

STUDENT SUCCESS GUIDE

Helping You Navigate Your Academic And Career
Success Through College And Beyond











Saint Xavier
UNIVERSITY

SXU.EDU | KEYWORDS: CENTER FOR SUCCESS



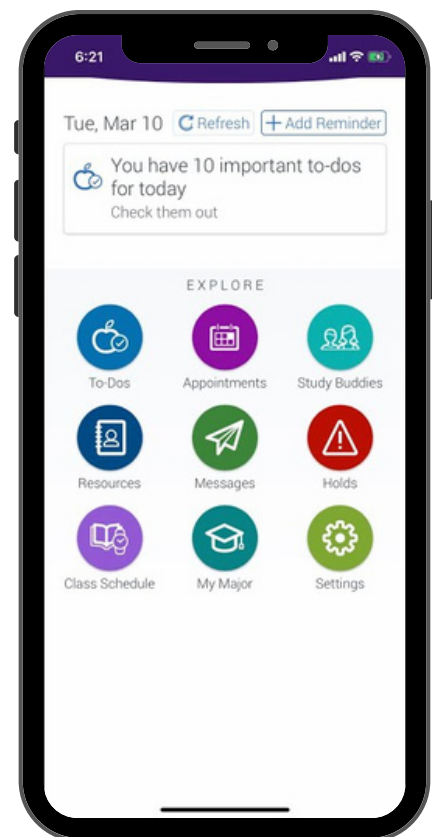
WHY DO STUDENTS USE NAVIGATE?

This simple tool allows you to stay connected, access what you need, and tracks your progress and involvement at SXU so you only tell your story once. With Navigate you will be able to:

-  Schedule appointments
-  View your class schedule
-  Access SXU resources
-  Explore careers interests
-  Join study groups
-  Manage your to-do list
-  View holds
-  Talk to your support team

DOWNLOAD NAVIGATE

Download Navigate on the App Store or get it on Google Play. Navigate is also accessible through a desktop browser: <https://sxu.navigate.eab.com/>. Students will use their SXU credentials to login. If you need assistance, please reach out to navigate@sxu.edu.



ADDITIONAL INFORMATION

To read more about Navigate, please visit sxu.edu and use the keyword, "Navigate." If you need assistance, please reach out to navigate@sxu.edu.

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HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

4-YEAR SUCCESS PLAN

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

First Year: Explore Interests

- Download and log into [Navigate](#) and explore resources
- Meet with your academic advisor
- Learn Student Planning to register for classes
- Explore potential majors using virtual career resources
- Develop effective study habits and time management skills
- Learn about resources and services available on campus
- Determine your skills, interests, and values
- Attend the [Synergy Leadership Summit](#) (each year)
- Meet with a member of the Center for Learning and Student Support
- [Get involved](#) on campus and in student organizations
- Attend the [College-to-Career Expo](#) for part-time jobs
- Join the [Cougars LEAD Certificate](#) program
- Log into [Handshake](#) and complete your profile

Second Year: Choose a Path

- Declare a major if undecided
- Develop a resume and have it reviewed
- Connect interests, strengths, and skills with academic and career aspirations
- Identify academic need within your major and schedule a tutoring appointment
- Apply for internships and [micro-internships](#) or volunteer
- Attend career development events and workshops
- Discover leadership opportunities on campus
- Make connections with faculty in your major
- Practice your elevator pitch at the [College-to-Career Expo](#)
- Create a [LinkedIn](#) profile and build your network

Third Year: Enhance Professional Skills

- Explore how your [interests, strengths, and skills](#) apply to career options
- Research multiple career and or graduate school opportunities
- Network with at least three individuals in your field of interest
- Consider working for the Center for Learning and Student Support as a tutor within your major
- Articulate your area of study and why
- Update your resume with new experiences
- Schedule a [mock interview appointment](#) for practice
- Attend the College-to-Career Expo and career workshops
- Check in with faculty to discuss career opportunities
- Clean up social media profiles and online presence

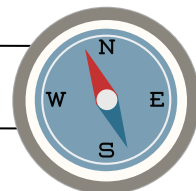
Fourth Year: Prepare for Next Steps

- Schedule an appointment with your academic advisor to wrap up any plans before graduation
- Start your job search early (at least two semesters before graduating)
- Update your resume and write cover letters
- Attend various job fairs and networking nights
- See a writing consultant to assist with graduate school statements, capstone projects, and/or senior seminar papers
- Use [Handshake](#) to apply for full-time positions
- Explore virtual career resources for job searching
- Finalize graduate school applications
- Research companies of interest on [Glassdoor](#)
- Update your Handshake and [LinkedIn](#) profiles
- Finish the [Cougars LEAD Certificate](#) program

Summers

- Use your summers to pursue internships, micro-internships, volunteer opportunities, or pre-professional experiences related to your field of interest to expand your skill base.

Notes:

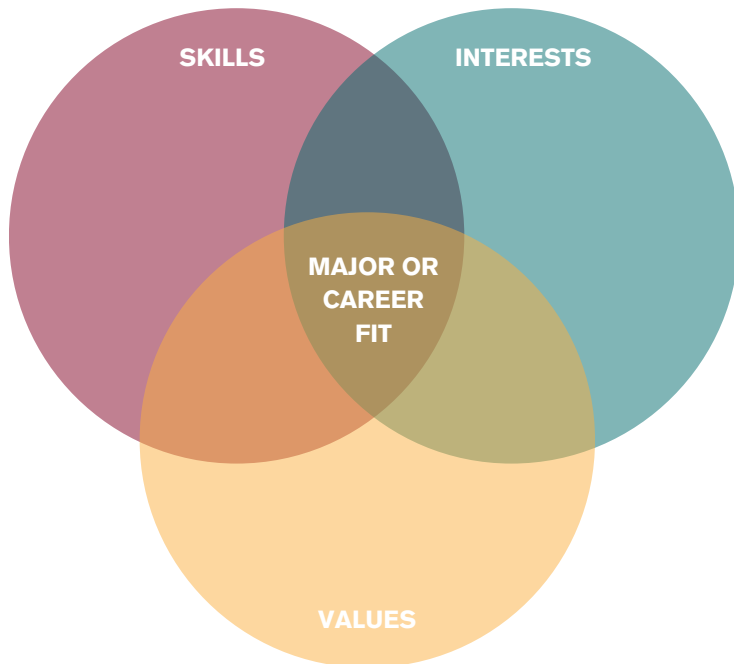


CAREER & MAJOR EXPLORATION

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

SELF-AWARENESS

When narrowing down major and career options, consider the skills that you already have or know that you can acquire as well as your interests and values. Use these as a checklist to narrow down your options when debating whether or not various majors, jobs or career paths are for you. Use the following diagram to determine whether or not a major or career is a good fit based on your current skillset or abilities, your interests, and your personal and/or professional values:



In addition to these considerations, the Japanese concept of Ikigai, which means "a reason for being," can help you identify your purpose through four questions:

- What do you love?
- What does the world need?
- What are you good at?
- What can you get paid for?

Use the worksheet on the following page to map out your "reason for being." Feel free to schedule an appointment with an Academic and Career Resource Advisor to review your Ikigai and connect it to possible majors and career paths.

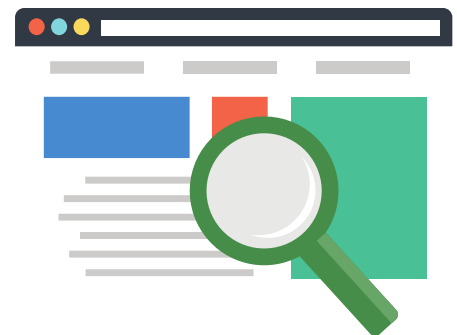


FOCUS 2 is an online interactive career and education planning system that uses a series of self-assessment, career exploration and decision-making tools to help you discover what majors and career paths may be right for you.

Find majors and careers that fit your:

- Interests
- Abilities
- Values
- Goals
- Personality type

For more information and to access Focus 2, please visit the [Center for SUCCESS website](#).



RESOURCES

Visit the Center for SUCCESS website to explore various resources for major and career exploration which include:

- Job and employer information for each major
- State and national labor statistics
- Career planning tool kits
- Occupational outlook and salary information

For information about resources, visit [sxu.edu](#) keywords: Career and Major Exploration.

CAREER & MAJOR EXPLORATION

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

**WHAT DO YOU
LOVE?**

**WHAT DOES THE
WORLD NEED?**

IKIGAI

**WHAT ARE YOU
GOOD AT?**

**WHAT CAN YOU GET
PAID FOR?**

RESUME GUIDELINES

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

NAME

City, State
Phone Number
Email Address

LinkedIn or Digital Portfolio URL

To prevent bias and ensure safety, do not include a street address or ZIP code in your contact information.

EDUCATION

Name of School, City, State
Title of Degree, Expected Graduation Date
Include Major, Minor, and or Concentration
GPA: X.X/4.0 (if above a 3.0)

All experiences should be in reverse-chronological order, meaning most recent to least recent.

RELEVANT COURSEWORK (OPTIONAL)

- List 4-8 advanced courses in column format to save space

GENERAL WORK EXPERIENCE or RELEVANT EXPERIENCE

Job Title, Company, City, State Month Year - Month Year

- Include 3-5 bullets describing your responsibilities
- Start bullets with action verbs, e.g. maintain, assist, coordinate

Use the appropriate verb tense. If a position is in the past use the past-tense, e.g. "maintained, assisted, coordinated."

ADDITIONAL EXPERIENCE and/or VOLUNTEER EXPERIENCE

- Job Title, Company, City, State, Month Year - Month Year

AWARDS, HONORS, and/or ACHIEVEMENTS

- Name of award, organization received from, month year - month year

MEMBERSHIPS

- Title, Organization Name, Affiliation, Month Year - Month Year

LEADERSHIP EXPERIENCE

- Follow formatting guidelines for General Work Experience

CERTIFICATIONS or LICENSES

- Name of certification or license, organization, date received or expiration

SKILLS or ADDITIONAL INFORMATION

- Computer, lab and special equipment skills
- Foreign language (include fluency)
- Leadership skills
- International experience or travel
- Conferences, presentations or relevant projects
- Honors or awards if not creating a full category
- Military experience



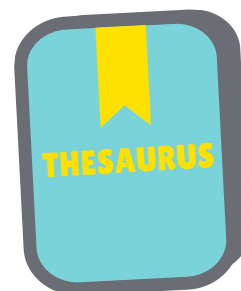
RESUME CHECKLIST:

- ☐ Traditional font (10-12 pt)
- ☐ Consistent format and spacing
- ☐ Margins are 0.5-1 inch around
- ☐ No objective statement
- ☐ Includes dates for all experiences
- ☐ Does not exceed 1-2 pages
- ☐ Does not include references
- ☐ No personal pronouns (I, Me, My)
- ☐ Did not use a template
- ☐ Verb tense matches dates
- ☐ Reverse-chronological order
- ☐ Free of typos and errors
- ☐ Reviewed by an advisor

ACTION VERBS

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

Accelerated	Centralized	Disclosed	Hosted	Narrated	Reduced	Staffed
Accompanied	Challenged	Discovered	Identified	Negotiated	Referred	Standardized
Accomplished	Chaired	Displayed	Illustrated	Observed	Refined	Strengthened
Achieved	Circulated	Distinguished	Implemented	Obtained	Regained	Stressed
Acquired	Clarified	Distributed	Improved	Offered	Regulated	Structured
Acted	Classified	Diversified	Improvised	Offset	Rehabilitated	Submitted
Activated	Cleared	Documented	Increased	Opened	Reinforced	Suggested
Adapted	Closed	Doubled	Influenced	Operated	Rejected	Summarized
Added	Collaborated	Drafted	Informed	Ordered	Remodeled	Supervised
Addressed	Collected	Earned	Initiated	Organized	Reorganized	Supplied
Adhered	Combined	Edited	Innovated	Overhauled	Replaced	Supported
Adjusted	Committed	Elected	Inquired	Oversaw	Repaired	Surpassed
Administered	Compared	Eliminated	Inspected	Participated	Reported	Surveyed
Admitted	Compiled	Enabled	Inspired	Passed	Represented	Targeted
Adopted	Completed	Enforced	Installed	Performed	Requested	Taught
Advanced	Composed	Engaged	Instilled	Permitted	Researched	Tested
Advertised	Computed	Engineered	Instituted	Persuaded	Resolved	Traded
Advised	Concluded	Enriched	Instructed	Planned	Responded	Trained
Aided	Condensed	Established	Insured	Prepared	Restored	Transferred
Allocated	Conducted	Estimated	Interfaced	Presented	Restructured	Transformed
Altered	Conferred	Evaluated	Interpreted	Preserved	Retrieved	Translated
Amplified	Consolidated	Examined	Interviewed	Prevented	Revamped	Transported
Analyzed	Constructed	Exchanged	Introduced	Prioritized	Revealed	Treated
Anticipated	Consulted	Executed	Invented	Processed	Reviewed	Uncovered
Appointed	Contracted	Expanded	Invested	Produced	Revised	Unified
Appraised	Contributed	Expedited	Investigated	Profiled	Rewarded	United
Approached	Controlled	Explained	Invited	Programmed	Scheduled	Updated
Arranged	Converted	Extended	Issued	Promoted	Secured	Upgraded
Asked	Convinced	Extracted	Joined	Prompted	Selected	Used
Assembled	Coordinated	Facilitated	Launched	Proposed	Separated	Utilized
Assumed	Corrected	Familiarized	Lectured	Proved	Served	Validated
Assessed	Counseled	Focused	Led	Provided	Settled	Verified
Assisted	Counted	Formalized	Located	Publicized	Signed	Visited
Attained	Created	Formed	Maintained	Published	Solved	Viewed
Attracted	Critiqued	Formulated	Managed	Purchased	Specified	Weighed
Audited	Decided	Found	Marketed	Pursued	Speculated	Welcomed
Authored	Decreased	Founded	Maximized	Quoted	Spread	Worked
Authorized	Defined	Framed	Measured	Raised	Stabilized	Yielded
Automated	Delegated	Fulfilled	Merchandised	Ranked		
Balanced	Delivered	Gained	Merged	Rated		
Bargained	Demonstrated	Gathered	Minimized	Sold		
Borrowed	Described	Generated	Modeled	Reacted		
Bought	Designed	Granted	Modified	Received		
Budgeted	Determined	Grouped	Monitored	Reconciled		
Built	Developed	Guided	Motivated	Recorded		
Calculated	Devised	Handled	Moved	Recovered		
Captured	Directed	Hired	Multiplied	Recruited		



SAMPLE RESUME

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

Aaron Art

CHICAGO, ILLINOIS 60655 • 708-555-1111 • AARONART02@MYMAIL.SXU.EDU
AARONARTDESIGNSXU.COM

SUMMARY OF QUALIFICATIONS

Highly creative Graphic Designer with five years of experience using design software including Illustrator, Photoshop, and InDesign. Developed over 250+ graphic design projects including original logos, brochures, advertisements, and infographics. Experienced in print, photography, web, and multimedia.

EDUCATION

Saint Xavier University (SXU), Chicago, IL
Bachelor of Arts, *summa cum laude*, Graphic Design
Expected December 20XX
Major GPA: 3.91/4.00, Overall GPA: 3.79/4.00
Study Abroad in London, England, Summer 20XX

SKILLS

Illustrator	●●●●
Photoshop	●●●●
InDesign	●●●
After Effect	●●●
Adobe Stock	●●
Dreamweaver	●●

INTERNSHIP EXPERIENCE

Holiday Inn Convention Center, Tinley Park, IL
Design Intern, August 20XX – June 20XX

- Revised graphics and layout of the organization's web pages, using Dreamweaver
- Produced flyers and poster boards marketing special events being conducted at the facility, using Illustrator and Photoshop
- Created multi-colored marketing brochures promoting special facility rates for functions sponsored by local government and non-profit organizations, using Illustrator
- Contributed design ideas for the organization's new letterhead, stationery, and envelopes
- Assisted with the layout of sections for the organization's tourist magazine, using Quark
- Communicated and collaborated effectively with personnel from various departments to determine and devise materials that would properly meet their needs

LEADERSHIP EXPERIENCE

Art Club, SXU, August 20XX – May 20XX

- Community Events Chairperson, August 20XX – May 20XX
- Coordinated an art show featuring work from local high school students
- Initiated a mentoring program for freshman art majors

EXHIBITIONS

- "Messages" - graphic design advertising prints, Mokena Public Library, May 20XX
- "Silent Trees" - abstract pencil drawings, Oak Forest Recreation Center, June 20XX

PUBLICATIONS

- "Farm Life" - oil-based painting presented in Images, a pictorial magazine compiled by the Will County Arts Council, April 20XX
- "Checkers" - graphic design image featured in The Bolingbrook Sun Newspaper, May 20XX

AWARDS

- 3rd Place - "Lost" - pencil drawings, Darien Cultural Center, June 20XX
- 2nd Place - "Bag Lunch" - pencil drawings, Brookfield Fine Arts Association, April 20XX
- 2nd Place - "Horseplay" - graphic design prints, LaGrange Area Arts Council, December 20XX

HONORS

- Knudsen-Kemptron Leadership Scholarship, August 20XX – May 20XX
- Dean's List of Honor Students, SXU, August 20XX - Present

SAMPLE RESUME

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

Sam Science

Chicago, Illinois 60655 • (708) 555-1111 • samscience02@my.mail.sxu.edu

EDUCATION

Saint Xavier University - Chicago, IL
Bachelor of Science, *cum laude*, May 20xx
Major: *Biology*; Minor: *Chemistry*
GPA: 3.55/4.00

SKILLS

- **Laboratory:** Gel Electrophoresis, Spectroscopy (IR, NMR, UV-VIS, Electronic Absorption, Raman, Mass), Chromatography (GLC, HPLC, TLC, Affinity, Column, Paper), Thermal Analysis (DSC, DTA, TGA), Microbiology Differential (Gram, Acid-Fast, Metachromatic-Granule)
- **Computer:** Word, Excel, Access, PowerPoint, HTML

RELEVANT PROJECTS

- **Microbiology** - Applied the serial dilution technique to analyze the concentration of microbes in refrigerated eggs, bread, and milk the day before and the day after their expiration dates, and theorized the effects that ingesting each sample might have on the human immunity system, August 20XX
- **Plant Biology** - Conducted a comparison of measurements between sweet corn grown in soil that was and that was not enriched with clover plant nodules containing nitrogen-fixing bacteria, June 20XX

LEADERSHIP

American Chemical Society, August 20XX – June 20XX

- Coordinated a mentoring program for freshman science majors

INTERNSHIP

Laboratory Intern

August 20XX – May 20XX

Harrison Water Testing Systems - Mokena, IL

- Collected water samples from numerous local waterways for quality testing
- Performed mineral analyses of several consumer bottled water brands
- Assessed the effect of various chemical filtering processes on aquatic wildlife
- Produced flyers and newsletters on water quality awareness for several community mass mailing campaigns
- Collaborated with another intern to create a proposal for a high school educational workshop on water pollution

WORK

Assembly Line Production Leader

March 20XX – June 20XX

Midwestern Components Company - Frankfort, IL

- Select, train, and evaluate a staff of 15 assembly-line employees
- Develop production schedules for departmental operations
- Listen attentively and communicate clearly with staff regarding productivity issues
- Serve on the Client Service Quality Improvement Team
- Perform minor bookkeeping, merchandise ordering, and quality control of shipments delivered and received, in a well-organized and detailed manner
- Helped reduce product defect return rate by 7% during the past fiscal year
- Promoted after nine months as an Assembly Line Laborer, March 20xx

HONORS

- Knudsen-Kempton Leadership Scholarship, May 20XX – June 20XX
- Dean's List of Honor Students, Saint Xavier University, August 20XX – May 20XX

SAMPLE RESUME

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

BENNY BUSINESS

Chicago, Illinois 60655

(773) 555-1111

bennybusiness02@mymail.sxu.edu

EDUCATION

Saint Xavier University, Chicago, IL

Bachelor of Business Administration in Marketing, May 20XX

Major GPA: 3.70/4.00, Overall GPA: 3.55/4.00

Moraine Valley Community College, Palos Hills, IL

Associate of Arts, May 20XX

RELEVANT COURSEWORK

- Internet Marketing
- Social Media Marketing
- Marketing Strategy
- Achieving Service Excellence

RELEVANT EXPERIENCE

Marketing Intern

August 20XX – Present

Harrison Water Park, Mokena, IL

- Helped develop an overall marketing plan to promote special winter season events
- Produced fliers and newsletters for several community mass mailing campaigns
- Collaborated with another intern to create a proposal for two new summer youth activities
- Assessed numerous fall season activities and submitted recommendations to improve them
- Received excellent ratings on all performance evaluations

Production Supervisor

March 20XX – October 20XX

Midwestern Components Company, Frankfort, IL

- Select, train, and evaluate a staff of 15 assembly line employees
- Develop weekly production quota schedules for departmental operations
- Contribute actively to the Client Service Quality Improvement Team
- Perform occasional bookkeeping, merchandise ordering, and quality control of shipments delivered and received, as needed, with a careful attention to organization and detail
- Helped reduce product defect loss by \$75,000 (11%) during the past fiscal year
- Promoted from the position of Components Assembler, March 20xx

INVOLVEMENT

Saint Xavier University Men's Basketball Team, August 20XX – May 20XX

- Team Captain from April 20XX – May 20XX
- Coordinated three food donation drives for local homeless shelters

Business Students Association, Saint Xavier University, August 20XX – May

- Organized a business development plan competition for 25 high school students

ADDITIONAL EXPERIENCE

- Sales Associate, Museum of Geology Gift Shop, Palos Heights, IL, January 20XX – February 20XX
- Barista, Java Lounge, Alsip, IL, October 20XX – May 20XX

ADDITIONAL INFORMATION

- Dean's List of Honors, Saint Xavier University, August 20XX – May 20XX
- Proficient in Word, Excel, Access, PowerPoint, HTML
- Bilingual in English and Polish, both verbal and written

SAMPLE RESUME

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

CALI COMM

Chicago, Illinois, 60655

calicomm02@mymail.sxu.edu • (773) 555-1111

EDUCATION

Saint Xavier University (SXU), Chicago, Illinois

Bachelor of Arts, May 20XX

Major: Communication

Concentration: Sports Communication

GPA: 3.8/4.0

RELEVANT COURSEWORK

- Perspectives on Human Communication
- Mediated Message Production
- Communicating with Social Media
- Sports Communication
- Electronic Journalism
- Sociology of Sports

RELEVANT EXPERIENCE

Communications & Sports Information Intern

August 20XX – May 20XX

Cook County Cougars, Chicago, Illinois

- Develop team media guide, weekly game notes, and press releases
- Facilitate media coverage at team events
- Manage the team's website and contribute to social media content
- Serve as a liaison between the team and the local media including print, television, and radio
- Provide support for live events by passing out physical marketing materials, send out emails, and make phone calls to promote events
- Create new marketing initiatives through research, social media, and various sports marketing tactics

RELEVANT PROJECTS

- Completed a team project involving the planning and assessment of activities at future SXU Cougars basketball games, May 20XX
- Organized a fund-raising event sponsored by the Communications Club to generate money for the SXU baseball team by creating printed calendars, May 20XX

ADDITIONAL EXPERIENCE

- Server, Cougar Café, Chicago, Illinois, May 20XX – June 20XX
- Cashier, Bijouterie, Chicago, Illinois, June 20XX – August 20XX

HONORS & AWARDS

- Dean's List of Honor, Saint Xavier University; June 20XX, May 20XX – August 20XX
- Communication Student of the Year, Saint Xavier University, May 20XX

INVOLVEMENT

- Presenter, *Sports and Leadership*, SXU Synergy Leadership Conference, January 20XX
- Vice President, Communications Club, Saint Xavier University, May 20XX – June 20XX

ADDITIONAL INFORMATION

- Proficient in Word, PowerPoint, Excel, Publisher, and Photoshop
- Bilingual in both English and Spanish
- Experienced with various social media platforms including Facebook, Twitter, and Instagram

SAMPLE RESUME

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

CARMELLA COMM

Chicago, Illinois 60655

708-555-1234 • carmellacomm@mymail.sxu.edu

Education

Saint Xavier University, Chicago, IL

Bachelor of Arts, Communication Sciences and Disorders, Expected May 20XX

GPA: 3.85/4.00

Honors

Dean's List of Honors, Saint Xavier University, August 20XX – May 20XX

National Society of Collegiate Scholars, August 20XX – August 20XX

Skills

Language: Fluent in Polish; Proficient in American Sign Language

Software: TheraSimplicity, Excel, PowerPoint, Word

Clinical Experience

Student Clinician

August 20XX – January 20XX

Saint Xavier University - Ludden Speech and Language Clinic, Chicago, IL

- Shadowed a graduate student clinician serving a client diagnosed with childhood apraxia of speech
- Assisted with implementing sensory cueing and motor programming activities during therapy sessions
- Employed the use of a Tobii Dynavox system to aid in communication with the client
- Documented therapy activities conducted and client progress observed during sessions

Leadership Experience

Member, National Student Speech-Language-Hearing Association, Saint Xavier University

August 20XX – May 20XX

- Promote awareness and share information on campus about speech disorders, such as stuttering, apraxia, and communication issues related to autism
- Assist with fundraisers for community organizations that provide speech-language services

Member, Pals for Change, Saint Xavier University

August 20XX – May 20XX

- Serve as a "Pal" for adult clients with intellectual disabilities at Elim Christian Services
- Provide companionship for clients while engaging them in enjoyable recreational activities

Resident Peer Academic Leader, Residence Life, Saint Xavier University

August 20XX – May 20XX

- Acted as an academic mentor and support for freshman students in a residence hall
- Coordinated workshops and organized study sessions to help promote healthy study habits
- Teamed with the University's tutoring program to furnish students with academic resources

Additional Experience

- Teacher Aide, Southwest Cook County Cooperative Association for Special Education, Oak Forest, IL, May 20XX – August 20XX

Volunteer Experience

Tutor, Literacy Program

August 20XX – Present

Gigi's Playhouse, Tinley Park, IL

- Guide children with Down syndrome in developing reading skills, focusing on aspects of phonemic awareness, phonics, vocabulary, comprehension, and fluency/articulation
- Serve as a representative for the organization at community events, sharing information about its programs and promoting its volunteer opportunities

Coach, Special Recreation Camp

June 20XX – July 20XX

Orland Park District, Orland Park, IL

- Instructed children with physical and intellectual challenges on the fundamental skills of soccer
- Demonstrated compassion, patience, and encouragement as a means to build campers' self-esteem

SAMPLE RESUME

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

Teegan Tech

tech.t09@mymail.sxu.edu | (773)-555-1212

Chicago, Illinois 60655

EDUCATION

Saint Xavier University | Chicago, Illinois

Anticipated: May 2022

Bachelor of Science in Computer Science

Minor: Business Administration

Overall GPA: 3.84/4.00 | Major GPA: 4.00/4.00

Relevant Courses:

Principles of Programming I & II

Operating Systems

Introduction to Networks

Introduction to Cybersecurity

HONORS

Member of Dean's List

Fall 2015 – Spring 2018

SKILLS

Language: Fluent in Spanish and English

Coding: C/C++, Java, x86 assembly, C#, PHP, Javascript, HTML, CSS, SML, Ruby, Perl

Technologies/Environment: Windows, Win32 API/GUI, Linux, MySQL, OpenGL, ASP.NET

Operating Systems: Unix/Linux, MS Windows, Mac OSX, iOS, Android

Development Software: Microsoft Visual Studio

ACTIVITIES

Member | Women's Soccer Teams | Saint Xavier University

Fall 2018 – Present

- Enhanced time management and organizational abilities through successful management of multiple schedules

Member | Game No Shame | Saint Xavier University

Fall 2018 - Present

RELEVANT EXPERIENCE

Saint Xavier University | Chicago, IL

Student Worker | Repair Agent, Information Services

August 2018 - Present

- Respond to Hub inquiries and facilitate the Hub ticketing process
- Update all computers on campus (circulating laptops, installed computers, lab computers, etc.)
- Maintain and repair projectors, wall displays and various other classroom and meeting space technologies
- Train new student workers on technical policies and procedures

PROJECTS

Application Development Course

Spring 2017

- Created a text-based adventure game with a graphical interface in Python

VOLUNTEER EXPERIENCE

Sacred Heart | Chicago, IL

Computer Aide

Summer 2017

- Provided technical support for classroom instructors during a computer system upgrade

SAMPLE RESUME

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

Erica Education

Chicago, Illinois 60655 • (708) 555-1111 • ericeducation02@mymail.sxu.edu

- EDUCATION** Saint Xavier University - Chicago, IL
Bachelor of Science, *cum laude*, January 20XX
Major: *Elementary Education* Minor: *Mathematics*
GPA: 3.55/4.00
- CERTIFICATION** Illinois Type 03 Initial Teaching Certificate, Received January 20XX
• Endorsement: Middle School, Mathematics
- MEMBERSHIPS** Kappa Delta Pi International Honorary Society in Education, May 20XX – May 20XX
Pi Mu Epsilon National Honorary Society in Mathematics, May 20XX – May 20XX
- ACTIVITIES** Member of the Orland Park Chamber Singers, October 20XX – May 20XX
Volunteer Assistant for the Tinley Park Senior Center, June 20XX – May 20XX
- RELEVANT EXPERIENCE** Centennial Elementary School - Orland Park, IL
Student Teacher, 5th Grade August 20XX – May 20XX
- Developed and taught creative, interactive lesson plans for all subject areas, for a culturally diverse class of 25 students
 - Modified lesson plans to meet the needs of all learning styles and ability levels, including for two students with documented learning disabilities
 - Incorporated journaling, Internet instruction, and J-Scale teaching methodologies into lesson plans for a unit on contemporary literature
 - Created an encouraging environment that instilled qualities of positive self-image and proper citizenship in students
 - Implemented classroom management skills based on positive reinforcement
 - Directed weekly after-school grammar tutoring sessions for small groups
 - Supervised a field trip to a cultural museum and an all-classes dinner dance
 - Conducted productive first-quarter parent-teacher conferences
 - Prepared monthly classroom thematic bulletin boards
 - Contributed to semi-monthly special education resource meetings
 - Participated in staff professional development workshops on topics such as rubrics, behavior modification, and Penn Reading Assessments
- Moraine Valley Community College - Palos Hills, IL
Mathematics Tutor, January 20XX – May 20XX
- Helped students individually to develop better study and comprehension skills for algebra and geometry coursework
 - Conducted group sessions to review material each week for one professor's basic algebra classes
 - Reported the progress of students to instructors who referred them for services
- Hickory Hills Park District - Hickory Hills, IL
Camp Counselor May 20XX – August 20XX
- Coordinated daily social activities for 25 children, ages 6-10
 - Provided direction and assistance with other counselors' activities
 - Created a monthly newsletter of camp events

SAMPLE RESUME

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

LIBBY ARTS

Chicago, Illinois, 60655

libbyarts02@mymail.sxu.edu • (773) 555-1111

EDUCATION

Saint Xavier University (SXU), Chicago, Illinois

Bachelor of Arts, May 20XX

Major: History

Concentration: Humanities

GPA: 3.9/4.0

RELEVANT COURSEWORK

- Realism at the Turn of the Century
- Europe in the Middle Ages
- Digital Humanities
- Non-Western History
- European History
- Women in Modern European History

RELEVANT EXPERIENCE

Curatorial Intern, April 20XX – August 20XX

Chicago Historical Museum, Chicago, Illinois

- Manage the museum's collections according to best practices of curatorial standards
- Digitize museum originals to increase object visible and public engagement with collections
- Complete high-level collection inventories throughout the Museum
- Assist with administrative work and participate in weekly meetings
- Assist with media coverage relating to period exhibits and filming opportunities
- Organizes talks, workshops, and programs for the public

RELEVANT PROJECTS

- Completed an independent research project that explored European artifacts from the middle ages through 100 photographs, Saint Xavier University, December 20XX

ADDITIONAL EXPERIENCE

- Barista, Coffee Café, Chicago, Illinois, June 20XX – June 20XX
- Cashier, Betty's Bakery, Chicago, Illinois, June 20XX – June 20XX

HONORS & AWARDS

- Dean's List of Honor, Saint Xavier University; June 20XX, May 20XX – August 20XX

INVOLVEMENT

- Member, American Alliance of Museums, August 20XX – Present
- President, History Club, Saint Xavier University, August 20XX – May 20XX
- Member, Chess Club, Saint Xavier University, May 20XX – December 20XX

ADDITIONAL INFORMATION

- Proficient in Word, PowerPoint, Excel, Publisher, and Photoshop
- Knowledge of digital production and artifact digitization processes and protocols
- Bilingual in both English and French
- Experienced with various social media platforms including Facebook, Twitter, and Instagram

SAMPLE RESUME

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

Nancy Nursing

Chicago, Illinois 60655

(708) 555-1111

nancynursing02@mymail.sxu.edu

EDUCATION	Saint Xavier University, Chicago, IL Bachelor of Science, <i>cum laude</i> , Nursing, May 20XX GPA: 3.55/4.00	
CERTIFICATION	NCLEX scheduled for July 20XX CPR certified through January 20XX	
HONORS	Presidential Scholarship, Saint Xavier University, June 20XX – May 20XX Dean's List, Saint Xavier University, June 20XX	
ACTIVITIES	Student Nurses' Association, Saint Xavier University, June 20XX - May 20XX <ul style="list-style-type: none">Served as Vice-President from May 20XX – June 20XXCoordinated the organization's first-ever food and clothing drive for the homelessServed as an advisor for three freshmen in the organization's mentoring program	
CLINICAL EXPERIENCE	Christ Hospital Little Company of Mary Hospital Mercy Hospital Hope Children's Hospital MacNeal Hospital Schwab Rehabilitation Institute Gladstone School	Medical/Surgical, Obstetrics Medical/Surgical Medical/Surgical Pediatrics Psychiatric Rehabilitation Community
	<u>Clinical Highlights</u> <ul style="list-style-type: none">Presented on healthy dietary habits to junior high school students, and taught proper hand washing techniques to kindergarten studentsAssisted nurses with cholesterol screenings at a community healthcare fairObserved therapy groups addressing topics such as eating disorders and substance abuse.Started IVs, drew blood samples, completed EKGs, and performed dressing changesConducted temperature, blood pressure, pulse, and intake/output checks, updated charting, and apprised nursing staff of changes in patients' conditionsAssisted patients with activities of daily living, including bathing, oral hygiene, clothing, and feedingHelped healthcare teams with transports and bed transfers of patientsAided nursing staff with discharging patients, including teaching patients and their families on medications and home self-care	
ADDITIONAL EXPERIENCE	Green's Family Restaurant, Frankfort, IL, February 20XX – June 20XX <u>Evening Shift Supervisor</u> , February 20xx – June 20xx <ul style="list-style-type: none">Selected, trained, and evaluated a staff of 15 employeesResolved customer issues effectively by employing clear and tactful communicationCollaborated with waitstaff to efficiently serve crowds of up to 200 customersPerformed documentation duties, such as bookkeeping, tracking vendor orders, and processing shipments received, in a timely and accurate manner	

SAMPLE RESUME

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

PENNY PSYCH

Chicago, Illinois 60655

(708) 555-1111

pennypsych02@mymail.sxu.edu

EDUCATION

Saint Xavier University, Chicago, IL

Bachelor of Arts, cum laude, May 20XX

Major: Psychology

Minor: Sociology

GPA: 3.55/4.00

Study Abroad in Gdansk, Poland, July 20XX

COUNSELING EXPERIENCE

Counseling Intern

August 20XX – December 20XX

New Bridges Shelter, Mokena, IL

- Aided licensed counselor with facilitating solution-focused individual counseling sessions for runaway and homeless teenagers, to discuss issues regarding committed relationships, peer relations, and family dysfunction
- Conducted presentations to small groups on topics such as stress management, depression, and substance abuse
- Monitored the academic progress of clients enrolled in high school, and arranged for tutoring services when necessary
- Documented concerns about clients for licensed counselors to review and address, and offered initial suggestions based on personal observations of those clients
- Researched and recommended online resources and referral services available on issues regarding teen pregnancy, communicable diseases, suicide prevention, and substance abuse

HONORS

- Dean's List of Honor Students, Saint Xavier University, August 20XX – May 20XX

RESEARCH

- "Positive Reinforcement versus Negative Reinforcement for Modifying Behavior in the High School Classroom." Summary presented at the Illinois Psychology Association's Annual College Symposium, March 20XX

ACTIVITIES

- Psychology Club, Saint Xavier University, August 20XX – May 20XX

SKILLS

- Intermediate knowledge of SPSS, Word, Excel, Access, PowerPoint, HTML
- Bilingual in English and Polish

LEADERSHIP EXPERIENCE

Resident Assistant

August 20XX – May 20XX

Saint Xavier University, Chicago, IL

- Addressed the needs of 50 resident students on the floor for a building that housed 250 residents total
- Served as a confidential advisor and mentor to students, and made referrals for special services
- Coordinated educational, cultural, and social programming for residents
- Enforced residence hall rules with consistency and objectivity

WRITING A COVER LETTER

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

NAME

City, State

Phone Number

Email Address

LinkedIn or Digital Portfolio URL

Use the same header as your resume.

Date

Name of Contact Person

His/Her Title

Organization Name

Street Address

City, State, Zip

Dear [Insert Name of Person],

Avoid cliché phrases such as, "to whom it may concern." Instead use, "dear hiring manager/committee."

OPENING PARAGRAPH

Explain why you are writing; identify the position and your source of information. Indicate in summary form your strongest qualifications for the position using a series of phrases.

BODY PARAGRAPHS (2)

Outline your strongest qualifications in more detail and show how they match the position requirements. As much as possible, provide evidence of your related work, extracurricular, and academic experiences and accomplishments. Refer to your enclosed resume.

Convince the employer that you have the personal qualities and motivation to succeed. Relate your interests and qualities to your knowledge of the company.

CLOSING PARAGRAPH

Reiterate your interest and an opportunity to discuss your qualifications further in an interview. Indicate how you can be contacted including phone number and email address and thank the reader for his/her consideration.

Sincerely,

Your Name



COVER LETTER CHECKLIST:

- ☐ Traditional font (10-12 pt)
- ☐ Consistent format and spacing
- ☐ Include dates for all experiences
- ☐ Does not exceed 1 page
- ☐ Highlights 2-3 qualifications
- ☐ Do not overuse the pronoun "I"
- ☐ Customized for the job/employer
- ☐ Free of typos and errors
- ☐ Reviewed by an advisor

SAMPLE COVER LETTER

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

123 West 103rd Street
Chicago, Illinois 60655

March 29, 20XX

Creative Services Department
Hiring Manager
A.M. Beverages
1234 N. Main Street
Chicago, Illinois 60655

Dear Hiring Manager:

Please accept the attached resume in consideration for the Graphic Artist position that is currently posted on your website. I would be grateful for the chance to contribute my skills at A.M. Beverages, which has established itself as a wholesale beverage distribution leader throughout the Midwest.

As noted on my resume, I will soon earn a Bachelor of Arts in Graphic Design. In addition, my background includes several features that would enable me to make an immediate positive impact as a Graphic Artist, including:

- Experience as a Design Intern for a semester, during which I produced several marketing brochures, redesigned web pages, and brainstormed creative marketing ideas for a major convention center
- Design pieces that have been featured at exhibitions, in publications, and at competitions, including items that have garnered noteworthy awards
- Production of numerous pieces that demonstrate proficiency in software applications such as PhotoShop, Illustrator, PageMaker, Quark, JavaScript, and HTML
- Active involvement as a member of my college's Service Club, which has helped me to develop strong skills in communication, teamwork, multi-tasking, and problem solving in the process of organizing several large-scale community events each year

I would appreciate the opportunity to meet with you to discuss in detail how my qualifications might meet your needs. If you wish to arrange an interview, please feel free to contact me at 708-555-1111 or at aaronart02@mymail.sxu.edu. Thank you very much for your time and consideration.

Sincerely,

Aaron Art

SAMPLE COVER LETTER

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

123 West 103rd Street
Chicago, Illinois 60655

May 29, 20XX

Chris Smith
Nurse Recruiter
Johnson Memorial Hospital
1234 N. Main Street
Chicago, Illinois 60655

Dear Chris Smith:

Please accept the attached resume in consideration for the position of Intensive Care Registered Nurse. I recently earned a Bachelor of Science in Nursing and am eager to begin my career with your hospital, where I experienced two very enriching clinical rotations soon after it achieved Magnet Status.

In addition to nursing studies and clinical rotations, my experience includes two years of work as a Patient Care Technician. My nursing skills and awareness of hospital procedures have been greatly enhanced through all those endeavors. More specifically, through considerable interaction with patients and their families, I have strengthened my interpersonal and communication skills while engaged in attentive and compassionate conversations with individuals who are often emotional and stressed. In addition, those experiences have included significant collaboration with members of healthcare staffs, which has taught me the value of strong teamwork in delivering quality patient care. Furthermore, my substantial involvement with working on busy hospital units has required me to adapt and multi-task effectively in meeting patients' needs in a timely manner. Finally, my extensive experience analyzing and charting patients' vital signs has sharpened my attention to detail and accuracy.

I would appreciate the opportunity to meet with you to discuss my qualifications in detail. If you wish to arrange an interview, please feel free to contact me at (708) 555-1111 or at nancynursing02@mymail.sxu.edu. Thank you very much for your valuable time and consideration.

Sincerely,



Nancy Nursing

REFERENCES

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

NAME

City, State

Phone Number

Email Address

LinkedIn or Digital Portfolio URL

Use the same header as your resume.

REFERENCES

Name

Job Title

Company Name

City, State

Email

Phone Number

Name

Job Title

Company Name

City, State

Email

Phone Number

Name

Job Title

Company Name

City, State

Email

Phone Number

Name

Job Title

Company Name

City, State

Email

Phone Number

Name

Job Title

Company Name

City, State

Email

Phone Number



Include 3-5 professional references; do not include family or friends. Let your references know that you are listing them as a career reference.

JOB SEARCH STRATEGIES

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

PREPARATION

Before you conduct a job search, you will need to make sure you are prepared; this preparation can begin as early as your first year of college:

- Develop relevant skills through jobs and internships
- Prepare your resume and cover letter
- Identify areas of interest and use available career resources
- Create a LinkedIn profile and build your network
- Perfect your elevator speech and practice it at events
- Attend networking events and the College-to-Career Expo

For preparation suggestions by year, please review the Four-Year SUCCESS Plan.

WAYS TO SEARCH

There are a variety of ways to search for positions, including general and major-specific job search websites, attending professional events (networking nights and job fairs), joining professional organizations, and networking both in person and online.

For internship and job search resources, including resources by major, please visit sxu.edu, keywords: Internship and Job Search.

NAVIGATING JOB FAIRS

Navigating a job fair for the first time can be intimidating, but following these tips will help you make sure you do it right:

- Develop a plan and research the companies ahead of time
- Bring copies of your resume with you to hand out
- Dress and act professionally
- Use a prepared elevator speech to introduce yourself
- Be mindful of body language, e.g. eye contact, hand shake, etc.
- Collect business cards and connect with employers after

Think outside of the box when talking to employers at job fairs. Many employers hire for all majors, and you never know when an employer might have an opportunity for you!

PART-TIME JOBS

Finding part-time work while in school can help you pay for the cost of school as well as allow you to develop skills necessary for employment after graduation. Here are some tips to get started with a part-time job search:

- Consider the skills you will need to develop
- Determine the number of hours you can work
- Identify your transportation needs
- Explore popular part-time job search websites
- Check the bulletin boards around campus

Federal Work Study eligible students may find on-campus positions through the Federal Work Study Program. For more information about this program, visit sxu.edu, keywords: Student Employment.

RESOURCES

- indeed.com
- careerbuilder.com
- internjobs.com
- internships.com
- internshipprograms.com
- volunteermatch.org
- care.com
- linkedin.com
- glassdoor.com



Remember to use Handshake to search for part-time and full-time jobs, internships and volunteer opportunities: sxu.joinhandshake.com.

MICRO-INTERNSHIPS

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

WHAT IS IT?

Micro-internships are short-term, paid, professional assignments that are similar to those given to new hires or interns. These projects enable students to demonstrate skills, explore career paths and build their networks as they seek the right full-time role.

Unlike traditional internships, micro-internships can take place year-round, typically range from 5 to 40 hours of work, and are due between one week and one month after kick-off. Micro-Internships are used by companies ranging from those in the Fortune 100 to emerging start-ups, and go across departments, including sales, marketing, technology, HR and finance.

HOW DOES IT WORK?

Saint Xavier University partnered with Parker Dewey to provide micro-internship opportunities to students. To create an account and apply for micro-internships, visit the SXU Parker Dewey landing page:



[HTTP://INFO.PARKERDEWEY.COM/SXU](http://info.parkerdewey.com/sxu)

1) EMPLOYERS POST
POSITIONS ON THE
PARKER DEWEY WEBSITE



2) STUDENTS
APPLY FOR MICRO-
INTERNSHIPS



3) EMPLOYERS
CHOOSE A
CANDIDATE THAT
FITS THEIR NEEDS



4) STUDENTS DEMONSTRATE
THEIR SKILLS AND GAIN
EXPERIENCE



NETWORKING 101

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

WHY NETWORKING?

It is estimated that more than half of positions are found through networking and who you know. Networking is the process of building mutually beneficial relationships with individuals over time to explore potential majors, careers, positions and organizations as well as gain a list of industry contacts and helpful resources.

You can network with anyone from family, friends and professors to industry professionals just about anywhere, e.g. wedding, grocery store, a job fair, conference or even online.

HOW TO NETWORK

Whether you are looking for a new job or wanting to learn more about an industry, you will need to prepare a game plan and know how to introduce yourself. You can do this through an elevator speech.

An elevator speech is a brief 30-second introduction of yourself that identifies who you are as a professional and what you can offer an employer. Prepare an outline and cast your NETS (Name, Education, Target Job, and Skills):

N: _____

E: _____

T: _____

S: _____



Remember to maintain eye contact, sound natural, and remain engaging when delivering your elevator speech. It will be awkward at first, but with practice, you will get better!

If you are looking to learn more about an industry, you can use your elevator speech to introduce yourself to potential contacts and conduct an informational interview. An informational interview is an informal conversation where you ask questions with the intent of learning more about a person's field or position. Informational interviews can take place in person, over the phone, through email or through social media.

There are a variety of questions that you can ask someone during an informational interview including:

- What was your major in college?
- What was your first job after college?
- What tasks did it entail?
- How did you get your first job in your field?
- What kinds of tasks do you perform?
- What is the most rewarding aspect of your job?
- What are the key experiences or skills needed?
- What college courses would best help me prepare for a career in this field?

SOCIAL MEDIA

Social media has expanded how we network and how frequently we engage with others. We have the capability to engage with various audiences and connect with professionals globally. When used correctly and professionally, any social media platform can help expand your network! The most commonly used platform for networking is LinkedIn, which can help you find jobs, make industry contacts and learn about companies:



KEEP IN MIND

Always present yourself professionally, especially on social media, and continue to network even when not job searching. You never know who might be your next boss or when your next job might present itself. It is always a great idea to connect with people you meet on LinkedIn and follow-up with contacts frequently.

MASTERING AN INTERVIEW

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

THE PROCESS

Interviewing can be a stressful process and preparation and following a few suggestions can alleviate jitters!

BEFORE THE INTERVIEW

- Know yourself including skills and experience
- Research the employer and position
- Prepare your outfit before the interview
- Print copies of your resume and references to bring
- Practice common interviewing questions ahead of time
- Prepare questions for the interviewer

DURING THE INTERVIEW

- Dress and act professionally
- Be assertive and confident, but let the employer lead the interview
- Make eye contact and smile throughout the interview
- Be mindful of body language, e.g. posture and firm hand shake
- Make a great first impression and arrive 10-15 minutes early
- Try to remember names and ask for business cards when possible
- Do not be the first to ask questions about salary or benefits
- Ask 3-5 questions to demonstrate genuine interest in the position

AFTER THE INTERVIEW

- Thank the interviewers and shake hands with each person
- Ask for next steps in the interview process
- Send a thank you letter to each interviewer within 48 hours
- Follow up with additional materials requested by the interviewer

THANK YOU LETTERS

1st Paragraph: Thank the interviewer for the opportunity and their time.

2nd Paragraph: Sell yourself again and remind the interviewer why you are qualified for the position. Introduce any information you may have forgotten to discuss in the interview.

3rd Paragraph: Reiterate your interest in the position and let the interviewer know you look forward to hearing from them in the future.

WHAT TO WEAR

BUSINESS PROFESSIONAL



- Matching suit or skirt
- Solid, dark, or neutral colors
- Wear light colors underneath
- Closed-toe heel or dress shoes
- Belts should match shoes and attire

WEAR BUSINESS PROFESSIONAL TO AN INTERVIEW IF IN DOUBT

BUSINESS CASUAL

- Pants, slacks, dresses or skirts
- No jeans, shorts, sundresses, flip-flops or athletic wear
- Skirts should be knee-length when standing



DAILY WORK ATTIRE

OTHER TIPS



HAIR AND NAILS SHOULD BE WELL-GROOMED



MAKEUP, JEWELRY AND FRAGRANCE SHOULD BE MODERATE



PIERCINGS AND TATTOOS ALIGNED TO COMPANY STANDARDS



CLOTHES (AND SHOES) SHOULD BE CLEAN, TAILORED AND WRINKLE-FREE

INTERVIEW QUESTIONS

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

COMMON QUESTIONS

An interview is much like a paper you write for class. There is an introduction, content supported by evidence and a conclusion. Knowing how to approach some of the commonly asked questions will make an interview easier:

Tell me about yourself:

Much like the introduction of a paper, this 1-2 minute response outlines what you will talk about in more detail throughout the interview. This is a snapshot of your education, work experience and extracurricular involvement.

What are your strengths?

List 2-3 strengths and use examples from your past experiences to back up the claims you make.

What are your weaknesses?

Admit a minor weakness and explain how you are working to eliminate the weakness or turn it into a strength.

What do you know about our company?

Employers ask this question to determine how much research you have done about a company or position before an interview. Look up information about the company before the interview. This will show genuine interest.

What are your salary expectations?

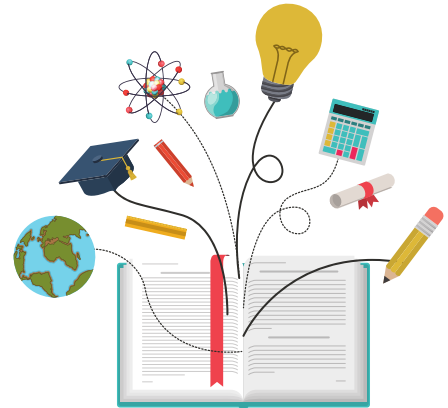
This is not a salary negotiation, rather, the employer is using this question to determine whether or not you have realistic expectations. Use websites like LinkedIn or Glassdoor to find the average salary for a position based on the city and state and give a range around the average.

What are your short-term and long-term goals?

Employers use this question to evaluate how realistic your goals are and how a position within their company might help you accomplish these goals.

Why should we hire you?

This question is like the concluding paragraph of a paper. It is your last chance to pull everything together and make a final pitch of your qualifications as it relates directly to the job description.



WHEN ASKED TO RELAY A NEGATIVE SITUATION, PUT A POSITIVE SPIN ON IT OR TALK ABOUT HOW YOU TURNED SOMETHING INTO A STRENGTH!



SALARY EXPECTATION EXAMPLE: BASED ON MY RESEARCH I FOUND THAT THE AVERAGE SALARY FOR THIS POSITION IN CHICAGO IS \$50K. I EXPECT TO MAKE ANYWHERE FROM \$45K-\$55K.

INTERVIEW QUESTIONS

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

BEHAVIORAL-BASED QUESTIONS

Employers use behavioral-based questions to gauge how you responded to something in the past because it is a good indication of how you might respond to something in the future. These questions typically start with phrases such as, "tell me about a time" or "give me an example of a time when something happened."

The employer is looking for you to be specific and walk them through the situation and how you handled it. To answer these questions, use the acronym SOAR:



First, outline the situation, e.g. was it at work? in the classroom? while part of a student organization? Next, talk about the obstacle or task you faced in detail and explain why it was an obstacle for you or others around you. After the obstacle, describe the specific actions you took to overcome the obstacle.

Finally, what was the end result? Since this question is results-oriented, you will want to place a lot of emphasis on the Action and Results portion of the acronym in your narrative.

Behavioral-based questions typically come from the following categories:

TEAMWORK
PROBLEM-SOLVING
COMMUNICATION
CREATIVITY
FLEXIBILITY
ORGANIZATIONAL SKILLS

SAMPLE QUESTIONS

- Give an example of an occasion when you used logic to solve a problem.
- Give an example of a goal you reached and tell me how you achieved it.
- Have you gone above and beyond the call of duty? If so, how?
- Have you had to convince a team to work on a project they weren't thrilled about? How did you do it?
- Tell me about a time when you worked with a difficult person.
- Tell me about a time when you worked effectively under pressure.

OTHER TIPS

If you are asked a behavioral-based question and you do not have an example, do not make one up! Instead, run through the SOAR method hypothetically. Employers can easily tell when candidates are lying or not presenting factual information.

Before your next interview, write down the acronym SOAR on your notepad and bring it with you. This will help you stay on track when asking these type of questions.

THANK YOU LETTER SAMPLE

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

123 S. Main Street
Oak Lawn, IL 60453
708-555-5555
kdoe@mailbox.com

March 10, 20xx

Melissa Smith
Nurse Recruiter
Johnson Memorial Hospital
7890 W. Park Street
Oak Forest, IL 60452

Dear Ms. Smith:

Thank you very much for interviewing me today for the Intensive Care Registered Nurse position at Johnson Memorial Hospital. You and your colleagues provided me with a very warm reception and informative discussion.

My enthusiasm for working with your organization was strengthened as a result of our meeting. As mentioned during our conversation, my experience as a Patient Care Associate on a Geriatric Intensive Care Unit has given me considerable exposure to the medical knowledge and interaction with patients' families required of this opportunity. In addition, my exemplary teamwork qualities and excellent communication skills would enable me to make a strong contribution to the position and your hospital. Furthermore, the position is congruent with the type of career experience I am seeking.

Once again, I wish to reiterate my genuine interest in the position and your organization. If you have any questions, please feel free to contact me at 708-555-5555 or at kdoe@mailbox.com. Thank you very much for your valuable time and consideration.

Sincerely,

Kerry J. Doe

GRADUATE SCHOOL PREPARATION

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

PLANNING

Attending graduate school can help you reach your career goals, including placing you a step above the competition in the job market. Meet with an Academic and Career Resource Advisor to develop an appropriate timeline for the programs you are interested in. If graduate school is right for you, here are some tips to help you prepare:



DO YOUR RESEARCH

DETERMINE YOUR GRADUATE PROGRAM NEEDS AND CONTACT GRADUATE PROGRAMS YOU ARE INTERESTED IN. ASK ADVISING & CAREER SERVICES AND PROFESSORS FOR GRADUATE SCHOOL RECOMMENDATIONS.



PREPARE FOR YOUR ADMISSIONS TEST

MANY GRADUATE SCHOOLS REQUIRE AN ADMISSIONS TEST SUCH AS THE GRE, GRADUATE RECORD EXAM, LSAT, GMAT OR MCAT. TAKE PRACTICE TESTS ONLINE.



APPLY EARLY

APPLY FOR GRADUATE SCHOOLS EARLY TO INCREASE YOUR ODDS. STARTING EARLY GIVES YOU THE CHANCE TO PREP AND POLISH YOUR APPLICATION.



GATHER RECOMMENDATION LETTERS

REACH OUT TO PROFESSIONAL AND PERSONAL CONTACTS TO REQUEST RECOMMENDATION LETTERS TO SUBMIT WITH YOUR APPLICATION. GIVE RECOMMENDERS AMPLE TIME TO WRITE THESE LETTERS.



CONSIDER FINANCE OPTIONS

FILE FOR FAFSA AND EXPLORE GRANTS, LOANS AND SCHOLARSHIPS. ASSISTANTSHIPS AND RESEARCH FELLOWSHIPS MAY INCLUDE TUITION WAIVERS AND STIPENDS.



WRITE YOUR PERSONAL STATEMENT

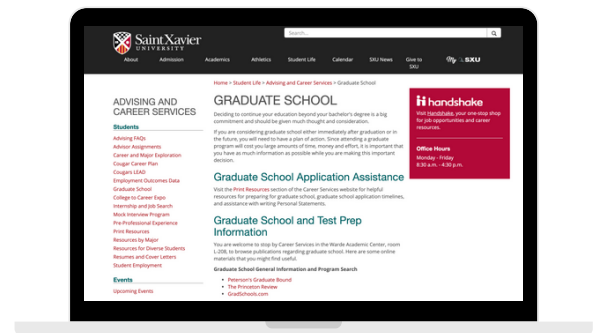
WRITING A PERSONAL STATEMENT CAN SET YOU APART FROM OTHER CANDIDATES APPLYING FOR THE PROGRAM. READ THROUGH THE PERSONAL SUMMARY RESOURCE FOR MORE INFORMATION ON WRITING THIS DOCUMENT.

GRADUATE RESOURCES

- www.gradschools.com
- www.graduateguide.com
- www.princetonreview.com
- www.usnews.com/best-graduate-schools

TEST PREP

- www.ets.org
- www.kaplan.com
- www.testprepreview.com
- www.mba.com (GMAT)
- www.ets.org/gre (GRE),
- www.lsac.org (LSAT)
- www.aamc.org/students/applying/mcat (MCAT)



SXU RESOURCES

For more information about Graduate School Preparation, visit sxu.edu, keywords: Graduate School.

PERSONAL STATEMENT

HELPING YOU NAVIGATE YOUR ACADEMIC AND CAREER SUCCESS THROUGH COLLEGE AND BEYOND

WHAT IS IT?

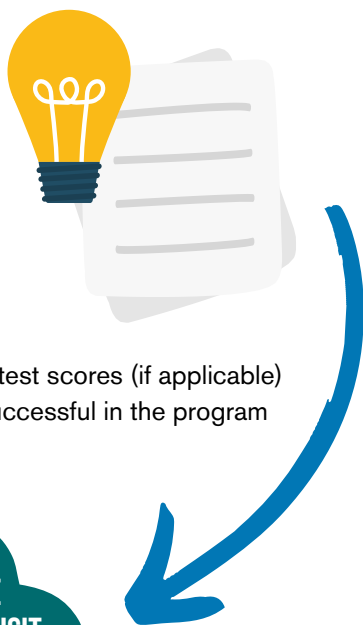
Graduate and professional schools often ask for a written statement as part of the application process. Some programs will provide you with a prompt or ask you to answer specific questions. The overall purpose of the statement is to convince the admissions committee that you are the right choice!

The best way to approach your personal statement for graduate school is to imagine that you have five minutes with someone from the admissions committee. How would you go about making the best case for yourself while holding the listener's interest? What would you include and omit in your story? Figuring out the answer to these questions is critical to successfully preparing an effective statement.

WHAT TO INCLUDE:

Some programs will give you a prompt to follow. Make sure you follow this to answer all of their questions first. If you are not given a prompt or want to add more to your statement, consider talking about the following:

- Education
- Relevant experience
- Honors or awards
- Reason for selecting major
- Reason for selecting school
- Knowledge about the program
- Personal story
- Professional goals
- Relevant projects
- Reasons for bad grades or poor test scores (if applicable)
- Reasons you know you will be successful in the program
- Research interests



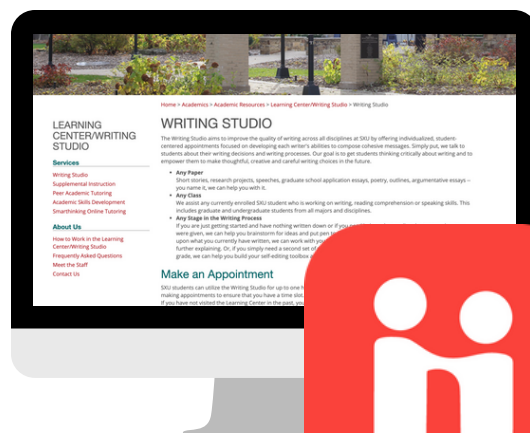
FOR MORE GRADUATE
SCHOOL PREPARATION, VISIT
[SXU.EDU](https://sxu.edu) KEYWORDS:
GRADUATE SCHOOL

OTHER TIPS:

- Follow application instructions first
- Address all questions in the prompt (if any)
- Customize for each school you submit
- Traditional font (12 pt) unless otherwise noted
- Free of typos and grammatical errors
- 500-1000 words unless otherwise noted

RESOURCES

If you need assistance with getting started on your personal statement, schedule an appointment with an Academic and Career Resource Advisor through Handshake.



You can also schedule an appointment with the SXU Writing Studio to receive feedback on your personal statement.