research the Company

- Explore the company website and familiarize yourself with size, location, customers, products, services, names of decision makers, competitors, etc.
- Uncover needs, problems, and challenges, missions, and values.
- Where is the position located? What is the typical salary for the position in the geographical region?
- Research the company further: contact anyone you know in the business, read current or recent articles, visit Hoover's Guide and Career InfoNet.

#### Identify What You Have to Offer

- 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.
- Review your resume and prepare to answer questions about anything that is mentioned.
- Think of stories and examples to tell to demonstrate your ability to handle various situations that might come up in your job. Use the **STAR model** described on page 42.

### Practice

*Analysis and research alone are not enough. Practicing out loud is vital.*

- Obtain a list of potential interview questions and decide how you would answer them. Take the time to write the answers down and practice saying them out loud. See page 42 for likely questions.
- Prepare two or three questions to ask the interviewer that show off your research and professional interest. See page 42 for examples.
- Write a power greeting and practice saying it aloud until it sounds and feels natural to you. See page 37 for more information.
- Practice talking about how you have successfully completed activities that demonstrate the skills and experiences employers seek.
- Practice shaking hands. A handshake should last no more than a few seconds and the grasp should be firm.
- Review common illegal questions and decide how you would answer them. Plan how you would respond if asked to provide your Facebook password.
- Practice out loud in the mirror or with a friend.

### Perform

*You were invited to interview because the recruiter was impressed by your resume. Now, communicate that you are the best person for the job.*

- Arrive ten to fifteen minutes early.
- Carry a briefcase or 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.
- Be mindful of non-verbal communication. Maintain eye contact, sit up straight, and avoid crossing your arms across your chest.



## Perform (continued)

- 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 Power Greeting. See the Power Greeting found on page 37.
- 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.
- If you are interested in the position, say so. Surprisingly, many interviewees neglect to let the interviewer know that they truly want the position. “Thank you for inviting me to meet with you today. After meeting with you and learning more about the position I am sure that I would like to be a part of your team.”
- 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. Ask for business cards.
- 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 Skype Interviews

While face-to-face interviews are still the preferred interview model for final hiring decisions, some recruiters utilize phone and virtual interviews to narrow the interview pool to a short list.

## Phone Interviews

- Schedule your phone interview at a time when you can be in a quiet space without interruption.
- Be available at the interview time to which you agreed.
- 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 might find it helpful to have your written answers handy, and/or the company’s website open on the computer. If you choose this route, glance at the answers now and again, but do not read the responses verbatim. Also, avoid using the keyboard as the keying will be obvious to the listeners.
- Dress as if you were meeting face to face. 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.

## Skype Interviews

- Create a professional Skype username.
- Practice operating the technology in advance until you are comfortable with it. Have a backup plan in place should the technology fail.
- Wear a suit or professional business attire.
- Be mindful of the background and location of your interview. The area should be uncluttered, quiet and project a professional image.
- Practice interviewing in front of the camera and utilize practice software like Interview Stream on page 38.
- Be careful not to fidget or bob in and out of the camera’s view.

## Opportunities for Practice Interviewing

ECU Career Services offers a wide range of opportunities for you to prepare and practice interviewing. Try one or try them all.

OPTIONS	AVAILABILITY	HOW TO SCHEDULE
Practice by phone or face to face with a Career Counselor	Monday - Friday 8 am - 5 pm	Call 328-6050 to schedule an appointment
<b>INTERVIEW STREAM®</b>	24/7 - Online	Visit: <a href="http://www.ecu.interviewstream.com">www.ecu.interviewstream.com</a> Learn more on page 38
Skype Room at The Career Center	Available by appointment	Call 328-6050 to schedule an appointment

# 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.

### The STAR Model

Use the **STAR** model (Situation, Tasks, Actions, Results) to set up a **situation**, describe the **tasks** needed to be completed, the **actions** you took, and the favorable **result** or outcome. Be specific; don't forget that you should be the hero of the story.

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

- S. *Last semester I was working on a group project. When we were at an important stage, one of the teammates stopped coming to meetings and doing his part. We called and texted and emailed him over and over but he never responded.*
- T. *We needed this teammate to help us contribute to the assignment and the group asked me to address him in person.*
- A. *One afternoon I went to his house to talk to him in person. I told him that the team was concerned about him and frustrated because we were counting on him. He said that he was sorry to let us down but he was failing Chemistry and was preoccupied. I got him in touch with one of my friends who is a chemistry major, and they set up some tutoring sessions.*
- R. *Once my teammate started working with my friend and doing better in class he returned to the group and did his part and even more. The project was finished on time, we all got a good grade, and our teammate passed Chemistry.*

## 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?*

## Questions to Ask Employers

Specific questions about the job are better asked during second meetings or with Human Resources staff. Ask more general questions that show your 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 customers 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?

Examples of Behavioral Questions are written in *italics* above.

# Attire for the Interview

## What Should I Wear?

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.

### Males

- 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 jangling coins.
- Remove earrings and other piercings; cover up visible tattoos.
- Facial hair and nails should be clean and cut short.

### Females

- Pant suit or dress suit in conservative colors—black, navy, grey.
- No low-cut shirts.
- Skirt lengths that are not revealing (no higher than 2 inches above knee).
- Makeup should be minimal and hair neatly styled and away from your face.
- Avoid flashy, excessive jewelry, remove body piercings, and cover visible tattoos.
- Wear polished pumps or dress flats.
- Non-textured, neutral hose or socks that complement your attire.
- Clear or conservative nail polish on an appropriate nail length.
- Use a small purse, no large bags.

## 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.
- Take a trial drive beforehand to make sure that you know the way and travel time; your GPS is not fail 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.
- No excessive cologne or perfume..
- No gum.

Me too—with interview tips I found in the ECU Career Resource Guide.

I feel great! I just rocked my interview.

InterviewStream really helped me perfect my online interviewing skills; I just got a job offer after my Skype interview!

Big thanks to my career counselor, after our practice interview session, my confidence in preparing for successful interviewing is sky high!



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# Graduate School

## Is Graduate School Right for You?

At some point in your college career, you must decide what you would like to do after graduation—and that includes whether or not to attend graduate school. If you're trying to determine whether graduate school is right for you, here are some pointers to help you make an enlightened decision.

### 1. Should I consider going to graduate school?

*Going to graduate school might be a good idea if you...*

- want to be a professor, lawyer, doctor, investment banker or work in any profession that requires a post-secondary education.
- wish to develop additional expertise in a particular subject or field to maximize your future earning potential and opportunities for career advancement.
- are deeply interested in a particular subject and wish to study it in-depth—AND have the time and financial resources to devote to further education.

*Going to graduate school might not be a good idea if you...*

- are trying to delay your entry into the “real world” with real responsibilities and real bills.
- are clueless about your career goals.
- aren't prepared to devote the time and hard work needed to succeed.
- want to stay in school longer to avoid a poor job market.

### 2. Is it better to work first or attend graduate school immediately after I complete my undergraduate degree?

*Work first if...*

- you would like to get some real-world work experience before investing thousands of dollars in a graduate degree.
- the graduate school of your choice prefers work experience (most MBA and some Ph.D. programs require this).
- you cannot afford to go to graduate school now, and you haven't applied for any scholarships, grants, fellowships and assistantships, which could pay for a great deal of your education.

*Go to graduate school now if...*

- you are absolutely sure you want to be a college professor, doctor, lawyer, etc., and need a graduate degree to pursue your dream job.
- you have been awarded grants, fellowships, scholarships or assistantships that will help pay for your education.
- you're concerned that once you start earning real money, you won't be able to return to the lifestyle of a “poor” student.
- your study habits and mental abilities are at their peak, and you worry whether you'll have the discipline (or motivation) to write papers and study for exams in a few years.

### 3. I am broke. How will I pay for tuition, books, fees and living expenses?

- *Family:* You've likely borrowed from them in the past; maybe you're lucky enough for it to still be a viable option.

- *Student Loans:* Even if you've taken out loans in the past, another \$50,000 - \$75,000 may be a sound “investment” in your future.
- *Fellowships/Scholarships:* A free education is always the best option. The catch is you need a high GPA, good GRE/GMAT/LSAT/MCAT scores and the commitment to search out every possible source of funding.
- *Teaching/Research Assistantships:* Many assistantships include tuition waivers plus a monthly stipend. It's a great way to get paid for earning an education.
- *Employer Sponsorship:* Did you know that some companies actually pay for you to continue your education? The catch is they usually expect you to continue working for them after you complete your degree so they can recoup their investment.

### 4. What are the pros and cons of going to graduate school full-time vs. part-time?

*Benefits of attending graduate school full-time:*

- you'll be able to complete your degree sooner.
- you can totally commit your intellectual, physical and emotional energy to your education.
- ideal if you want to make a dramatic career change.

*Benefits of attending graduate school part-time:*

- work income helps pay for your education.
- you can take a very manageable course load.
- you can juggle family responsibilities while completing your degree.
- allows you to work in the function/industry/career of your choice while continuing your education.
- employer will often pay for part (or all) of your graduate degree.

### 5. Assuming I want to go to graduate school in the near future, what should I do now?

- Identify your true strengths, interests and values to help you discover what is right for YOU—not your friends or parents.
- Keep your grades up and sign up (and prepare) to take the required standardized tests.
- Talk to faculty, friends and family who have gone to graduate school to get their perspective about the differences between being an undergraduate and a graduate student.
- Talk to faculty, friends and family who are in your targeted profession to get a realistic sense of the career path and the challenges associated with the work they do.
- Investigate creative ways to finance your education—by planning ahead you may reduce your debt.
- Research graduate schools to help you find a good match.
- Investigate the admissions process and the current student body profile of your targeted schools to evaluate your probability for admission.
- Have faith and APPLY! Remember, you can't get in unless you apply.

*Written by Roslyn J. Bradford.*



# 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 1-2 pages. 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 spends approximately 10-15 minutes on each one, so you want to capture them quickly and stand out among the rest. 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.

**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.
- Be concise, try to keep it to one page.
- 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 your 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 unnecessary 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:**

- Call our office to meet with a Career Counselor
- Visit The ECU Writing Center, located in Joyner Library 1015, or online at [ecu.edu/writing](http://ecu.edu/writing)

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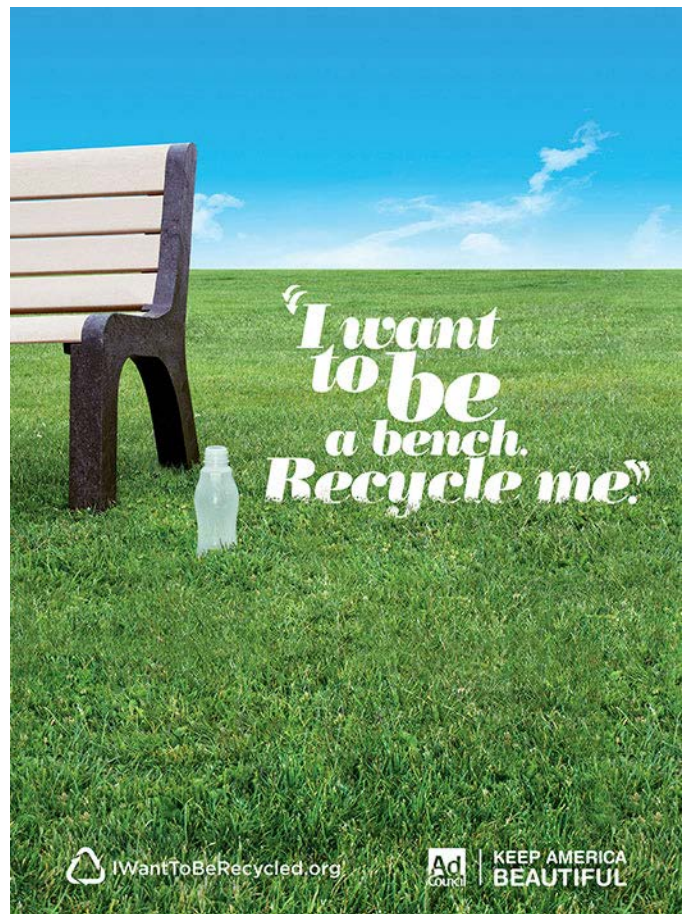
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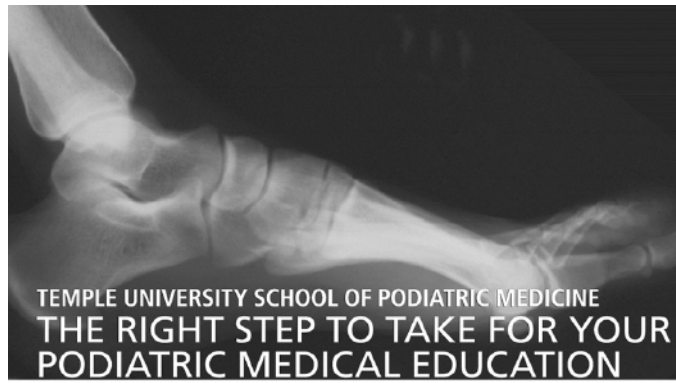


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