

2017

## Career Handbook

UNLV Career Services

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UNLV | CAREER  
SERVICES



# Career Handbook

University of Nevada, Las Vegas



For nearly 70 years, Charles River employees have worked together to assist in the discovery, development and safe manufacture of new drug therapies. When you join our family, you will have a significant impact on the health and well-being of people across the globe. Whether your background is in life sciences, finance, IT, sales or another area, your skills will play an important role in the work we perform. In return, we'll help you build a career that you can feel passionate about.

**Our culture:** Discover a friendly, fun environment that nurtures teamwork, provides regular training, offers Equal Employment Opportunities and promotes a diverse workplace.



**Our campus:** Join a team that supports a variety of clients through every step of their drug's development at our Reno, Nevada location.

## Benefits

We offer a variety of competitive benefit programs aimed at keeping you and your family healthy, financially secure, and able to manage the challenging task of juggling work and everyday life.

- Employee Assistance Plan
- Fitness Reimbursement and Wellness Programs
- Flexible Work Schedules
- Vacation, Holidays and Leave of Absence Plans
- Paid Volunteer Time Off

## Reno, Nevada

The Charles River safety assessment site in Nevada is located in beautiful Reno, a city where all four seasons offer outdoor enthusiasts a great place to live, work and play. Picturesque Lake Tahoe is a short 40-minute drive away, located in the nearby Sierra Mountains bordering Northern Nevada and California. "The Biggest Little City in the World" and the Tahoe region have something for everyone, with a wide range of activities to keep you busy year-round.

Products and Services	Therapeutic Areas
<ul style="list-style-type: none"> <li>• Research Models &amp; Services</li> <li>• Discovery Services</li> <li>• Preclinical Services</li> <li>• Biologics Testing Solutions</li> <li>• Endotoxin Detection &amp;</li> <li>• Microbial Identification</li> <li>• Avian Vaccine Services</li> </ul>	<ul style="list-style-type: none"> <li>• Cardiovascular</li> <li>• Central Nervous System</li> <li>• Inflammation</li> <li>• Metabolic Disease</li> <li>• Musculoskeletal Disease</li> <li>• Oncology</li> <li>• Ophthalmology</li> </ul>

## Learn More

Find out more career opportunities by visiting:  
[www.jobs.criver.com/reno-jobs/](http://www.jobs.criver.com/reno-jobs/)

# Welcome!

The job search, no matter what step you are on, can be a daunting and intimidating process. We want you to know that you are not alone in this journey. Since the day you arrived on campus, you have been surrounded by the support of family, friends, professors, staff, and peers. As you move into the next stage of your professional journey, we want you to know that you have the support of Career Services, the Alumni Association, and all of the employers who are part of the Hire a Rebel family to mentor, guide, and walk with you through the jobbing process. We are invested in the community of Las Vegas, the network of UNLV, and in each of you to help you to grow and transition from student to professional.

The road to career success is not as easy as we might hope for. You may encounter setbacks and struggles throughout the next few years, but keep in mind that each situation you encounter and every decision you make is shaping you into a Rebel professional. By taking advantage of the resources that come along with being a UNLV Rebel, you will network with amazing and successful professionals already thriving in the field, build your own career toolkit, and navigate through the professional world with the skill set that you learned while you were a student at UNLV.

Whether you are working in an office, stage, gallery, restaurant, school, or even your own home, you are equipped with the knowledge, drive, and determination to find success. You have the spirit of a Rebel within you. When roadblocks get in your way, use your network and your talents to navigate around, over, or through them. When you are met with overwhelming success, share those victories with your Rebel family. Remember that you are now and will always be connected through UNLV. We all have your back and are all excited for you on this journey.

You are a Rebel today and you will be a Rebel forever.

Welcome to the Hire a Rebel family!



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# About UNLV Career Services

UNLV Career Services is pleased to offer the Career Handbook, a resource providing career planning advice, ideas, recommended steps, and examples for your job-search efforts. Topics in this handbook can be discussed personally with a Career Services staff member. We look forward to working with you as you plan your career and launch your job search.

## Our Services

Career Services strives to educate and equip students and alumni with the knowledge and tools to successfully navigate the increasingly global and dynamic workforce.

### Job Search Assistance

In addition to our online recruiting system, Hire A Rebel, we also provide one-on-one help with your job search.

### Career Advising and Assessments

Our career counselors can provide you with information and guidance for selecting a major, exploring careers, taking self-assessments, preparing to be a competitive job-seeker, and more.

### Career Fairs

The on-campus fall and spring career fairs are great opportunities to learn more about future employers. We also offer an internship and summer job fair.

### Workshops

We offer workshops on a variety of topics including resume writing, interviewing tips, networking, and more. We also provide specially tailored workshops for graduate students.

### Resume, Curriculum Vitae (CV), and Cover Letter Reviews

Our career staff are available to review your resume, CV, or cover letters and provide you with tips and advice to make them more impactful.

### Mock Interviews

Practice interviewing with our career staff and receive constructive feedback on how to improve your interview technique. We also offer videotaping.

### On-Campus Interviews

Employers from around the country and abroad come to UNLV to conduct interviews. Interview opportunities are available through Hire A Rebel. Be sure to upload your resume to [unlv.edu/hirearebel](http://unlv.edu/hirearebel).

### Graduate and Professional School Advising

Our career counselors can ensure you are taking all the necessary steps to prepare for graduate, law, or health professional schools.

## UNLV Career Services

SSC-A, Room 201

702-895-3495

[careerservices@unlv.edu](mailto:careerservices@unlv.edu)

Monday – Friday, 8 a.m. to 5 p.m.

 @unlvcareerservices

 @unlvcareer



## HIRE A REBEL

Hire A Rebel is the university's online recruiting system allowing students and alumni 24/7 access to search jobs and internships. Jobs are posted for all UNLV majors and job locations are local and national.

Within Hire A Rebel you can make your resume available directly to employers approved for direct hire of UNLV students and alumni. You can also apply for interviews with the many recruiters that come to campus throughout the year to conduct interviews.

To begin using Hire A Rebel, go to [unlv.edu/hirearebel](http://unlv.edu/hirearebel) and log in with your student ID as your username and password. Alumni can use their membership number as their username and password to log in.

[illegible]

Career development is a process used throughout your life as you make changes in what you want to do, where and how you want to do it, and what you want in return. Jobs will come and go, and the skills required to do your work will continually change just as your interests, skills, and values change.

Throughout career development, it is common to experience confusion, anxiety, and fear since career decisions often impact many facets of your life. The important thing is to recognize these concerns and overcome them by utilizing the techniques outlined in this section. Take a few minutes to find out if any of the following statements sound like you.

**FACT:** A career includes all of your life pursuits, both paid and unpaid. You can end up spending a lot of time looking for “the perfect career.” What you need to do is find out what is really important to you and balance your life so that you can satisfy desires that matter most.

**FACT:** That is not exactly how it works. Just because you chose a major or graduated with a certain degree does not mean you are locked into that field. It is a degree that you selected based on information available to you at the time, not a life sentence. Career counselors can help you explore your options. Despite the myth, employers do not hire majors – they hire people who have the skills necessary to do the job. That means you can choose to work in a field other than your college major.

**FACT:** Worrying about making the correct choice will just cause you stress. There are no absolute right or wrong answers. We all grow through life and make decisions because they seemed like the best idea at the time. One way you can feel more confident about your decisions is to do some research. Knowing that you researched your options and that you are making an informed decision should lighten the burden. Also, do not make your decision based solely on someone else's ideas.

**FACT:** One definition of success is being happy with what you do. It is not about satisfying others' expectations of what is good for you. You are the one who will be doing this job, not anyone else. Focus on what works for you. If you are happy, those who care about you will be too. By the way, you are more likely to be successful if you choose what you love. By doing so, you will feel more connected with purpose and fulfillment.

**FACT:** On average, people have between three to five career changes in their lives. You might start out in one area and realize it is not what you wanted and try something else or your first job creates a career path that was unexpected and takes you in a different direction. This is normal.

## Career Counseling

Meeting with a career counselor is a great way to get started with organizing and planning your future. Our counselors can help you define your goals, teach you strategies to make meaningful career decisions, and help you plan your job search.

Career Services offers personalized one-on-one sessions — with a counselor in your career interest area — to ensure you reach your career goals.

### Career Counseling Can Help You:

- Identify your interests and skills
- Explore majors and careers
- Find opportunities to gain experience and develop skills
- Research employers and industries
- Create strategies to explore, expand, and connect with your professional network
- Develop your resume and cover letter
- Improve your interview skills
- Navigate the internship and job search process
- Navigate the graduate school application process
- Make informed decisions about internships, job offers, and graduate school

To make an appointment with a career counselor, call Career Services at 702-895-3495 or email us at [careerservices@unlv.edu](mailto:careerservices@unlv.edu). Our office is open to all students and alumni Monday through Friday from 8 a.m. to 5 p.m.

## Additional Career Service Centers at UNLV

### Bob Boughner Career Services Center

BEH, Room 126  
Monday – Friday; 8 a.m. to 5 p.m.  
702-895-5554

The Bob Boughner Career Services Center provides opportunities for William F. Harrah College of Hospitality students and alumni to gain access to a broad range of employers, employment information, and opportunities.

### Engineering Career Services

WHA 2, Room 222  
Monday – Friday; 8 a.m. to 5 p.m.  
702-895-1892  
[unlv.edu/engineering/jobs](http://unlv.edu/engineering/jobs)

Engineering Career Services serves all Howard R. Hughes College of Engineering students and alumni by working to acquire the contacts needed for a successful career as an intern or as a professional of the technological world.

### Lee Business School Career and Professional Development Office

BEH, Room 239  
Monday – Thursday; by appointment  
702-895-1139

The Lee Business School Career and Professional Development Office assists students through each stage of the career development process including career exploration, resume and cover letter development, and job search strategies.

## ACADEMIC OR CAREER ADVISING?



## Academic

Academic advisors help you explore your area of interest, select your major and/or minors, and pick classes to meet graduation requirements. For specific academic advising centers at UNLV, see the next page.

## Career

Career counselors, like the ones at Career Services, help you explore your interests, skills, strengths, and values to discover what you want to do after graduation and develop a plan to help you get there.

## Self-Assessments

Having difficulty figuring out what you want to choose as a major or career? One option is to take a self-assessment. These assessments, offered through Career Services, can help you explore many aspects about yourself as you search for a fulfilling major and career.

### Myers-Briggs Type Indicator

This assessment has helped millions around the world better understand themselves and how they interact with others, which is extremely important when choosing a career path. The Myers-Briggs assessment identifies four different elements of your personality: how you are energized, how you take in information, how you make decisions, and how you approach life. Your score report will provide a list of suggested careers based on your personality type.

### Strong Interest Inventory

This assessment generates an in-depth assessment of your interests among a broad range of occupations. By providing insight into your interests, preferences, and personal styles you will be able to identify specific courses, occupations, internships, and activities you are likely to enjoy.

### FOCUS 2

This assessment measures your interests, abilities, and values and helps you find a career that is right for you. FOCUS 2 will guide you through a reliable career and education decision-making model that will assist in choosing a major as well as help making informed decisions about your career.

Through this assessment, FOCUS 2 will evaluate your interests, skills, work values, personality, and leisure activities and create a comprehensive report that will guide you toward careers that best match you.



## ADVISING CENTERS

### Academic Success Center, ASC

702-895-3177 | [ascadvising@unlv.edu](mailto:ascadvising@unlv.edu)

### Business, BEH 100

702-895-3363 | [lbsadvising@unlv.edu](mailto:lbsadvising@unlv.edu)

### Education, CEB 221

702-895-1537 | [education.advising@unlv.edu](mailto:education.advising@unlv.edu)

### Engineering, TBE A-207

702-895-2522 | [engineering.advising@unlv.edu](mailto:engineering.advising@unlv.edu)

### Fine Arts, CDC 2-215

702-895-5390 | [CFAAdvising@unlv.edu](mailto:CFAAdvising@unlv.edu)

### Graduate College, FDH 305

702-895-3320 | [gradcollege@unlv.edu](mailto:gradcollege@unlv.edu)

### Health Sciences, WHA 1

702-895-5448 | [healthsciencesadvisingcenter@unlv.edu](mailto:healthsciencesadvisingcenter@unlv.edu)

### Honors, RLL 131

702-895-2263 | [honors@unlv.edu](mailto:honors@unlv.edu)

### Hospitality, BEH 543

702-895-3616 | [hoaadvice@unlv.edu](mailto:hoaadvice@unlv.edu)

### Liberal Arts, WRI B-131

702-895-1997 | [wac@unlv.edu](mailto:wac@unlv.edu)

### Pre-Law Faculty Advisor, WRI B-131

702-895-1997 | [prelaw@unlv.edu](mailto:prelaw@unlv.edu)

### Pre-Med Faculty Advisor, MPE A-130

702-895-2077 | [sci.advising@unlv.edu](mailto:sci.advising@unlv.edu)

### Sciences, MPE A-130

702-895-2077 | [sci.advising@unlv.edu](mailto:sci.advising@unlv.edu)

### Urban Affairs, GUA 4th floor

702-895-1009 | [urbanaffairs@unlv.edu](mailto:urbanaffairs@unlv.edu)

### UNLV/CSN Transfer Office

[unlv.edu/advising/unlv-csn-transfer-office](http://unlv.edu/advising/unlv-csn-transfer-office)

## Identifying Your Skills

It is important to understand your current skills and abilities. Do not to limit your options based only on what you can already do. Explore all your options and develop new skills that will make you competitive once you are ready to apply for a job. Use this list to start identifying your current skills.

### Interpersonal Skills

- Knows how to express feelings warmly and sensitively
- Gives and receives feedback in a constructive manner
- Knows how to interpret and use body language
- Recognizes and values the uniqueness of individuals; works well with a wide variety of diverse people

### Oral Communication Skills

- Presents information and ideas clearly and concisely, with content and style appropriate for the audience
- Presents opinions and ideas in an open, objective way

### Public Speaking Skills

- Makes formal presentations
- Presents ideas and positions in an interesting way
- Maintains poise in public situations

### Counseling Skills

- Responds to others in a non-judgmental way
- Builds trust and openness with others
- Helps others understand themselves better and builds self-esteem

### Coaching and Mentoring Skills

- Gives appropriate advice in a persuasive way
- Provides feedback in a constructive way
- Helps others increase their knowledge or skills
- Works and communicates with others to satisfy their needs and expectations

### Teaching and Training Skills

- Motivates people to learn new things and to perform well
- Adjusts content and teaching style to the audience

### Leadership Skills

- Motivates and empowers others to act
- Inspires trust and respect in others
- Builds effective teams
- Involves others without coercing or cajoling
- Promotes open discussion and involvement of all participants while not dominating
- Facilitates and manages group interactions
- Delegates effectively

### Supervising Skills

- Motivates individuals to perform well
- Identifies and uses human resources in an effective way
- Delegates responsibilities and establishes an appropriate system of accountability
- Monitors progress and assesses the quality of job performance of others

### Persuading Skills

- Communicates effectively to justify a position or influence a decision
- Sells products and promotes ideas
- Lobbies effectively for impactful change

### Mediation Skills

- Helps those with opposite viewpoints reach mutual agreements, either through consensus or compromise
- Deals with conflict in an open, honest, and positive way

### Interviewing Skills

- Asks and responds to questions effectively
- Creates a feeling of trust
- Makes others feel relaxed

### Caregiving Skills

- Identifies and responds appropriately to the need for care, counseling, treatment, or therapy
- Displays patience and empathizes with others
- Gives sensitive care to people who are sick, elderly, or who have severe disabilities

### Client Service Skills

- Builds a relationship of mutual trust with clients
- Understands or perceives clients' needs
- Acts as an advocate for clients
- Handles complaints and concerns in a sensitive way
- Tailors services to meet the needs of an individual's goals

### Analytical and Logical Thinking Skills

- Draws specific conclusions from a set of general observations (deductive reasoning)
- Draws general conclusions from set of specific facts (inductive reasoning)
- Examines data to understand interrelationships and correlations
- Synthesizes information and ideas
- Clarifies the nature of a problem, evaluates alternatives, proposes viable solutions, and determines the outcome of the various options

### Critical Thinking Skills

- Reviews different points of view or ideas and makes objective judgments
- Examines underlying assumptions
- Formulates a question, analyzes a problem, or defines a situation with clarity, accuracy, and fair-mindedness
- Develops policy and programs
- Identifies all possible options, weighs the pros and cons, assesses feasibility, and chooses the most viable option

### Creative Thinking Skills

- Generates new ideas, invents new things, and creates new images or designs
- Designs new approaches to solve problems
- Makes connections between seemingly unrelated things
- Reshapes goals to reveal new possibilities
- Uses wit and humor effectively

### Planning Skills

- Lays out a step-by-step process for achieving a goal
- Establishes objectives and needs, evaluates options, and chooses the best option
- Analyzes all the requirements (i.e., human, financial, and material resources) to accomplish specific goals
- Establishes realistic timetables and schedules

### Organizational Skills

- Organizes information, people, or things systematically
- Establishes priorities and meets deadlines
- Develops or streamlines procedures
- Monitors progress and effectiveness

### Advanced Writing Skills

- Selects, interprets, organizes, and synthesizes key ideas
- Adjusts style, form, and content to a particular audience
- Drafts non-routine correspondence and complex reports
- Writes in a creative way for the general public
- Edits written text to ensure that the message is as clear, concise, and accurate as possible

### Research Skills

- Develops appropriate methodology and implements a plan
- Knows how to find and collect relevant background information
- Identifies people who have relevant information
- Knows how to collect and compile data
- Analyzes data, summarizes findings, and writes reports

### Administrative and Clerical Skills

- Communicates, organizes, plans, and schedules office commitments
- Designs and maintains filing and control systems
- Performs daily office tasks, such as answering phones and data entry with proficiency

### Financial Skills

- Keeps accurate financial records
- Manages a budget
- Establishes and maintains accounting and auditing procedures
- Prepares and interprets financial statements and reports
- Monitors inventory flow

### Language Skills

- Exhibits fluency in language(s) other than the one dominant in the organization
- Ability to understand others as well as express oneself

### Perceptual Skills

- Visualizes new formats and shapes
- Estimates physical space

### Advanced Computer Skills

- Learns new software quickly
- Manipulates data in a computer system

### Technological Skills

- Understands technical specifications; reads technical manuals with ease
- Maintains computer or other systems; analyzes potential dysfunctions and troubleshoots for potential problems
- Suggests modifications to an existing system or designs a new system to improve performance

### Performing Skills

- Entertains, amuses, and inspires an audience
- Acts, sings, or plays an instrument in public

### Artistic Skills

- Draws diagrams and illustrations
- Uses color and design creatively
- Designs displays and publicity material

### Mechanical Skills

- Installs, repairs, operates, and monitors the performance of equipment and mechanical devices

### Adaptability Skills

- Adapts to new situations and settings and tolerates change well
- Sees change as an opportunity, rather than as a problem

## Choosing a Major

Choosing a major is not the same as choosing a career. What you get from completing a degree are skills, knowledge, interesting experiences, and the ability to be an independent learner. What you do with them is entirely up to you. It is true, however, that some professions do require certain degrees or certifications, such as teaching, engineering, architecture, or nursing, to name a few.

The more a career requires specialized expertise, the more necessary it is for you to have a related degree. Do not worry if you already have a major or have to choose one soon and you really have no idea what you want to do. If you choose a major that excites you, most likely you will work harder, do better, and find something you truly enjoy doing when you graduate.

Keep in mind, your first job after graduation is only the first step of many toward realizing your career goals. The creation of new job titles and career fields is continuous, so selecting a career is not a one-time decision, but an ongoing process.

## Developing Your Skills

Obtaining a college degree is an important step in pursuing your career goals. However, a degree is no longer enough to be competitive. It is equally as important to develop your skills and abilities through experiences such as campus and community involvement, part-time work, and internships.

When evaluating a candidate's ability, employers look beyond the knowledge gained in the classroom. They look for significant skills such as teamwork, communication, and organization. Most employers consider these skills equally as important as a degree and will often ask you to demonstrate in an interview how you have obtained these skills.

Making the connection from college to your career is easier than you think. Once you have decided on a major, it is time to enhance your employable skills by gaining experience through various activities.

In addition to developing your skills, you are building a network of people who can help you throughout your career development and job search process.

## Gaining Experience

Gaining professional experience as a student not only helps you develop your skills and abilities, it also allows you to make valuable connections. Students gain experience through campus organizations, volunteer work, part-time jobs, and study abroad programs. Career Services can help you navigate these options as you develop your marketable skills.

### Campus Involvement

Involvement in a student organization is a great way to develop valuable skills and expose yourself to your chosen field of study. UNLV has more than 350 academic, social, and special-interest student organizations that provide an excellent opportunity to develop leadership skills and network with industry professionals.

Many student organizations are linked directly to professional associations within a chosen field or industry that host informative meetings and networking events.

Taking on a leadership position within an organization can provide you the opportunity to facilitate meetings, organize events, mediate conflict, and oversee a budget. These opportunities will give you many occasions to demonstrate your mastery of these skills.

### Volunteer Work and Community Involvement

Experience is still experience whether it is paid or unpaid. Offer to volunteer with an organization. It may only be a few hours a week or even a one-time event, but you will learn about a potential career and develop professional contacts. Volunteering and community involvement are excellent experiences to add to your resume because they demonstrate your dedication to social issues and/or an area of interest. It says a lot to an employer that you would seek out opportunities to gain experience even though you are not getting paid.

### Class Projects

Many capstone classes offer students a chance to practice the concepts they are learning in class in a real-life context. It may feel like you are only doing a class project for class credit, however, a class project can be a valuable opportunity to demonstrate your knowledge of a subject area.



### Part-time and On-campus Employment

Having previous work experience is a critical aspect of gaining future employment. Part-time, temporary, and even summer jobs offer an opportunity to develop important skills and demonstrate your ability to perform well as an employee.

Many college students downplay their work experience thinking it is not significant unless it is career-related. However, every job requires you to use many important skills, such as teamwork, communication, initiative, and adaptability. Do not underestimate the value of these part-time jobs. For example, "cashiering" demonstrates responsibility, organization, communication, and computer skills.

### International Programs – Study Abroad

Participating in a study-abroad program is a significant and exciting part of completing a university degree. Graduates can gain an edge in the job market with their more in-depth understanding of language, culture, and diversity.

International internship opportunities may also be available, further enhancing your international work experience. For more information contact the Office of International Programs at CBC-B 325, 702-895-3896, or [unlv.edu/internationalprograms](http://unlv.edu/internationalprograms).



## UNLV STUDENT ENGAGEMENT AND DIVERSITY

**Student Engagement and Diversity (SED) promotes student development through events, leadership, and involvement opportunities.**

### Student Involvement and Activities

- **CSUN Student Government:** Events include Party in the Pida, research fairs, and Rebel Road Trips.
- **Rebel Events Board:** Events include Premier UNLV, Homecoming, Rebels After Dark, and Open Mic Nights.
- **350+ Registered Student Organizations:** Check out [involvementcenter.unlv.edu](http://involvementcenter.unlv.edu) to search for organizations and visit the Student Organization Resource Center in Student Union 305.
- **Fraternity and Sorority Life:** 35+ chapters and four governing councils—Interfraternity Council, Panhellenic Council, National Panhellenic Council, and Multicultural Greek Council.

### Student Diversity and Social Justice

- **International Council:** Events include Festival of Communities, International Student Welcome Lunch, and IC Road Trips.
- **Students Organizing Diversity Activities (SODA):** Events include Multicultural Mixer and the Identity Month series.
- **The Center for Social Justice:** Events include Stand Up. Speak Out., LGBTQIA+ luncheon, and Cultural Leadership Retreat.
- **Students Engaging and Empowering Through Dialogue (SEED):** Peer-to-peer student training group.

### Service Learning and Leadership

- **UNLVolunteers:** Events include Service Day, Delivering and Serving Hope, and volunteer opportunities.
- **Alternative Breaks:** Week-long trips to neighboring states during spring break.
- **Leadership and Civic Engagement Minor:** 18+ credit minor with a major impact.

### Contact SED

702-895-5631  
Student Union 316  
[unlv.edu/SED](http://unlv.edu/SED)

    
[@InvolvementUNLV](https://www.instagram.com/InvolvementUNLV)

# Internships



## What is an Internship?

Internships are opportunities to connect your classroom experiences in a professional organization through hands-on projects and direct exposure to the real world of work.

Internships can take many forms including part-time, full-time, paid, unpaid, and credit- or non-credit bearing experiences. Internships usually last three to six months and can occur at any time of the academic year. Typically, interns are juniors or seniors; however, sophomores should never shy away from an internship opportunity.

The National Association of Colleges and Employers (NACE) provides the following definition of an internship:

*"An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent."*

## Benefits of an Internship

- Establishes valuable professional contacts and increases your professional network
- Facilitates the transition from student to employee by socializing you to the world of work
- Increases your confidence as you learn new skills
- Creates valuable experiences that enhance your resume
- Builds industry knowledge that allows you to create a realistic picture of a specific career

## Preparing for an Internship

Create a game plan; list the strategies and resources you want to gain during an internship. Find out what companies you would like to work for and use this list to create a starting point for deciding which internship opportunity may be best for you.

Also, prepare or update the following items as needed for your internship opportunity:

- Resume
- Cover letter
- References
- Interviewing skills (including your handshake)

If you need any assistance with researching or preparing for an internship, make an appointment with a career counselor to receive one-on-one assistance.



## DID YOU KNOW?

- Career fairs and on-campus recruiting are the most effective recruiting methods used by employers.
- On average, 51.3 percent of interns transition into full-time positions.
- Employers expect to hire 3.4 percent more interns in 2017 than 2016.
- Planned social activities and paid holidays are the most widely offered benefits to interns.

*These statistics were taken from the 2017 NACE Internship and Co-op Survey.*

## What's the Difference Between Credit and Non-credit Internships?

### Credit

Credit internships allow a student to earn university course credit during the internship. Credit internships are offered through academic departments and Career Services. Each academic department sets its own criteria for awarding credit for internship experiences. Please check with these departments for further details.

### Non-credit

Non-credit internships are not facilitated through a university department and are arranged and completed solely by the student. While these internships are independent, we encourage you to look for experiences that are beneficial to your goals and further facilitate the acquisition of the skills and qualifications that you desire.

## Finding an Internship

To find the appropriate internship for you, utilize the resources available to you, including:

- Career Services Hire A Rebel
- Department internship coordinators (if applicable)
- Job and career fairs
- On-campus recruiting
- Academic advisors
- Faculty
- Networking
- Social media
- Company websites
- Job search engines

Recruitment for most internships occurs a semester in advance of the internship start date. However, depending on the industry or organization you are targeting, you may have to apply even earlier. Please check with your department internship coordinators or with the Career Services internship coordinator for more information.

## TOP 5 SKILLS EMPLOYERS LOOK FOR IN AN INTERN

According to the National Association of Colleges and Employers (NACE), these are the top 5 skills employers are looking for in an ideal intern:

- Decision making and problem solving
- Information processing
- Planning and prioritizing
- Teamwork
- Verbal communication



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# Resumes



## Formatting Your Resume

The purpose of a resume is to get an interview, not a job! Typically, an employer will only spend 30 to 60 seconds looking at your resume before deciding whether or not to consider you for an interview. In most cases, a one-page resume is sufficient to convey the most significant information. Sometimes, it can be difficult to choose what to leave off; however, you do not want the employer to get bogged down reading a lengthy resume. You want the employer to immediately see that you have the necessary background and qualifications.

Individuals with more experience may need two pages if they have enough information to fill at least half of the second page. When designing your resume, it is important that your resume looks concise and consistent so the information is easy to read. You want it to look full without looking crowded.

There are many ways to organize and format your resume so you highlight the most relevant skills and experiences. To get you started, there are three basic types of resumes: chronological, functional, and hybrid resume. Note that the Curriculum Vitae has a specific function. All your resumes will be different and unique to your individual experience.

### Chronological Resume

- This is the most common resume type and is preferred by most employers.
- This type of resume lists your work experience in descending order starting with your most recent job.
- This resume format stresses your work history.

### Functional Resume

- A functional resume highlights your skills rather than your work history.
- A successful functional resume demonstrates how you have obtained a certain skill or ability through class work, volunteering, or leadership experience.
- This format is often used if you have limited work experience or if you are trying to break into a new career field and want to highlight your transferable skills.

### Hybrid Resume

- This combination resume includes features of chronological and functional resumes.
- A hybrid resume contains a summary of your skills, or groups skill sets, in addition to work experience, in descending chronological order.

### Curriculum Vitae (CV)

- A CV is recommended for use by graduate students and when searching for academic positions.
- A CV is a more comprehensive resume that elaborates on education and includes specialized training, presentations, publications, research, posters, and conferences.

### Resume Formatting Structure

- Use standard font styles such as Times New Roman or Arial. All text on your resume should be the same size (10 to 12 point) except your name.
- All margins should be the same. Start with one-inch margins, but adjust to a smaller size if necessary.
- Use bullet points to highlight information.
- Section headings should be in bold and may also be capitalized or underlined for emphasis.

### Addressing Gaps in Your Resume

No doubt you have heard the phrase, "Do not have gaps in your resume." Employers understand that getting your education is your full-time job right now. Throughout high school and college, employers expect that you may have taken periods of time off and they look at more than just work experience when evaluating your qualifications. Do not worry about small gaps of time on your resume while you are pursuing your education. Having wide gaps in your resume is more of a concern once you have completed your education and started your career.

With that said, there are legitimate reasons to take time off of work and it does not necessarily mean that an employer will look negatively upon a gap. Here are some tips for addressing extensive gaps in your resume:

- Use years instead of months on your resume.
- Incorporate transferable skills that you developed during your time off.

## Resume Headings

### Contact Information

- Include your name, address, telephone number, and email address at the top of the resume.
- Make your name stand out by slightly increasing the font size (16 to 20 point) or making it bold.
- Use a professional email address with your name or use your UNLV email. Avoid using flashy email addresses.

### Objective and Resume Summary

- Objectives are optional and typically unnecessary. If you include an objective, it should be a short phrase that outlines your career goals related to the position for which you are applying. You do not need an objective if your resume clearly shows your skills, accomplishments, and experiences related to the job.
- An objective alternative is a resume summary, which is also optional. A resume summary is a two- to four-sentence statement that provides an overall view of your background and skills.
- Objectives or resume summaries can be used if space filler is needed. Keep in mind, if you use either one of these elements, you will want to tailor your objective or resume summary to the position for which you are applying.

### Education

- List your academic background in descending chronological order (most recent first).
- List each degree and the date you obtained that degree. If you are still working toward your degree, list the degree you are seeking along with your expected graduation date.
- You may want to emphasize a particular major or concentration within your degree.
- List the full name of the college or university you are attending and the location.
- Include your GPA if it is above a 3.0.
- It is not necessary to include high school or transfer information unless there are exceptional accomplishments or extensive experience relevant to the position for which you are applying.

- You may want to add a subheading called "Relevant Coursework" to list classes you have taken that illustrate your academic background in a particular area. It is very common for people in technical fields to have an extensive "Projects" section.

### Work Experience

- List your job title and the name of the company on the left-hand side of the page. To make the title or company stand out, use italics or boldface.
- List the time period of your employment with the month and year. List it on the right-hand side of the page for a cleaner look.
- Use strong, action-oriented words and short phrases to describe your experience. Incorporate language from the actual job description into your resume to show how your experience is directly related to the skills required for the position to which you are applying.
- Quantify results and list accomplishments whenever it is possible.
- Utilize bullet points to make the information flow.
- Place the most relevant skills at the top of each skill set so employers can find them as easily as possible.

## AVOID RESUME TEMPLATES

Resume templates, like the ones you find online, are not recommended. Templates force your information into a specific format and do not necessarily allow you to highlight your unique qualifications in the most effective way. Because templates utilize text blocks, the information is hard to manipulate around the page when you want to update your information. Instead, create your resume in a blank Microsoft Word document and follow the general guidelines in this section.



### Activities, Honors, and Volunteer Experience

- List relevant leadership and/or volunteer experience just as you would list a job. Related unpaid experience is equally as important as work experience. Include your title, organization name, dates, and important skills.
- Extracurricular, volunteer, athletic, and/or leadership activities can be included in a single section, or separate sections, depending on how many of each category you have to show.
- You can simply list your experiences or describe them in greater detail depending on the relevant skills you would like to highlight.

### Computer, Language, and Technical Skills

- This section is used to show concrete skills, including language proficiency, computer, technical, laboratory, or others that are relevant to the position.
- Do not include soft skills such as communication, leadership, or problem solving. They are too vague to add value to the resume presentation.

### Highlighting Your Skills

The secret to writing an effective resume is to tailor your resume in a way that best highlights the most relevant information to the position for which you are applying. Unlike an employment application, a resume does not necessarily list every experience you have ever had. Create section headings to reflect your background. For example, if you are applying for a manager position and have previous management experience, you should create a section named "Managerial and Leadership Experience."

### Applicant Tracking Systems

Often, resumes and/or online applications are initially screened through a computer database by keywords to determine if you have the experience necessary for the position before the resume is viewed by an actual person. Use keywords and industry language to ensure that your resume or application makes it through the initial screening process.

### References

References should not be included on a resume. You may submit references as a separate document when requested. When employers ask for a reference, they are asking for the name of someone who they can contact to learn more about you. It is very important to choose your references carefully.

### Choosing Your References

- Select three to five individuals who know you professionally, such as a supervisor, professor, and/or advisor.
- It is very important you ask permission prior to listing someone as a reference because you want to make sure he or she will give you a positive reference.

- It is a good idea to notify your references prior to an interview to let them know they may be contacted.
- You may want to email each reference a copy of the job description for which you are applying and your resume.

### Including Your References

- When submitting your references with a resume, list them on a separate page with "References" as a heading.
- Whenever you include a second page with a resume, it is a good idea to put your name on the top of the page in case your pages get separated.
- List the name, job title, company, address, phone number, and professional email of each reference.
- Bring your list of references with you to interviews and have them available to include with applications.



## RESUME TIPS

### Do

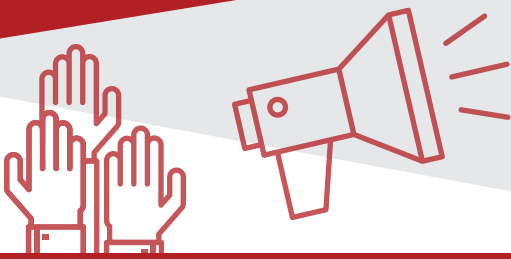
- Create a clean, professional appearance with a simple, well-organized format.
- Keep your resume on one page.
- Begin phrases with strong action verbs that emphasize your accomplishments.
- Have a career counselor review your resume.
- Print hard copies on high-quality paper.
- Use a simple, clean font.

### Don't

- Use flashy graphics, clip art, or pictures.
- Round up your GPA: keep it at two decimals.
- Exaggerate your experience or your job titles.
- Include personal information such as social security number, age, etc.
- Write from the first-person point of view.

Do not wait until the last minute to create or edit your resume. Resumes take time to prepare and refine. Bring a draft of your resume to Career Services for a thorough resume critique. Always keep your resume updated with current information, positions, awards, and certifications.





## What is CSUN?

Consolidated Students of the University of Nevada, Las Vegas (CSUN) is UNLV's undergraduate student government. The purpose of CSUN is to represent the voice of students, build a campus community, and enhance the college experience for all UNLV Rebels. CSUN has three branches: Executive, Legislative, and Judicial. Each branch has its own set of responsibilities. CSUN oversees nearly \$2 million dollars in student fees and provides immense student opportunities for almost any skill-set required in the real world. Try us out, we're an internship version 2.0.

## Executive Branch

The Executive Board oversees all CSUN activity. The CSUN Executive Board consists of the Student Body President, Vice-President, and Senate President, as well as two appointed non-voting members: Vice President Pro Tempore and Senate President Pro Tempore. Executive Board elections take place every spring semester. The Executive Branch also contains all directors and assistant directors, assigned to various departments within CSUN.



**Academic Affairs:** advancing, promoting, and enriching the academics of the campus. Completely student driven, the Academic Affairs department runs tutoring programs, workshops, internship databases, and research enrichment opportunities.

**Nevada Student Affairs (NSA):** representing students to the university administration, Nevada Legislature, and Board of Regents. The NSA department prepares policy briefs, meets regularly with elected officials, and organizes campaigns to promote student interests locally and nationally.

**Campus Life:** hosting events from Rebelpalooza to Party in the Pida, this department's sole purpose is to provide memorable experiences on campus while giving students an opportunity to apply their skills in securing sponsors, and preparing for and running events.

**Communications:** students organizing other students. The primary goals of this department are to promote campus collaborations and market events, programs, and projects.

**Creative Design:** here you'll find some of the most talented graphic and web design students. From creating every marketing graphic promoted by CSUN to running the website and building an app, the Creative Design department is responsible for keeping technologically and graphically proficient.

**Elections:** these students host every campus-wide election on campus. From student government senate and executive branch to Homecoming king and queen, this department is the key to student democracy on campus.

## Legislative Branch

The Legislative Branch of student government is the CSUN Senate. The senate votes on various bills and funding proposals throughout the year. Twenty-five senators from all nine colleges make up the senate, with each college receiving proportional representation based on enrollment. Senate elections take place each fall semester. The Senate President oversees the senate and chairs senate meetings which take place every Monday classes are in session at 6:00 p.m. in the Student Union Room 208 A-C.



## Judicial Branch

The Judicial Council consists of nine justices, elected to 18-month terms, which include the Chief Justice and Associate Chief Justice. The Judicial Council hears cases relating to CSUN activity, interprets the constitution and bylaws, and swears in CSUN officials. Judicial officials are nominated by the Executive Board and approved by the Senate.





## Naming Your Skills

Use this list of more than 200 words to describe your skills to an employer when creating your resume and cover letter. This list is just to get you started, and by no means is it all-inclusive.

### COMMUNICATION/PEOPLE SKILLS

Addressed	Contracted	Edited	Interviewed	Observed	Reinforced
Advertised	Conveyed	Elicited	Involved	Obtained	Reported
Arbitrated	Convinced	Enlisted	Joined	Outlined	Resolved
Arranged	Corresponded	Explained	Judged	Participated	Responded
Articulated	Created	Expressed	Led	Persuaded	Sold
Authored	Debated	Formulated	Lectured	Presented	Solicited
Clarified	Defined	Furnished	Listened	Promoted	Specified
Collaborated	Developed	Helped	Manipulated	Proposed	Spoke
Communicated	Directed	Identified	Marketed	Publicized	Suggested
Composed	Discussed	Incorporated	Mediated	Read	Summarized
Condensed	Dispatched	Influenced	Moderated	Reasoned	Synthesized
Conferred	Distinguished	Interacted	Motivated	Reconciled	Translated

### CREATIVE SKILLS

Abstracted	Customized	Established	Initiated	Modified	Revitalized
Acted	Designed	Explored	Innovated	Originated	Shaped
Adapted	Developed	Fashioned	Instituted	Painted	Shared
Began	Devised	Formulated	Integrated	Perceived	Set
Combined	Directed	Founded	Introduced	Performed	Solidified
Composed	Discriminated	Generated	Invented	Photographed	Solved
Conceptualized	Displayed	Illustrated	Launched	Planned	Synthesized
Condensed	Drew	Imagined	Memorized	Published	Visualized
Created	Entertained	Imported	Modeled	Revised	Wrote

### MANAGEMENT/LEADERSHIP SKILLS

Accentuated	Controlled	Established	Increased	Oversaw	Restructured
Administered	Converted	Evaluated	Initiated	Performed	Reviewed
Advanced	Coordinated	Executed	Inspected	Planned	Salvaged
Analyzed	Cut	Expanded	Instituted	Presided	Saved
Appointed	Decided	Fine-tuned	Led	Prioritized	Scheduled
Approved	Delegated	Generated	Managed	Produced	Secured
Assigned	Developed	Handled	Merged	Quadrupled	Selected
Attained	Directed	Headed	Moderated	Recommended	Streamlined
Chaired	Doubled	Hired	Motivated	Recovered	Strengthened
Considered	Eliminated	Hosted	Navigated	Recruited	Supervised

### DATA/FINANCIAL SKILLS

Administered	Audited	Corrected	Forecasted	Measured	Reconciled
Adjusted	Balanced	Decreased	Increased	Netted	Reduced
Allocated	Budgeted	Detailed	Speed	Planned	Researched
Analyzed	Calculated	Determined	Maintained	Prepared	Retrieved
Appraised	Computed	Developed	Accuracy	Programmed	Solved

## HELPING SKILLS

Adapted	Attended	Developed	Furthered	Motivated	Resolved
Adjusted	Cared	Diagnosed	Guided	Perceived	Safeguarded
Advised	Clarified	Directed	Helped	Prevented	Sensitivity
Advocated	Coached	Educated	Integrated	Provided	Served
Aided	Collaborated	Encouraged	Insured	Referred	Simplified
Answered	Contributed	Ensured	Intervened	Rehabilitated	Spoke
Arranged	Cooperated	Expedited	Led	Related	Supplied
Assessed	Counseled	Facilitated	Listened	Rendered	Supported
Assisted	Demonstrated	Familiarized	Mentored	Represented	Used teamwork

## ORGANIZATIONAL/DETAIL SKILLS

Accomplished	Compared	Executed	Maintained	Purchased	Scheduled
Achieved	Compiled	Facilitated	Met deadlines	Recorded	Screened
Approved	Completed	Filed	Monitored	Registered	Standardized
Arranged	Configured	Followed through	Obtained	Reserved	Submitted
Catalogued	Corrected	Generated	Operated	Responded	Supplied
Charted	Corresponded	Implemented	Ordered	Retained	Systematized
Classified	Dispatched	Incorporated	Organized	Retrieved	Tabulated
Coded	Distributed	Logged	Provided	Routed	

## RESEARCH SKILLS

Analyzed	Critiqued	Examined	Indoctrinated	Observed	Scanned
Branded	Decided	Experimented	Inspected	Organized	Studied
Catalogued	Detected	Explored	Interpreted	Perceived	Solved
Clarified	Determined	Extracted	Interviewed	Published	Summarized
Collected	Diagnosed	Extrapolated	Invented	Recognized	Surveyed
Compiled	Differentiated	Formulated	Investigated	problems	Synthesized
Compared	Documented	Gathered	Linked	Researched	Systematized

## TEACHING SKILLS

Adapted	Communicated	Empowered	Focused	Instructed	Simulated
Adopted	Conducted	Enabled	Guided	Invented	Stimulated
Advised	Coordinated	Encouraged	Individualized	Motivated	Taught
Benchmarked	Counseled	Enlightened	Influenced	Persuaded	Tested
Briefed	Critiqued	Evaluated	Informed	Schooled	Trained
Clarified	Decided	Explained	Initiated	Shaped	Transmitted
Coached	Developed	Facilitated	Instilled	Shared	Tutored

## TECHNICAL SKILLS

Adapted	Computed	Determined	Maintained	Rectified	Restored
Applied	Conserved	Developed	Operated	Redesigned	Solved
Assembled	Constructed	Engineered	Overhauled	Re-engineered	Specialized
Automated	Converted	Fabricated	Printed	Regulated	Standardized
Built	Debugged	Fortified	Programmed	Remodeled	Studied
Calculated	Designed	Installed	Rebuilt	Repaired	Upgraded

## MANUAL SKILLS

Assembled	Built	Drove	Moved	Pulled	Skilled
Bound	Controlled	Fed	Operated	Punched	Tended
Bent	Drilled	Handled	Performed	Retooled	Worked

## Cover Letters

The diagram illustrates the layout of a cover letter with the following sections and instructions:

- Date**
- Recipient's Information:**
  - Recipient's Name
  - Recipient's Title
  - Recipient's Company Name
  - Business Address
  - City, State, Zip Code

Allow 3-4 spaces
- Salutation**
- Body Paragraphs:**
  - Specify the position for which you are applying and how you learned of the position
  - If referred by a specific person, mention the name here
  - State your reason for applying and why you are interested
  - Refer the employer to the enclosed resume
  - Highlight your skills and qualifications and how you have demonstrated them
  - Provide evidence of researching the organization
  - Specify your accomplishments and why the organization should hire you
  - Express the fact that you are qualified for the position
  - Explain how you can be contacted and invite the reader to contact you
  - Reiterate your interest and express your desire to meet for an interview
- Closing Line**
- Signature**
- Typed Name**
- Allow 4 spaces between closing line and typed name for signature

123 Rebel Road  
Las Vegas, NV 89154

October 29, 2017

Ms. Francis Gregory  
Recruitment Manager  
E & J Gallo Winery  
2700 S. Eastern Avenue  
Los Angeles, CA 90040

Dear Ms. Gregory:

Please accept my application to the Hospitality Coordinator position with E & J Gallo Winery. My interest in E & J Gallo Winery comes from your company's commitment to the environment, your evolving portfolio of wines, and most importantly the fact that you have been a family-run business for over 80 years. Having worked for a family-run business during my internship last summer, I understand the added time and exceptional service level that goes into the daily operations of a family business. E & J Gallo Winery continues to hold a reputation across the world as being an innovator in the winemaking industry.

Currently, I am a junior studying Hospitality Management at the University of Nevada, Las Vegas. I just finished a Front Desk Internship at a five-star, family-owned business where I worked with over 80 guests per day. My ability to multitask shined during my internship with answering multiple phone calls coming in through five lines, checking in and out guests, and coordinating with housekeeping or room service for guests. I received two compliments on comment cards about my high level of service. Prior to my internship, I was a Server at UNLVino Fundraising Event where I gained valuable knowledge on wines, specifically on E & J Gallo Winery. The Andre' is the best-selling brand of sparkling wine due to its strawberry and peach flavors along with the Barefoot Wine brand which has become the fastest growing wine among Forbes "Top 5 Wine Brands". My passion for E & J Gallo Winery's Brand and my five star standard experiences in customer service make me a perfect fit for the Hospitality Coordinator position.

I am eager to join the E & J Gallo Winery team to learn more about the company's vision as well as contribute to the company's growth. Enclosed is my resume for your reference. Please contact me anytime at (702) 456-7890 or [cktoms@gmail.com](mailto:cktoms@gmail.com). I look forward to hearing from you soon. Thank you for your consideration.

Sincerely,



Charlotte K. Toms  
Encl.

**Jungjoo (Dana) Bae**

121 Berkeley Way, Unit 123 • Las Vegas, NV 89109  
(702) 555-5432 • jungjoo.dana.bae@unlv.nevada.edu

**EDUCATION**

University of Nevada, Las Vegas (UNLV)  
Bachelor of Science, Hospitality Management  
Concentration: Meetings and Events Management

Las Vegas, NV  
Aug. 2017  
GPA: 3.67

Konkuk University, Chungju  
Acquired Core Requirements for Transfer

Chungju, Korea  
2011 – 2013

**RELATED WORK EXPERIENCE**

Caesars Entertainment  
National Meeting Sales Intern

Las Vegas, NV  
Feb. 2017 – April 2017

- Learned the overall process of meeting sales such as property sales strategies, RFP response, and turnover from meeting sales to meeting operation
- Researched and provided data regarding crucial industry events such as future dates and room rates to drive revenue to 9 hotels of Caesars Entertainment
- Shadowed the Training and Development Department and the Convention Service Department

M Resort  
Special Events Representative

Las Vegas, NV  
Sept. 2016 – Present

- Conducted casino promotional events such as slot tournaments, warehouse blowouts, gift days, and special events
- Greeted approximately 100 guests per shift with 4 star hotel guest service
- Provided current casino promotional event information to the guests

We Serve  
Special Event Usher

Las Vegas, NV  
Sept. 2016 – Present

- Ushered up to 17,500 guests at concerts, festivals, and sports events at the T-Mobile Arena, the Cosmopolitan Chelsea Theater and the MGM Grand Garden Arena
- Checked and scanned approximately 200 guests' tickets at the main entrance per shift

Trade Show Temps  
Trade Show, Convention and Meeting Translation Staff

Las Vegas, NV  
July 2016 – Dec. 2017

- Registered approximately 500 attendees per day for a 30,000 attendee trade show
- Translated for 50 Korean attendees per day

**RELATED WORK SKILLS**

- Fluent in Korean
- Proficient in Microsoft Office and Delphi
- ServSafe Food Protection Manager Certification

**ACTIVITIES/ACHIEVEMENTS**

- Professional Convention Management Association, Committee Member 2017 – Present
- UNLV: Presidential Debate, Volunteer 2016
- UNLV: Rebel Events Board, Member 2014

# FELIX BOS

6203 N. 7th St. Apt 410 ♦ Las Vegas, Nevada 89101  
(702) 555-1868 ♦ felix.bos@unlv.nevada.edu

## EDUCATION

**University of Nevada, Las Vegas**  
Bachelor of Science - Finance

December 2016

## PROFESSIONAL EXPERIENCE

### **Moneywell Industries**

May 2015 – present

*Integrated Supply Chain (ISC) Finance Intern*

- Analyzed material Purchase Price Variances to determine better methods to forecast production expenses in the Annual Operating Plan
- Worked on special projects of key financial interest in; cost allocations, U.S. government compliance, and supply chain analysis

### **LVNV Credit Union**

Nov 2011 – Nov 2012

*Consumer Loan Officer / Member Account Representative*

- One of the top loan officers; Initiating, processing, and disbursing loans
- Helped assess applicants' credit worthiness by analyzing credit reports, income, and key financial ratios
- Opened customer accounts and sold financial products specific to customers' financial needs

## MILITARY EXPERIENCE

### **U.S. Army National Guard**

Nov 2012 – Nov 2014

*Sergeant (E-5) / Squad Leader, Military Police*

- Managed, trained, mentored, and professionally developed 30 employees
- Trained in military policing functions; arrest, searches, riot control, convoy security operations, and close quarter combat scenarios
- Awarded medals of commendation and achievement for leadership distinction
- Recognized as Non-Commissioned Officer of the year for 2011

### **U.S. Marine Corps**

Feb 2006 – Feb 2010

*Sergeant (E-5) Maintenance Management Systems Clerk*

- Supervised and trained 60 employees
- Personally charged with the accountability of more than \$2M worth of mission critical equipment
- Held monthly consolidation meeting with senior management on the status and disposition of heavy equipment inducted into the maintenance cycle

## SKILLS & TRAINING

- Leadership and supervisory management
- Employee counseling and personal development
- Proficient in: Microsoft OS, MS Office, SAP, Hyperion Essbase, Hyperion Financial Management, and Business Objects

Military positions are a great way to demonstrate important skills. Use bullet points to highlight skills.

List software programs that are relevant to the position for which you are applying.

**Leonardo Ricci**

101 Hey Reb Street  
Las Vegas, NV 89154  
(702) 555 – 3991  
ricci2017@unlv.nevada.edu

**EDUCATION**

University of Nevada Las Vegas  
Bachelor of Arts in History

In Progress

**SUMMARY OF SKILLS**

**Organizational Skills**

- Participate on Rebel Event Board to arrange campus-wide events such as Homecoming and Welcome Weeks
- Research and compile data to create informational spreadsheets for use by library staff and university students
- Provide accurate meta data for the CONTENTdm program in Digital Collections
- Curate an outline of “Glow Box” project for Web and Application Development Service
- Create functional procedures to operate Nikon D800 camera station for digitization

**Communication Skills**

- Collaborate with co-workers and supervisors during meetings for Digital Collections
- Present clear information about digital media to groups of 50 students and staff at various workshops
- Interact with Las Vegas Sands staff and guests at the Sustainable Hospitality Summit
- Explain various job responsibilities to volunteers during the Greek Food Festival
- Assist special education department at local elementary supervising students and assisting teachers with day-to-day operations

**Management Skills**

- Manage digital exhibits for Web and Application Development Service (WADS) at UNLV
- Preside over all social media for Digital Collections (Facebook, Instagram, Flickr)
- Schedule meetings for student assistants and staff
- Supervise booth volunteer at the Nevada Wild Fest to ensure proper event procedures were followed

**WORK EXPERIENCE**

**Student Assistant**, UNLV Library, Digital Collections  
**Temporary Staff**, Las Vegas Sands Convention

Oct 2013 – present  
Aug 2014 – Sept 2014

**ACTIVITIES**

**Member**, UNLV Rebel Event Board  
**Coordinator**, Greek Food Festival  
**Event Planner**, Nevada Wild Fest at Rio Hotel and Casino  
**Magical Forest Volunteer**, Opportunity Village  
**Special Education Assistant**, Judith Steele Elementary

Aug 2014 – present  
Sept 2010 – present  
Aug 2014 – Sept 2014  
2010 – 2013 (seasonal)  
Nov 2010 – June 2012



# Rene Castaneda

9758 Cactus Court | Las Vegas, NV 89154  
castaneda123@unlv.nevada.edu | (702) 555 – 5555

## EDUCATION

University of Nevada, Las Vegas  
Bachelor of Science in Electrical Engineering, GPA: 3.8

May 2016

Griffith University, Gold Coast  
Electrical Engineering Study Abroad Program in Australia

Spring 2014

## TECHNICAL SKILLS

Assembly/C++/C/VB.Net Programming, MATLAB, MPLAB (PIC Programming),  
OrCAD Layout, OrCAD PSpice, AutoCAD, Microsoft Office Suite, Windows 98-Vista

Centering key skills  
is a way to brand  
your resume.

## ENGINEERING PROJECTS

### **Livestock Monitoring System – Senior Design Project**

Spring 2016

- Design utilizes GPS and Zigbee transceiver as a method to monitor livestock within one square mile
- Transmits the location of livestock up to 15 miles
- Transmits at 2.4 GHz to a relay tower, which transmits at 900MHz to a computer
- Computer utilizes GPS maps to plot the position of animals, tracking them sequentially

### **High Voltage Transformer – Electromagnetic and Power Systems Course Project**

Spring 2015

- Design increased voltage from 6 volts DC input to 120 volts AC output
- Built and Automatic Switching Relay to pulse a DC input

### **Amusement Park Track Controller – Feedback and Controls Course Project**

Fall 2013

- Low cost automation design for controlling a car without physical barriers
- Ran computer simulations of various feedback techniques
- Designed system to replace current mechanical alternative

Utilize class  
projects as a way  
to demonstrate  
relevant skills.

## RELEVANT WORK EXPERIENCE

### **Substation Engineering Intern**

Summer 2015

NV Energy, Las Vegas, NV

- Assisted with automation engineering segment for RTU change out/upgrade project
- Collected data for RFQ and economic analysis of possible replacement devices
- Designed and created wiring schematic and layout using AutoCAD
- Implemented point list database for use in SCADA environment

### **Student Systems Administrator**

Fall 2014

College of Engineering, University of Nevada, Las Vegas

- Repaired and maintained hardware/software for faculty of the College of Engineering
- Connected engineering computers to the College of Engineering network
- Tested memory and other spare parts; rebuilt computers using tested and new parts

## HONORS AND ACTIVITIES

- Member, IEEE
- 2<sup>nd</sup> place in Electrical/Computer Engineer Senior Design Competition
- Recipient, Union Pacific Annual Scholarship
- Attendee, IEEE Electronic Components and Technology Conference, San Diego, CA

2013 – Present

March 2016

August 2015

May 2014

## LILIAN LAMOREUX

Las Vegas, NV, 89110 | (702) 555-5555 | lamoreux@unlv.nevada.edu

### EDUCATION

University Nevada, Las Vegas (UNLV)  
Bachelor of Science in Kinesiology

Expected May 2018  
GPA: 3.42

### LEADERSHIP EXPERIENCE

*Division I Student-Athlete, Women's Soccer Team, UNLV* 2015- Present

- Maintain workload of 12 credits while practicing and training 20 hours per week
- Collaborate with teammates and coaches in all facets of the program
- Participate in community events including Freshman Move In, Rebel Kindness Challenge
- Serve as role model at Rebel Kids Club

*Student-Athlete Advisory Committee (SAAC)* 2017-Present

- Team representative
- Mountain West Conference SAAC Representative

### HONORS AND AWARDS

Dean's List 2015, 2016  
NCAA Tournament First Round Appearance 2016  
Two-time Mountain West Player of the Week 2016  
Mountain West Conference All-Academic Team 2015, 2016

*Other optional information: Scholarships, related athletic department awards*

### PROFESSIONAL DEVELOPMENT

UNLV Career Services Networking Event 2015, 2016  
R.E.B.S. Life Skills Career Seminar 2016  
R.E.B.S. Life Skills Leadership and Legacy Seminar 2016

### PROFESSIONAL CERTIFICATIONS

American Heart Association First Aid, CPR/AED Certified

Student-athletes demonstrate commitment, dedication and outstanding teamwork. Be sure to include this in your resume.

## Thomas Opatz, BSW

1456 Rebel View Drive • Henderson, NV 89104 • (702) 555-5555 • topatz@unlv.nevada.edu

### EDUCATION

**Master of Social Work, Advanced Standing Program**  
University of Nevada, Las Vegas

Anticipated May 2017

**Bachelor of Social Work**

University of Nevada, Las Vegas

June 2009

### PRACTICUM EXPERIENCE

**Montevista Hospital, Las Vegas, NV**

- Facilitate assessments with patients in adult and children inpatient units
- Develop treatment plans for adults and children residing in inpatient units
- Refer patients to community resources in order to facilitate a therapeutic continuum of care
- Observe and co-facilitate Process and Discharge Planning groups
- Develop and facilitate psycho-educational groups with adolescent patients in the Partial Hospitalization Program
- Observe and participate in multidisciplinary treatment team meetings
- Participate in weekly individual and group supervision

Sept 2014 – Present

**Summerhill Mental Health Association, Las Vegas, NV**

- Provided individual counseling for clients dealing with issues around current and chronic grief
- Completed intake assessments for bereavement program
- Co-facilitated bereavement support group for parents who have lost a child
- Provided intern support to facilitator in a Survivors of Victims of Homicide Support Group
- Assisted in planning and running a homicide vigil

Sept 2013 – Present

### RELEVANT WORK EXPERIENCE

**Social Worker**

Shade Tree, Las Vegas, NV

- Completed intakes for women seeking admission to the shelter
- Assisted women in attaining secure housing, financial backing, legal support, and interpreter assistance
- Facilitated groups for women regarding domestic violence issues

Jan 2011 – Present

**Child Protection Worker**

Children's Aid Society, Las Vegas, NV

- Worked with families to implement individual, family, and group counseling plans
- Engaged in referrals, consultation, and coordination with internal agency and professional resources
- Monitored family functioning, assessing risk to children in the home and determining whether revisions in plan were needed
- Investigated reports of physical/sexual abuse, neglect and requests for child/family services as assigned, including identifying problem areas and developing a comprehensive treatment plan
- Admitted children into care by Apprehension and Care By Agreement, when necessary

Sept 2009 – Dec 2011

Thomas Opatz, BSW – Page 2

### Social Worker

Hiatus House, Las Vegas, NV

- Completed intakes for women and their children seeking admission into Hiatus House, an emergency shelter and crisis intervention program for women and their children experiencing domestic violence
- Provided individual and group counseling for women related to domestic violence and the planning of their next step
- Assisted women in attaining secure housing, financial backing, legal support, and interpreter assistance
- Facilitated groups for women related to issues around domestic violence
- Provided crisis intervention on support phone-in line

Aug 2008 – Sept 2009

### ADDITIONAL WORK EXPERIENCE

**Social Work Summer Intern, Hiatus House**

Youth Camp Counselor, City of Las Vegas

Summer Sports Camp Counselor, YMCA, City of Las Vegas

Summer 2008

Summer 2006, 2005, 2004

Summer 2003

### TRAINING

- Working with At-Risk Infants and Their Families

Child Welfare Training Program

Feb 2010

- Protecting Children and Strengthening Families – Part 1 & 2

Children's Aid Society

July 2009

- Collaborations in Child Welfare: Health & Safety/Violence in the Workplace

Children's Aid Society

June 2009

- Vicarious Trauma Workshop

Children's Aid Society

June 2009

- Stages of Change Interventions for Individuals and Populations Workshop

Dr. James Newton, Sunrise Hospital

Oct 2008

- Senior Counselor Training

YMCA Camp

Aug 2003

### ACTIVITIES

- Vice-President, Social Work Student Association, University of Nevada, Las Vegas

Sept 2006 – Apr 2007

- Student Representative, Social Work Program, University of Nevada, Las Vegas

Oct 2005 – Apr 2006

Graduate level or advanced-experience students may need a two-page resume. Have enough relevant information to fill up at least half of the second page.



# Job Search



## Before You Start Your Search

Job searching can be an overwhelming process and may take longer than you would like. You have probably heard the phrase, “looking for a full-time job is a full-time job.”

Conducting a job search does not necessarily take 40 hours a week, but it does require you put in the work it takes to be a competitive candidate.

Especially in a tough job market, it is more important than ever to do everything in your power to enhance your presentation as a candidate and to utilize a combination of job search methods to ensure your success.

### Know Yourself

You will be more successful in your job search if you are confident that your experience and skills qualify you for the position for which you are applying. To do this, you must have a clear idea of your skills, interests, accomplishments, experience, goals, and values. For clarity, you may want to see a career counselor in Career Services.

### Pay Attention to Detail

Tailor your resume, cover letter, online application, and interview answers specifically to each position for which you have applied.

### Match Yourself to the Right Position

Thoroughly research the position and organization to which you are applying and make certain you are a good fit. Think about products and services offered, growth, competitors, number of employees, organizational structure, geographic locations, working climate, benefits, community involvement, and anything else that you consider important.

### Be Focused

Be persistent and follow up. Keep careful records of your job search process, including all materials used in the job search: resumes, references, recommendation letters, cover letters, job postings, research conducted on employers, correspondence from employers, and any other relevant materials.

### Have a Positive Attitude

Be flexible in a tough job market. This could mean being willing to relocate, expand your horizon from the ideal job to more tangentially related areas, or accept a more entry-level position than anticipated. College graduates are promotable. Keep perspective and know that behind every slowdown and downturn in history there is a recovery, so keep your eye on the long run.

## TOP 10 SKILLS EMPLOYERS LOOK FOR IN A CANDIDATE



According to research by the National Association of Colleges and Employers (NACE), these are the top 10 skills employers are looking for in an ideal candidate:

- Communication skills
- Interpersonal skills
- Honesty and integrity
- Teamwork skills
- Motivation and initiative
- Strong work ethic
- Analytical skills
- Flexibility and adaptability
- Computer skills
- Self confidence and maturity

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Why, yes, Nicholas Cage IS a member of Nevada Public Radio. [#CageClassicalStudio](#)

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News 88.9 KNPR



[@CatherineCortezMastoForNV](#) chats with Carrie this morning on News 88.9 KNPR.

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Tivoli Village



Kim stays cool regardless of the heat.  
[#DesertCompanion](#) [#PubCrawl](#)



Andrew, Amanda & Flo on the [#RedCarpet](#).

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Las Vegas, NV



Joe arrives with [@ImagineDragons](#) frontman [@DanReynolds](#).

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Classical 89.7



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## Networking

The word “networking” often conjures up unsettling feelings among college students. Networking is not asking for a job; it is developing a broad range of contacts. The key to networking starts before the job search. For college students, involvement on campus is one way to build a cadre of supportive colleagues and alumni down the road. In particular, students should pursue involvement with professional associations related to their field of study, both on and off campus. Professional associations bring leaders of organizations to meetings and these can be key contacts for referral to professional opportunities.

Networking is not a magical process, but rather the art of opening up conversation and engaging another individual. Be curious about the individuals you meet and engage them in questions about themselves and their careers. Follow up with individuals who interest you. Share your appreciation and ask for more information. You may want to arrange an informational interview – a face-to-face meeting – to get first-hand information and advice about pursuing your career field of interest. What is most important is that you always smile and present yourself positively and professionally.

Essentially, networking is simply talking to people. People love to share their expertise and knowledge when they can. They have been in your shoes and remember how hard it was. The easiest way to break the ice is to start with the people you know – friends, trusted colleagues, relatives, former classmates, professors, and advisors.

Arranging personal visits to professionals in your field of interest, attending professional events and educational sessions, and visiting employment centers or departments where you desire to work can make a major difference in employment leads and eventual job offers.

## Informational Interviews

The purpose of informational interviewing is to learn more about an occupation or industry in which you are interested. An informational interview is not a time to ask for a job. However, it can lead to building a network of professionals inside a field or company which may open up opportunities for future employment opportunities.

To arrange an informational interview, you can email, call or send a letter to the person you would like to interview. Most people remember what it was like to be in your shoes and are happy to help. If the person declines your offer, ask for a referral to someone else and thank the person for his or her time.

## Sample Questions to Ask During an Informational Interview

- What training is required for this type of work?
- What personal qualities or abilities are important to being successful in this field/position/company?
- How did you end up in this position? What has been your career path?
- What do you do on a typical day in this position?
- What part of this job do you find the most challenging or most satisfying?
- What are the hot issues in this field?
- How many hours do you typically work in a week?
- What is the corporate culture here?
- What advice would you give a person entering this field?
- How does your job fit into the organization?
- How do you find out about job openings in this field?



## A SAMPLE SCRIPT FOR SETTING UP AN INFORMATIONAL INTERVIEW

“Hello, my name is \_\_\_\_\_ and I am currently a junior at the University of Nevada, Las Vegas. I am majoring in psychology and I am interested in your field of work.

I am trying to determine my future career direction and was wondering if you would mind sharing your insight with me. Would you be willing to spend 20 to 30 minutes with me to discuss your experiences?

I am happy to meet you at your office at a time that is convenient for you.”

Dress professionally when going to your informational interview. Bring a notebook and prepared questions. Be punctual and polite. Remember to listen attentively and express your gratitude to the person for sharing his or her time and insight. Be sure to get his or her business card and send a thank-you email or letter.

## Hire A Rebel

As a current UNLV student or alumni you have 24/7 access to a free, online recruiting system designed specifically for you called Hire A Rebel. Within Hire A Rebel you are able to search through a variety of job and internship postings for all industries. All personal student and alumni information is kept confidential and secure and we do not sell your information.

### Access To Hire A Rebel

The Hire A Rebel login page can be accessed through [unlv.edu/hirearebel](http://unlv.edu/hirearebel).

**Current students (using the system for the first time):** Use your UNLV Student ID as both the username and password. You will be prompted to change your password and set up your profile.

**Alumni:** Use your Alumni Association membership number (starts with 070) as both the username and password or contact Career Services for assistance at 702-895-3495.

**Password Change:** You can change your password anytime. If you forget your password, simply use the "Forgot Password" link on the Hire A Rebel login page and a new password will be emailed within minutes to the email associated with your Hire A Rebel account. Please note, all previous passwords will be deleted once you click the link.

### Search For Jobs and Internships

Within Hire A Rebel you can search through job and internship postings using the "Job & Internship Listings" tab. You can search by industry, location, or other parameters for positions and apply either through the system or directly to the employers as specified in the posting. You can also access positions posted to more than 800 other colleges. The "Search Agent" feature notifies you through email when a position is posted that meets your search criteria.

### Additional Job Search Websites

Check out the following job search resources in addition to Hire A Rebel:

- Beyond – [beyond.com](http://beyond.com)
- CareerBuilder – [careerbuilder.com](http://careerbuilder.com)
- Craigslist – [craigslist.com](http://craigslist.com)
- Hcareers – [hcareers.com](http://hcareers.com)
- Indeed – [indeed.com](http://indeed.com)
- Job Central – [us.jobs](http://us.jobs)
- JobServe – [jobserve.com](http://jobserve.com)
- LocalJobster – [localjobster.com](http://localjobster.com)
- LinkedIn – [linkedin.com](http://linkedin.com)
- Monster – [monster.com](http://monster.com)
- Oodle – [oodle.com](http://oodle.com)
- SimplyHired – [simplyhired.com](http://simplyhired.com)
- Snagajob – [snagajob.com](http://snagajob.com)
- USAJOBS – [usajobs.gov](http://usajobs.gov)

## On-Campus Recruitment

### On-Campus Interviews

On-campus interviews are an important tool to save you time and energy in your job search process. Recruiters from across the country and abroad come to UNLV to interview qualified candidates to fill their full-time, part-time, and internship openings. On-campus interview opportunities are available through Hire A Rebel.

### Marketing Tables

Marketing tables are excellent opportunities for employers to meet with students one-on-one in various locations throughout the campus. Marketing tables typically lead into an Information Session for a larger group of interested candidates.

### Information Sessions

Many employers coming to campus will also host Information Sessions for candidates and others who want to learn more about their organizations. These presentations are an integral part of the interview process and an excellent way for you to meet recruiters interested in hiring UNLV students and alumni.

## Job Fairs

Career Services hosts several job fairs for all majors each academic year for students and alumni. Students are encouraged to attend in order to network with human resources and corporate personnel. You can obtain career information, learn about current and future openings, gather information critical to your job search, and possibly apply for a job. Visit [unlv.edu/hirearebel](http://unlv.edu/hirearebel) for detailed information.

### Job Fair Tips

- Review the list of attending employers on the Career Services website and research those of interest to you prior to each fair: [unlv.edu/hirearebel](http://unlv.edu/hirearebel).
- Make sure your resume has been proofread and is ready to sell your skills. Visit Career Services to have a counselor review your resume to make sure it is ready to share with potential employers.
- Bring enough copies of your resume so you can present one to each organization that interests you. Keep in mind, there may be last-minute employer additions at the event.
- Prepare a 30-second introduction about yourself that quickly tells the employer the kind of position in which you are interested.
- Practice your interviewing skills. Even though this is a fair, the employer still may ask you questions about your experience so you need to be prepared. You may also be invited for an interview following the fair.
- Dress to impress! This will be your first impression with the employers you meet and you want it to be positive.

- Comfortable shoes are recommended since you will be walking and standing, but make sure they are professional.
- Ask company-specific questions to employers and start building relationships that can lead to opportunities later.
- Collect business cards and follow up with organizations you interacted with at the fair.

## Online Applications

Online applications are a common way to apply for a position with a company or organization. Many of the same guidelines you use for a resume are true for an online application as well. Just like a resume, an online application is the first impression you give an employer. It is a reflection of your professionalism, maturity, and attention to detail.

It is essential you complete all of the fields in an online application. Do not leave any fields blank. Do not say “see resume.” Online applications can take anywhere from one to two hours to complete, so take your time and be sure to tailor your application to the position for which you are applying. Use keywords from the job description. Check your spelling and grammar and use appropriate punctuation.

Be honest on your application. Answer all the questions about criminal records, driving records, and reasons for leaving a previous position honestly. Employers will discuss the circumstances of your responses during the interview but it is important that you are straightforward from the beginning. When answering questions about your previous experiences, be positive and talk about the lessons you have learned.

Attach a resume and cover letter with your application and follow up with a personal email to a recruiter, if possible, letting him or her know you have submitted your online application.

## Recruitment Policies

Recruiters spend a lot of time, money, and effort locating the right people for their organizations through the use of Career Services. In order for Career Services to attract and retain companies interested in hiring UNLV students and alumni, you must act with the highest degree of professionalism. This includes providing accurate information and following through on all commitments made.

Students and alumni who use Hire A Rebel will be held accountable for their actions, in accordance with Career Services’ policies, as follows:

## Interview Appointments

Interviews scheduled online through on-campus interviews or in person at UNLV job fairs are important commitments on behalf of both the candidates and the recruiters. Students or alumni who fail to show up for an appointment or cancel with less than a 24-hour notice damage the university’s reputation, waste the recruiter’s time, and may cost another person a job or internship opportunity. Interview appointments can be canceled online through Hire A Rebel up to 48 hours before the interview date. For cancellations with less than a 48-hour notice or to cancel interviews scheduled at our job fairs, please call Career Services at 702-895-3495.

Cancellations with less than a 24-hour notice will normally require a letter of apology to the recruiter. Failure to follow these guidelines can lead to suspension from Hire A Rebel for the rest of the semester and cancellation of other on-campus interviews already scheduled.

## Student Profiles on Hire A Rebel and Resumes

The information you enter into your Hire A Rebel profile is used to determine eligibility for on-campus interviewing opportunities. It is your responsibility to ensure your information remains current and accurate. Your resume and other documents you provide to recruiters (either online or in person) should also be current and accurate. Intentional falsification of profile information or resume information can result in suspension from Hire A Rebel for the rest of the semester, cancellation of on-campus interviews, and referral to the Office of Vice President for Student Affairs for possible disciplinary action in accordance with the UNLV Student Conduct Code.



## SUBMITTING YOUR RESUME ELECTRONICALLY

Email your resume as a PDF document when possible. Utilize your name in the file name when saving your documents. Follow up with a simple email to the employer to ensure your materials were received. If the employer requests a text or scannable resume, keep formatting simple and avoid underlining, italics, bullet points, boldface fonts, and lines.



## Employer Research

[guides.library.unlv.edu/careers](https://guides.library.unlv.edu/careers)

### How Informed Are You?

As you explore potential employers, look beyond the information provided by the company's website to gain a thorough understanding of its activities by using reputable resources provided by the UNLV Libraries at this link:

[guides.library.unlv.edu/careers](https://guides.library.unlv.edu/careers).

### Why Research a Company?

- As a student, you have exclusive access to premium content through the UNLV Libraries that will give you a competitive edge.
- Uncover a complete picture about your future employer, its activities, competitors, business strategies, financial health, and the industry.
- Use this knowledge to craft informed questions to ask during the interview that will enable you to describe your strengths and experience to the company. Ensuring you are the best fit for the company will lead to success in your future.

### Company Profiles

Why are profiles useful for your job search? Profiles are descriptions of the company that may contain:

- Company history
- Financials
- Organizational structure and more

Profiles will provide a great starting resource for you to uncover information about potential employers.

## A Note About Public, Private, and Non-profit Research

Look for news articles and press releases to discover information about current or future projects and potential opportunities when profiles are not available.

### Career Outlook

What does the future hold for your chosen field? What are the average salaries for your chosen career? What will a typical day be like at your ideal company? Search the following sources for the answers:

**Occupational Outlook Handbook:** [bls.gov/ooh](https://bls.gov/ooh)

Learn more about your chosen career field by exploring working conditions, education needed, potential earnings, and expected job prospects in a wide range of occupations.

**Vault Career Intelligence:** [guides.library.unlv.edu/careers](https://guides.library.unlv.edu/careers)

Research background information about companies, schools, internships, and industries. Also, search for current job openings, get essential advice on resumes, interviews, networking, and more to help you launch your career.

### Industry and Market Research

Learn about the opportunities and threats facing the industry you are entering. This type of information will help job seekers understand how the market is faring and what the future may hold for employment.

### Trends and News Articles

Locate breaking news and changes about a variety of companies and their industries by searching newspapers and trade publications. Discover potential job opportunities that fit your qualifications.

For additional assistance, schedule an appointment with Lateka Grays, CDF, at [lateka.grays@unlv.edu](mailto:lateka.grays@unlv.edu).

# Job Search Success Checklist

## Know Yourself and Where You Want to Work

- Identify personal strengths, skills, interests, and values by completing a self-assessment
- Make a list of 10 possible entry-level jobs and salaries in your areas of interest
- Research organizations or companies for which you would like to work
- Clarify your career goals by meeting with a Career Services counselor

## Prepare for Your Search

- Have your resume and cover letter reviewed by Career Services
- Activate your Hire A Rebel account and upload your resume at [unlv.edu/hirearebel](https://unlv.edu/hirearebel)
- Create a professional profile on LinkedIn
- Develop a 30-second speech for short encounters with employers
- Select three individuals who can serve as references
- Complete a mock interview with Career Services
- Ensure the professionalism of your voice mail message, email address, and social networking sites
- Join professional associations in your field of interest and attend networking events

## Start Searching

- Regularly check [unlv.edu/hirearebel](https://unlv.edu/hirearebel) for career opportunities and on-campus interviewing activities
- Attend a job fair hosted by Career Services
- Develop a system for keeping track of your contacts, interviews, and other job search activities
- Follow up immediately on every interesting job lead
- Develop a list of potential networking contacts and keep in touch with them





# Social Media



## Using Social Media Wisely

Social media can be a powerful tool in your job search. Used correctly, social media can help you find job opportunities and connect with people who can assist you in your search. But with the wrong content, social media can also cost you a job opportunity or even your job.

A majority of employers use social media in their recruitment efforts as well as researching candidates during the application process. When a hiring manager searches your name, you want to ensure the content is professional and represents you well.

Here are some helpful tips on how to use social media to leverage your job search:

### Create Your Online Presence

You only get one first impression - make it a good one. Present yourself online just as you would in person. Use an appropriate profile photo, do not use profane language, avoid grammatical and spelling errors, and do not make negative, insulting posts, or charged posts. Employers are looking for positive and professional team members to serve as an extension of their company.

Make a professional impact online by showing that you are interested in your prospective field. Share industry insights and post links to interesting stories. Do not forget to showcase your professional qualifications, experiences, and skills on your social media accounts and keep your information current.

Your profiles should include keywords that a recruiter or hiring manager might type into a search engine. Research the types of jobs you are looking for and include keywords in your online profiles so you stand out.

### Research and Engage Online

Social media is not just for recruiters. It is also an effective way to research a company or industry professionals so you are prepared when you interview or are networking. Follow a company's social media accounts to stay current on their news and to research professionals with whom you may interview.

Professional networking sites were designed to connect professionals. Do not be afraid to use those functions to your advantage. Be mindful of when a company posts information by commenting, liking their updates, or sharing their information. Join groups that pertain to your field of interest to network and to broaden your knowledge of the field and industry trends.

Another key online resource are your fellow UNLV alumni. They can provide you with valuable insights about companies you may be interested in and provide connections within those companies. Join the many UNLV social media networks and the UNLV Alumni Association Facebook and LinkedIn groups to leverage this key resource.

### Protect Your Online Presence

Once you have your social networks set up, it is important to keep your information and your privacy settings up to date. Social media sites can change their privacy policies so do not assume that private settings mean everything is private. Consider anything you put online will never go away and approach content as if it will be public.

It is a good idea to search yourself occasionally so you know what is on the Internet when people search for you. If anything questionable shows up, remove it if you can. A few recommendations to minimize harmful content would be to delete any of your own unprofessional posts, untag yourself from questionable pictures, and remove any derogatory third-party links. Even if your privacy settings are on, it does not mean a recruiter cannot find it.

## Maximize Your Job Search With LinkedIn

Think of LinkedIn as a more dynamic and visual representation of your resume. It provides a snapshot of your professional experience and interests so you can make a strong first impression when networking contacts online. With over 500 million members worldwide, LinkedIn is the go-to resource for professional networking.

Here are some tips for creating an effective LinkedIn profile:

- **URL:** When you first set up your LinkedIn profile, change the URL so it is something easy to remember and type, such as your name.
- **Headline:** Keep your headline short and engaging. Employers should know what you are looking for right away. For example, "UNLV honor student seeking marketing position."
- **Photo:** Upload a photo of yourself professionally dressed with a plain background.
- **Summary:** Your summary is a short version of your qualifications and goals. Describe what motivates you. You can focus on your soft skills in this section to enhance the other elements of your profile.
- **Education:** Include the degree you are seeking or have earned and your declared major(s) and minor(s). Show off your GPA, test scores, honors, and awards if they are relevant to the type of job you are seeking. High school should not be listed once you are in college.
- **Experience:** List your work experience including part-time employment, internships, involvement with clubs or organizations, and volunteer work. Photos or examples of your projects are a great addition.
- **Recommendations:** Try to include at least one recommendation for each position you have held. Ask managers, professors, or classmates with whom you have worked closely for a written recommendation.
- **Skills and Expertise:** Include keywords that represent your skills and that potential recruiters may be searching. You can find relevant ones in job listings and profiles of people who are working in your field of interest.

Once you have your LinkedIn profile created, it is time to start networking. Here are a few things to keep in mind:

- **Start Building:** Assemble a network of people you know or have interacted with and who are in professional positions. When asking them to connect with you, send a personalized invitation.
- **Get Connected:** Join groups as a way to reach out to potential networking contacts. Start with your university and industry groups.
- **Be Active:** Post updates regularly to help you stay on your network's radar and to build your professional image. Mention your projects or the professional events you are attending.

Need help with your LinkedIn profile? Schedule an appointment with your career counselor today.



## BEST COMPANIES TO WORK FOR

Where do you want to work? Spend time researching the industries you are interested in and find out which companies have the best ratings. The following sites can be useful resources to help you rank companies according to size, growth potential, innovation, diversity, and other key factors.

- [fortune.com](http://fortune.com)
- [forbes.com](http://forbes.com)
- [collegegrad.com](http://collegegrad.com)
- [workingmother.com](http://workingmother.com)
- [black-collegian.com](http://black-collegian.com)
- [latinastyle.com](http://latinastyle.com)
- [diversityinc.com](http://diversityinc.com)
- [aarp.org](http://aarp.org)
- [flexibilityalliance.com](http://flexibilityalliance.com)



# Interviewing



## Preparing for Your Interview

Interviews provide a potential employer the opportunity to learn more about you and for you to learn more about an employer. At this point, the employer has reviewed your resume and is familiar with your qualifications. Employers are looking more at your soft skills such as interpersonal skills, teamwork, and professionalism. The interview allows you to showcase your communication skills by articulating the qualifications that make you the best candidate for the position and company.

Employers are looking for a good fit; someone who has the right background and personality to blend in well with the company. Attitude and personality are just as important as qualifications. Be yourself, but be your best self. Preparing for an interview is equally as important as the interview itself and will help you feel relaxed and confident during the interview.

### Know Yourself

Spend some time familiarizing yourself with your qualifications and accomplishments by looking over your resume. Get to know your personal attributes and skills by taking a self-assessment (see page 5 for more details). Think about your career goals—where do you see yourself down the road?

### Research the Company

Doing your homework not only impresses the recruiter, but also helps you choose the company that is most suited to you. Demonstrating the fact you have researched a company can set you apart from other candidates. Employers want people who know something about their company before they step into the interview room.

### Prepare Answers to Interview Questions

Review a list of common interview questions and practice your answers. Not every interview will be the same, but preparing answers to some common questions will help you focus on the most important information to convey during an interview.

Practice answering questions in front of a mirror or role-play with a career counselor or a close friend who can give you constructive feedback. The important thing is not to memorize your answers, but to become familiar enough with the information that you can confidently express yourself to the employer. Practice your interviewing skills by participating in a videotaped mock interview through Career Services.

### Prepare Questions to Ask the Employer

At the end of almost every interview, the employer will ask you if you have any questions for them. This is a great time to show off your knowledge of the company and your enthusiasm for the position. Asking intelligent questions lets the interviewer know that you are interested, which could set you apart from other candidates. It is always a good idea to prepare a few questions in advance. Here are a few sample questions you can ask:

- What do you like most about working for this company?
- What attracted you to this company?
- What are your company's goals in the next few years?
- What qualities are you looking for in a successful candidate for this position?
- Could you describe a typical day in this position?
- Who are the people I would be working with in this position, and what are their roles?

### Questions to Avoid

Avoid asking questions about salary, vacation, holidays, and/or sick-day schedules. Let the employer approach these issues first. You want to show your interest in the employer and position and not your own personal desires.

## Phone and Webcam Interviews

Phone and webcam interviews are used to screen candidates early in the interview process as a cost-saving technique before inviting candidates for an on-site interview. They can be with one person or a panel of people and can last anywhere from 10 minutes to one hour.

### Helpful Tips for Electronic Interviews

- Give yourself a minimum of 30 minutes when scheduling your interview. You do not want to cut the interviewer off or rush through your interview.
- Make sure your phone or laptop is fully charged or is plugged in.
- Create a quiet place free of distractions from pets, visitors, television, children, or other phone calls. If need be, you may use the Career Services facilities for your interview.
- Have your resume, job description, questions for the interviewer, pen, paper, and other prepared notes in front of you. However, do not get distracted by shuffling papers during the interview.
- Make a note of everyone on the other end of the interview when they introduce themselves and use their names throughout the interview whenever possible.

### Tips for Phone Interviews

- Do not interrupt your interview to take another call if you have call waiting.
- Be aware that walking around the room may affect your signal. It is recommended you use a landline to avoid dropped calls.
- Answer the call with your name to avoid an awkward start to the interview.
- Smile when you talk – your enthusiasm will be heard by the interviewer.
- You cannot count on clues from an interviewer's body language, so avoid being too long-winded. Pauses are a normal part of phone interviews and are often because the interviewer is trying to avoid interrupting you. Stay focused, calm, and friendly.

### Tips for Webcam Interviews

- Create a professional webcam username.
- Log in early so the employer knows you are prepared.
- Dress professionally from head to toe. The employer may ask for a full-body shot.
- Look directly into the camera and avoid wandering eyes.
- Avoid leaving the camera view until the interview is completely finished.
- Set up the camera view in a professional, clean setting.
- Adjust any light sources in the room to highlight your face, with no lights shining into the camera.
- Test out your webcam, microphone, and speakers before your interview to make sure they are working properly. Practice with a career counselor or friend so that you can make sure the equipment is working on the other end.
- Make sure your area has a strong internet connection to avoid dropped calls.
- Do not forget to use positive body language, just as if you were having the interview in person: good posture, hand gestures, and facial expressions.



## INTERVIEWING TIPS

- Dress professionally and be well-groomed.
- Arrive at least 10 minutes early. Drive the route the day before if necessary.
- Bring extra copies of your resume and your reference list.
- Carry a leather-bound folder for taking notes or carrying handouts.
- Present positive body language by smiling and making eye contact.
- Make a good impression by shaking hands and remembering and using people's names.
- Treat everyone with whom you come in contact respectfully, including the front-desk receptionist.
- Make small talk easily so you will come across as easy-going and relaxed.

## Dressing Professionally

Most experts agree that 80 percent of an interviewer's opinion of a candidate is based solely on his or her first impression. Professional dress, positive body language, and a well-groomed appearance are important components of that first impression.

Dress codes vary by company and industry, making it difficult to decide the most appropriate interview attire. Some employers have adopted business casual dress policies for everyday wear, but that does not necessarily mean you should dress casually for the interview. Find out how professionals within a certain company or field dress by reviewing company literature, stopping by the office, or asking someone who works in that particular industry.

You may be concerned that you are not the suit-and-tie type. Your individuality is important, but you will have plenty of opportunities to display your unique style once you have the job. Use the interview to determine the culture of the company, including dress policies, but do not give the employer any reason to select someone else over you before they have had a chance to get to know you.

### Avoid Strong Fragrances

Wear deodorant, but do not wear perfume, cologne, or aftershave. The interviewer may not have the same taste as you, and you do not want to overpower the room.

### Be Well Groomed

Clean nails, showered, good breath, and a neat hairstyle are always crucial. Shined shoes and fresh clothes that are crisply ironed are also important. Bring some mints.

### Test Drive Your Interview Outfit

It is a good idea to try out your interview outfit once or twice before the interview so you know how you feel in it while walking, sitting, and standing. Also, make sure your suit fits well. If it does not, have it altered. A well-fitted suit looks professional and gives you confidence.

### Avoid Items That Scream "Student"

Backpacks, gigantic water bottles, and other campus gear are not necessary at an interview. Also, turn your cell phone OFF! Even a cell phone on vibrate is enough of a nuisance and distraction during an interview to turn off a potential employer.

### Less Is More

Keep your look simple. Wear minimal jewelry and conceal body piercings or tattoos.



## WHAT IS BUSINESS CASUAL?

You may be invited to a recruiting event where the recommended dress is business casual. Business casual is not as formal as a full interview suit, but not as casual as what you wear to class. When in doubt as to what is appropriate, simply ask. Err on the side of caution; it is best to dress up rather than dress down.

**Men:** Khakis, trousers, or suit pants can be paired with a knit shirt, or a collared, long-sleeved shirt that does not demand a tie. Add a leather belt, hard-soled shoes, and dark colored socks, and you will be well within the range of appropriate business casual dress. Leave the athletic shoes at home.

**Women:** Tailored shirts or blouses paired with skirts or slacks are appropriate business casual choices. Other choices include a jacket or sweater set. Shoes should not show the toes. Do not confuse "after five" attire with business attire.

## Examples of Professional Attire

Hair neatly trimmed and styled;  
facial hair neatly groomed;  
avoid cologne

Subtle shirt; coordinating  
necktie with a subtle pattern;  
undershirt; matching belt



Conservative, two-piece suit in a  
dark color - navy, black, or gray

Minimal jewelry;  
neatly groomed nails

Dark leather shoes to match  
your suit; polished



Dark socks that fully cover calves  
when seated; no white athletic socks

Hair neatly trimmed and styled; minimal makeup; avoid perfume



Conservative; two-piece dark suit - navy, black, or gray (pants or skirt)



Simple, minimal jewelry; plainshell or blouse; avoid low-cut tops

Neatly groomed nails

Neutral stockings or socks; avoid bare legs; cover visible tattoos

Closed-toe shoes; polished; avoid heels over two inches



## Answering Interview Questions

It is normal to be nervous during an interview. Take a deep breath and keep the tone conversational. Some interviewers may ask you a set of predetermined questions while others may be more conversational and ask open-ended questions based on your resume. Find a good balance between listening and speaking.

### Listen and Observe

Try to follow the interviewer's lead and watch for signals from the employer as to whether your responses are too short or too long. Adapt to the interviewer's style.

### Practice Patience

Do not let a tough question throw you off. Do not be afraid to ask for clarification if needed, and give yourself time to think before responding.

### Stay Positive

Always speak positively of past experiences and previous employers. Emphasize what you learned from past experiences; not what you did not like.

### Develop a Personal Theme

Know three good reasons why you are an outstanding candidate for the position and/or company and weave them into the interview.

### Be Enthusiastic

Communicate your passion for this particular position, company, and industry. At the end of the interview, let the interviewer know that you are interested in this position.

### Use Positive Body Language

Refer to our Verbal and Non-Verbal Communication Tips on the next page.

### Be Specific: Use the STAR Method

Do not just say, "I'm a good manager." Give an example of how you have demonstrated good management skills. Describe a **S**ituation, the **T**asks defined in the situation, the **A**ctions you took, and the **R**esults of those actions. Using examples is one of the most important components of good interviewing!

## Behavior-Based Interview Questions

Behavior-based interviewing has become a common interviewing technique. In this type of interview, interviewers will ask you to describe a specific example of a past behavior in order to predict future behavior.

For example, an interviewer might ask, "Tell me about a time when you had to work under intense pressure to meet a deadline." In this case, the interviewer wants you to describe an actual situation using specific details, how you handled the situation, and the outcome of the situation.

Tell the interviewer a good story with the details of the situation. An interesting story makes you a more memorable candidate. Coming up with detailed examples of specific past events on the spot can be difficult. Use the sample questions below as a guide to get started. Think of situations you have handled in previous work and school experiences.

### Sample Behavioral Interview Topics

- Tell me about a difficult situation you dealt with.
- Describe a time when you had to assist a colleague.
- Give me an example of a time when you had to defend your idea.
- Describe a time you found it necessary to make an unpopular decision.
- Give me an example of when you had to work on a team with someone you could not get along with and how you resolved it.

## Sample Interview Questions

Here are some standard questions that you may be asked during an interview along with suggestions of how to craft your answers. It is important to practice what you will say in advance so you are comfortable when answering during the actual interview.

### Tell me about yourself.

Keep your answer brief and concise (60-90 seconds). Highlight your academic background, work experience, and personal attributes relevant to the position. Express your enthusiasm for the position and your desire to work for the company.

### Why do you want to work for this company?

Tell a story about how you first became interested in this type of work. Point out how your previous experience shows a long-term interest in this industry. Explain why their company is the best fit for you based on your experience and future goals.

### How do you stay current on issues in this industry?

Demonstrate a natural interest in the industry by describing publications or associations that you follow.

### Where do you see yourself in three years?

Your answer should reflect your interest in staying involved with the company so the employer knows you are a good investment. Having future goals demonstrates motivation and focus.

### What qualifications do you have that will make you successful in this position?

Be specific. Remember to use examples of how you have demonstrated two or three skills in your previous experience.

### What is one thing you need to work on?

Be honest, but put a positive spin on it. Recognizing your limitations shows maturity. Tell the employer what you have learned from your experience and how you have already worked to improve this shortcoming.

### Describe your working relationship with your colleagues.

The employer is trying to gauge your interpersonal skills. Emphasize your ability to fit in with many different personality types and your willingness to be a part of the team.

### Give an example of a challenging experience and how you overcame it.

Tell a story about a previous work or group project experience where you were able to problem solve. Describe how you were able to adapt, be flexible, and help be a part of a positive solution. An employer will want someone who is able to be proactive, troubleshoot when necessary, and maintain a positive work environment.

### What do you like to do in your spare time?

The employer will ask a question like this to find out a little more about your personality. Describe your interests so the interviewer can learn more about you, but avoid oversharing. Focus on positive and productive activities.

### Additional Interview Questions

- What did you enjoy most/least about your previous job?
- Do you prefer working with others or alone?
- Why are you the best person for this position?
- What did you learn about yourself in your previous jobs?
- What do you know about our company?
- Why are you interested in this position?
- Why are you interested in leaving your current position?
- Why did you select your major?
- What is the most difficult decision you have had to make since starting college?
- What subject do you like least/best? Why?
- How has college prepared you for your career?
- How would you describe yourself?
- What motivates you?
- What are your hobbies?
- What accomplishment are you most proud of and why?
- What job or experience have you enjoyed the most? Why?
- What can you contribute to this organization?



## VERBAL AND NON-VERBAL COMMUNICATION TIPS

### Body Talk

- Posture: Sit up straight and avoid crossing your arms.
- Facial Expressions: Show how you feel and do not forget to smile.
- Hand Gestures: Emphasize what you mean.
- Accessories: Do not play with your accessories during the interview.
- Distance: Keep a comfortable space between you and the interviewer.
- Eye Contact: Maintain natural eye contact. It shows you are engaged in the conversation.

### Vocal Quality

- Pitch: Fluctuate your tone to emphasize emotions or feelings.
- Rate: Do not rush when speaking.
- Pacing: Vary your delivery rate to maintain the listener's attention.
- Diction: Be clear and concise.
- Volume: Speak up.
- Breathing: Breathe normally before and during your interview.
- Pausing: Take small breaks from talking to gather your thoughts.



### Responding to Personal Questions

Most professional interviewers are trained to ask only those questions that relate to the applicant's ability to do the job; however, you should be aware of your rights as an applicant.

TOPIC	ACCEPTABLE	UNACCEPTABLE
<b>NATIONAL ORIGIN</b>	Are you authorized to work in the U.S.?	Are you a U.S. citizen? Where were you born? What is your native tongue?
<b>AGE</b>	Are you over the age of 18? (21 if required by law)	How old are you? What is your date of birth?
<b>MARITAL AND FAMILY STATUS</b>	Would you be willing to travel as necessary? Would you be willing to relocate?	Are you married? Do you have any children? Have you made child care arrangements?
<b>MEMBERSHIP</b>	Are you a member of any professional or trade associations related to the position?	Are you a member of any social, religious, or political organizations?
<b>DISABILITY</b>	Do you have any disabilities that would prevent you from performing the duties of the job? Please describe your disability for the purpose of assessing any accommodations that need to be made.	Do you have any disabilities? Have you had any recent or past illness or operations? How is your health?
<b>ARREST RECORD</b>	Have you ever been convicted of a crime that is reasonably related to the job in question?	Have you ever been arrested?
<b>PERSONAL</b>	Are you able to lift 50 pounds? (if relevant to the position)	What are your height and weight?
<b>MILITARY</b>	In what branch of the armed forces did you serve? What training or education did you receive in the military?	Were you honorably discharged from the military?

### When faced with an illegal/personal question, you essentially have three choices:

1. Answer the question, assuming you do not mind sharing the information.
2. Refuse to answer the question, knowing that you may risk appearing uncooperative or confrontational.
3. Answer the underlying job-related question. (recommended by Career Services)

**Question:** Are you planning to have a family?

**Intent:** Are you willing to travel or relocate?

**Answer:** I am committed to my career and willing to travel or relocate if needed.

## Following Up After the Interview

At the end of an interview, clarify any follow-up procedures such as the hiring timeline and any additional materials they may need. Be sure to get a business card of the person, or persons, who interviewed you so you will have the correct spelling of names when sending a thank-you note.

Reiterate your qualifications and your fit with the position and/or company. Be direct and state your interest in the position. Remember to smile and leave them with a positive feeling about your interview.

Fewer than half of all candidates send a follow-up letter. Sending a thank-you letter is not only professional and polite, but it could give you the edge that sets you apart from other candidates.

Toward the end of the interview, the employer will indicate a general time for when they will contact you. Only call the employer if the date has passed. If they did not specify a time, politely call or email and ask them about the status of their hiring decision.

## Handling a Job Offer

Congratulations! You are hired! Verify the terms of your employment in writing. Most companies will send a letter as a standard practice. Ask the employer when you will receive a letter verifying the offer. It should confirm your salary, start date, location, job title, benefit information, and pre-employment requests such as the completion of a drug test. You should also send a letter verifying your acceptance with the same information.

### Know the Salaries in Your Field

Most employers complain that new graduates have unrealistic expectations about starting salaries. Research salary ranges for your field, keeping in mind geographic location. Salaries differ among metropolitan, suburban, and rural areas. Search the internet for a cost-of-living calculator to determine the amount of money you will need to earn in a specific location to accommodate your needs.

### Managing Multiple Job Offers

Receiving multiple job offers is exciting, but it can also be confusing. Ask employers how much time they are willing to give you to consider an offer before they need a decision. If offered a position, you should not be expected to make a decision on the spot. Analyze various offers by weighing the importance of certain criteria such as salary, location, job duties, benefits, opportunity for growth, company atmosphere, and work-related values (job security, contribution to society, work/life balance).

### If You Do Not Get the Job

If you do not get the job, do not think you wasted your time. Keep in mind that you have made important contacts within the company. You can send a short letter or email to the hiring manager or human resources thanking them for their time and to keep you in mind for future positions.



## TIPS FOR DINING OUT WITH A POTENTIAL EMPLOYER

Lunch or dinner during an interview may seem like a casual event, but in reality, this is still part of the interview. Making small talk is just as important as answering questions. You are being critiqued on your social skills and how well you handle yourself during a meal.

- Order something that is easy to eat, not something time-consuming or messy. This is not the occasion for a whole lobster or barbecue ribs.
- Alcohol is not a good idea unless the host orders wine for the table. In that case, sip slowly and have only one glass if you are of legal drinking age.
- Take your cue from the interviewer as to what to order, or ask for suggestions. Do not order the most or least expensive item on the menu.
- Take small bites and you will find it is easier to answer questions or join in table talk; and always chew with your mouth closed.
- Do not smoke.
- Do not complain about the food, service, or restaurant.
- Avoid controversial topics, gossip, or inappropriate jokes.

## Sample Follow-Up Letters

2222 Bridgewood Avenue  
Las Vegas, NV 89102  
December 16, 2017

Ms. Francis Hayes, Senior Accountant  
Scarlet & Gray Accounting Firm  
9354 Center Street  
Las Vegas, NV 89501

Dear Ms. Hayes:

Thank you for interviewing me for the accountant position with Scarlet & Gray Accounting Firm. I enjoyed meeting you and learning more about your company's growing needs.

After our conversation, I believe that my education and professional experiences fit nicely with the job requirements. My analytical skills combined with my years of experience in this field would allow me to make a significant contribution to your firm.

I reiterate my strong interest in the position and in working for Scarlet & Gray Accounting Firm. Please feel free to contact me at 702-555-1234 or felixbos@aol.com. Again, thank you for the interview and your consideration.

Sincerely,

(Your Signature)

Felix Bos

## THANK YOU LETTER

**Thank you letters** are used to express appreciation to an employer for the opportunity to interview, to remind the employer of your qualifications, and to reiterate your interest in the position if, in fact, you are interested.

Thank you letters should be sent within 24 to 48 hours after the interview and can be typed, handwritten, or emailed.

## ACCEPTANCE LETTER

**Acceptance letters** are used to affirm your employment decision, confirm employment logistics, and express your appreciation for the opportunity.

54 Lakewood Drive  
Pahrump, NV 89066  
September 21, 2017

Mr. Habib Lahiri, Director  
Technical Design Group  
Rebel Engineering Systems  
1354 Airport Road  
Cleveland, OH 34699

Dear Mr. Lahiri:

I am writing to confirm my acceptance of your employment offer received on March 20 as a program engineer for Rebel Engineering Systems at an annual salary of \$43,000.

As we discussed, I will report to work at 8:00 a.m. on November 15, 2017, and will have completed the medical examination and drug testing.

I look forward to working with you and your staff and appreciate the opportunity you have given me. Please feel free to contact me at 702-555-0987 or rafferty.cawley@msn.com with any additional information.

Sincerely,

(Your Signature)

Rafferty Cawley

84 Vegas Lane  
Las Vegas, NV 89543  
April 17, 2018

Ms. Isabel Rodriguez, Director  
Clark County Parks & Recreation Department  
1811 Main Street  
Las Vegas, NV 89118

Dear Ms. Rodriguez:

I am writing to inform you that I am withdrawing my application for the program coordinator position with the Clark County Parks & Recreation Department. I have decided to accept another opportunity that is a good match for my interests at this point in my career.

Thank you very much for your time and consideration. I enjoyed meeting you and learning more about your programs.

Sincerely,

(Your Signature)

Kelly Livingston

## WITHDRAWAL LETTER

**Withdrawal letters** are used to politely and professionally withdraw your name from consideration if you have accepted another offer or are certain that you would not accept an offer from the potential employer to whom you are writing.

## REJECTION LETTER

**Rejection letters** are used to politely and professionally decline an employment offer and express appreciation for the opportunity.

765 Main Avenue  
Boulder City, NV 98765  
September 18, 2017

Mr. Robert Shultz, Manager  
Casino Property Hotel  
3456 Las Vegas Boulevard  
Las Vegas, NV 89118

Dear Mr. Shultz:

Thank you very much for offering me the position of front desk manager with the Casino Property Hotel. I appreciate you discussing the details of the position with me and giving me time to consider your offer.

Although there are many aspects of the position that are appealing to me, I believe it is in our mutual best interests that I decline your kind offer.

Thank you for the consideration and courtesy given to me. It was a pleasure meeting you.

Sincerely,

(Your Signature)

Daniel Foster

# Interview Checklist

## Prepare to Answer and Ask Interview Questions .....

- ☐ Have your resume reviewed by Career Services and make the corrections suggested by the career counselor
- ☐ Complete a mock interview at Career Services and work hard to make changes in areas where improvement is needed
- ☐ Review your resume to become familiar with your qualifications and work skills so you will be more relaxed and confident during the interview
- ☐ Research the organization with which you are interviewing
- ☐ Practice answering some common interview questions
- ☐ Prepare examples to answer situational and behavior-based questions
- ☐ Have a minimum of three questions ready to ask the employer at the end of the interview — and know which questions to avoid asking

## Prepare for the Day of the Interview .....

- ☐ Drive the route to the interview location and know how much time it takes to get there
- ☐ Try on your interview outfit and feel assured it fits well, looks professional, and is appropriate
- ☐ Have extra copies of your resume and references to take to the interview

## During the Interview .....

- ☐ Remain positive throughout the entire interview process

## After the Interview .....

- ☐ Get a business card from the person, or persons, conducting the interview so you can send a thank-you letter within 24 to 48 hours after the interview



# Graduate School



## Exploring Graduate Programs

During your career development and job search phases, you may find yourself considering an advanced degree program in order to achieve your long-term career goals. You may also consider obtaining a graduate degree in order to be more competitive in the job market. Here are some tips to help you along the way.

Explore all of your options before choosing your graduate program. The program you choose should lead you to the job you want to do. Make sure the program you choose will give you the background and skills that you will need to be successful in your chosen career.

You want to choose a program that is the right fit. You will be investing years of your passion and efforts, making it important to think carefully about your next steps. Does the program have faculty with whom you can work? What are recent graduates from the program doing? What reputation do the faculty and program have among their peers? How much does the program cost? Are fellowships, scholarships, or loans available? Where is the program located, which can be relevant to personal or family considerations?

Once you zero in on the specific area of study you are interested in, you can start researching available programs using the following resources:

**[gradschools.com](https://gradschools.com) | [petersons.com](https://petersons.com) | [allaboutgradschool.com](https://allaboutgradschool.com)**

Faculty members are also a great resource. Ask your professors, advisors, and other members of your academic major department what programs they recommend.

## What Are Graduate Schools Looking For?

Each school has its own criteria when reviewing applications, but generally speaking, graduate admissions professionals are looking at GPA, test scores, and professional or research experience in your field. In addition, you will probably be asked to submit letters of recommendation.

### Academics

The first thing your graduate program is going to do is look at your grades. How did you do in your college courses? It is assumed that your grades reflect your ability to learn, and since graduate school coursework is considered more difficult than undergraduate coursework, admissions counselors are looking at your previous academic record as an indicator of your potential success in graduate school.

What does this mean for you now? Attend your lectures. Do your homework. Take advantage of your professors' office hours if you are struggling with a class. Do not miss any opportunity that you have to increase your knowledge base.

### Experience

Making the decision to apply to graduate school is huge. With this decision, you are declaring that there is an area of interest that you want to pursue in depth and that you are willing to sacrifice your time and financial resources to become more knowledgeable in this area.

The faculty and administrators making admissions decisions are looking for students who have a practical knowledge of their chosen area of study. They want to know that you are really interested in the field, not just choosing a program because you cannot find a job or are not ready to enter the workforce. Get involved in any campus activity, club, or professional organization that will give you hands-on experience. Seek out internship opportunities that will give you career-related experience.

Many graduate programs are research-oriented. For those kinds of programs, you will be working closely with a faculty mentor, and both you and a mentor will want to ensure your interests and expertise are aligned.

## Test Scores

Below is a list of the common standardized tests you may have to take to apply for a graduate program. You will want to check with each program specifically to find out for sure.

<b>Graduate School</b>	<b>GRE/MAT</b>
<b>Business School</b>	<b>GMAT</b>
<b>Law School</b>	<b>LSAT</b>
<b>Medical School</b>	<b>MCAT</b>
<b>Dental School</b>	<b>DAT</b>
<b>Pharmacy School</b>	<b>PCAT</b>

## The Application Process

There are some general procedures that most graduate schools follow when it comes to the application process, but you need to keep in mind that each school has the right to set up its procedures in the way that works best for their school. It is important not to assume that all application processes are the same.

There is usually a nonrefundable application fee. The amount varies from university to university and at some institutions may be waived under certain circumstances. Check with the school to inquire about fee waivers.

Applicants with non-U.S. college work may have to pay an additional fee to cover the cost of evaluating their educational credentials.

### What Goes Into an Application File?

An application file usually consists of the following:

- The application form and application fee (if required)
- A Statement of Purpose (also known as a Statement of Intent or a Statement of Reason)
- Official transcript of your academic work (this will need to be sent directly from UNLV, in addition to any other college or university attended, to the school you are applying to)
- Courses in progress or projected coursework if you are working on a degree at the time of your application
- Samples of written work, research, or a portfolio of work (commonly required for art, architecture, and creative writing programs)
- Letters of recommendation
- Test scores from standardized tests such as the GRE, GMAT, LSAT, MCAT

Read your application carefully to determine exactly what is required for each application you are submitting.

## Writing Your Statement of Purpose

- Give your essay direction with a theme or a thesis. This is the main point you want to communicate.
- Before you begin writing, organize your thoughts. What do you want to write about?
- What interests you? Where do your passions lie?
- What type of order can you put to your thoughts? What concrete examples from life experiences do you have to support your theme?
- Start your essay with a statement that will capture the attention of your reader. It can be an anecdote, quote, question, or description.
- End your essay with a conclusion that refers back to the beginning and restates your theme.
- **Proofread, proofread, and then proofread again.** Have the Writing Center (CDC Building 3) look at your document. Ask a professor, friend, or family member to critique it. Be open to suggestions that will make your essay better. Keep an open mind.
- Do not try to impress your audience with your vocabulary, and do not rely exclusively on spell check to catch all spelling errors. You may have spelled your word correctly but misused it in a sentence.
- Make sure your essay is a reflection of who you are. Do not make things up in order to appear to be someone you are not.
- For research-oriented graduate programs, state how your interests and background are a good fit with particular faculty and the overall program. You want to show possible faculty mentors why they should want to work with you for the duration of your graduate program.

Make sure your application is accurate, thorough, easy to read, and your essay is on point, relevant, and positions you in the best possible light. If ever there was a time to pay attention to grammar, punctuation, and spelling, this is it.



# Preparation for Graduate School Timeline

## One Year Before You Apply

- Research schools online and browse through their graduate program and admission requirements
- Schedule campus tours
- Request catalogs and application materials from potential schools
- Decide which programs you are interested in applying to and make a list of admissions requirements
- Mark down application deadlines
- Register for standardized tests
- Prepare for testing via test prep/practice test books

## Six Months Before You Apply

- Take standardized tests
- Draft your personal essay or purpose statement
- Research financial aid options: scholarships, graduate assistantships, fellowships, contact school's financial aid office, etc.
- Request letters of recommendation from faculty members

## One to Three Months Before You Apply

- Have your personal essay or purpose statement proofread
- Finalize your personal essay or purpose statement
- Apply for financial aid, graduate assistantships, fellowships, etc.
- Request an official transcript (with current semester grades) from the Office of the Registrar of each school you are applying to
- Submit your application after verifying you have everything you need

## Submitting Your Application

- Complete your FAFSA
- Request an official transcript (with final semester grades) from the Office of the Registrar of each school you are applying to
- Submit official transcripts to each school
- Make a pros and cons list if accepted to more than one school
- Return acceptance materials to the school you will be attending
- Notify the schools you decided not to attend of your decision



# UNLV Graduate and Professional Student Association

Are you progressing in your graduate or professional program? How can you get the most out of your experience at UNLV? How can you prepare for the world beyond graduation? There are many resources available. Here are some suggestions to help you achieve new heights, now and in the future.

## UNLV Graduate & Professional Student Association (GPSA)

Be active in the UNLV Graduate & Professional Student Association (GPSA). GPSA offers scholarships, research engagement, social events, and general support to graduate and professional students. You can find workshops enhancing professional development on topics such as preparing for the academic and non-academic job market, and academic time management. Be sure to enjoy the Graduate Student Commons conveniently located on the second floor in Lied Library ([unlv.edu/gpsa/lab](http://unlv.edu/gpsa/lab)). Visit the GPSA website ([unlv.edu/gpsa](http://unlv.edu/gpsa)) and sign up for social media updates.

## Professional Organizations

Join your discipline's professional organizations. There may be a local UNLV professional society where you can make new connections and share your passions. Join the national or international professional society(s) affiliated with your specialty. This will open doors to meet leading figures, network, and share ideas. As examples, future nurses might join the American Nurses Association ([nursingworld.org](http://nursingworld.org)) or future lawyers might join the Law Student Division of the American Bar Association ([americanbar.org/groups/law\\_students.html](http://americanbar.org/groups/law_students.html)).

## Online Research

Read one of the important information sources for higher education. The Lied Library has premium access to The Chronicle of Higher Education, and you can find many helpful resources on their website ([chronicle.com](http://chronicle.com)). Also, see other prominent online sources such as [insidehighered.com](http://insidehighered.com), [higherjobs.com](http://higherjobs.com), or [versatilephd.com](http://versatilephd.com). These sites highlight trends in graduate and professional student life and careers. You will find information about trends in online teaching, the costs of graduate education, preparations for the job market, academic and non-academic job listings, and more.

## UNLV Graduate College

The Graduate College serves as a central resource for many functions related to graduate student life. You will find yourself filing paperwork to begin your graduate experience at UNLV, and eventually, upon graduation. In between, the Graduate College offers guidance in conducting research, teaching, and many other aspects central to your success and progress. Consider applying to the Graduate College Research and Teaching Certificate Programs. Like them on Facebook and visit their website ([unlv.edu/graduatecollege](http://unlv.edu/graduatecollege)).

## University Libraries

University Libraries offers support for your research needs ([library.unlv.edu](http://library.unlv.edu)). They can help point you to helpful resources for your focal topics. They have rich collections of materials online and available in an inspiring space on campus.

## UNLV Career Services

UNLV Career Services has a list of internships and jobs that may be of help ([unlv.edu/hirearebel](http://unlv.edu/hirearebel)). While discipline-specific societies have online tenure-track faculty job listings, there is a growing interest in making more visible non-academic jobs and internships geared to graduate and professional students. A summer experience may help pave the way to a full-time paid position, and many graduate degrees hone skills that can be applicable to a wide array of non-academic jobs. Also note, some UNLV professional programs have their own Career Services offices offering support to both undergraduate and professional students such as the Lee Business School ([unlv.edu/business/career-services](http://unlv.edu/business/career-services)), the William S. Boyd School of Law ([law.unlv.edu/career-development](http://law.unlv.edu/career-development)), and the William F. Harrah College of Hospitality ([unlv.edu/hotel/bbcsc](http://unlv.edu/hotel/bbcsc)).

## International Student Support

UNLV has students from many countries around the world. Some are drawn to the renowned programs offered by the William F. Harrah College of Hospitality. Others seek to earn an engineering or education degree while working with world-class faculty. International students and scholars can find support along the way ([unlv.edu/iss](http://unlv.edu/iss)).

## UNLV Alumni Association

As you progress in your graduate and professional degree, consider joining the UNLV Alumni Association ([unlv.edu/alumni](http://unlv.edu/alumni)). Once a Rebel, always a Rebel – and that may help as you ultimately embark on a career path beyond your graduate or professional degree program





**145+**  
**PROGRAMS**

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Your education doesn't have to stop at a bachelor's degree. If graduate school is in your future, consider one of more than 145 graduate programs offered at UNLV. You'll have access to the supportive campus community, engaged faculty, and state-of-the-art facilities you're already familiar with.

[unlv.edu/graduatecollege](https://unlv.edu/graduatecollege)

**UNLV** | GRADUATE  
COLLEGE



## Our Mission

Helping people with hearing loss stay socially connected for a longer, happier, healthier life!

## What we do:

CaptionCall provides the world's best captioning telephone to individuals with hearing loss by displaying captions of what callers are saying to them on a large, easy-to-read screen, similar to closed captioning you see on TV.

# WE ARE HIRING!

## COMMUNICATIONS ASSISTANT

A Unique customer service job opportunity!  
(PT and FT positions available)

**HENDERSON CENTER:** 150 N. Stephanie St. Suite 200, Henderson



## Help make a difference!

CaptionCall is looking for caring customer service representatives—**Communications Assistants**—with a passion for helping people with hearing loss communicate with the world! Schedules are flexible and it's the perfect position for people who like to work independently. We offer a surprisingly uncommon call center environment with no inbound or outbound calls, excellent starting pay, paid training and competitive benefits. This is a fun, friendly, casual and low stress environment.

We invite you to apply online at: <https://www.captioncall.com/Careers/Communications-Assistant>

Compensation: \$11/hr-PT; differentials for nights/weekends

### Essential Duties and Responsibilities

- Provide excellent customer service by dictating/captioning a variety of conversational topics verbatim.
- Maintain a high level of dictation speed and accuracy.
- Maintain strict consumer confidentiality.

### Knowledge/Skills/Abilities Required

- Must be able to pass a typing test to evaluate typing skills.
- Must be able to pass entry level dictation assessment
- Possess basic computer skills including knowledge of MS Windows.
- Ability to communicate effectively through reading, writing, speaking and listening.
- Ability to hear and speak clearly in order to effectively dictate.
- Ability to correct and edit text on a computer.

### Benefits

- Medical: Full-time- United Health Care (UHC) / Part-time- Telehealth
- Dental: Dental Select
- Vision: Vision Service Plan (VSP)
- 401k with up to 4% company match, once qualifications are met
- Flexible scheduling to fit your lifestyle

### Other General Requirements/Additional Notes

- Must be 18 years or older.
- High school diploma or equivalent, or call center experience.
- Positive attitude, team player, good interpersonal communication skills and able to work across company departments.

**About CaptionCall:** CaptionCall, LLC manufactures telecommunication devices for individuals with hearing loss. The company was founded in 2011 and is based in Salt Lake City, Utah. CaptionCall, LLC operates as a subsidiary of Sorenson Communications, Inc.



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Glass installation on the Grand Canyon Skywalk was performed by Giroux Glass

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# Want To Win At Life?



## Be Like Chip & Helen...

Chip and Helen Johnson are successful real estate professionals and philanthropists. More than 40 years ago, they were UNLV students just like you.

They stayed connected with their fellow classmates, attended UNLV sporting events, hired Rebels to work at their firm, and donated the iconic Hey Reb! statue to UNLV, one of the most photographed landmarks on campus.

Be successful like Chip & Helen with the help of alumni. You need them. And they need you.

**Get Connected. It's What You Do!**

Get connected starting today at [UNLVconnect.org](http://UNLVconnect.org)







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*Flexible.*

*Personal.*

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“The life blood of a community is education and at the heart of our Las Vegas community sits UNLV. We are not just lucky to have this great university, it is a necessity to Las Vegas’s bright future. By Dsign has shown its commitment to UNLV by sponsoring events, mentoring students and hiring alumni. I feel that Las Vegas has given me, my family, and By Dsign so much that I cannot think of a better way to support the Las Vegas Community.”

KEVIN KRAFT, CEO/FOUNDER  
BY DZIGN

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CORE Construction  
Cox Communications  
Credit One Bank  
Desert Cab  
Dignity Health  
Eureka Casino Resort  
Ferraro’s Italian Restaurant &  
Wine Bar

Flemings Prime Steakhouse & Wine  
Bar, Town Square  
Fogo de Chão Las Vegas  
Four Seasons Hotel Las Vegas  
Gameworks  
Global Gaming Business Magazine  
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HEXX chocolates and confexxtions  
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Las Vegas Power Professionals -  
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Las Vegas Real Estate Magazine  
Las Vegas Review-Journal  
Las Vegas Woman Magazine  
LEV Restaurant Group  
Maggiano’s Little Italy  
Manpower of Southern Nevada  
Martin-Harris Construction  
Micatrotto Restaurant Group

National Security Technologies,  
LLC  
Nevada Broadcasters Association  
Nevada State Bank  
NV Energy  
Olympia Companies & American  
West Homes  
Palm Mortuary and Cemetery  
Papillon Grand Canyon Helicopters  
PepsiCo Inc.  
Plantone’s Italian Market  
Raising Cane’s Chicken Fingers  
Reagan National Advertising  
Republic Services of Southern  
Nevada  
Resort Media Partners  
S3H, Inc.  
SH Architecture  
Shriner’s Hospital for Children  
Signature Real Estate Group  
Silver State Schools Credit Union  
Smart City Networks  
Southern Glazer’s Wine and Spirits  
Southwest Airlines  
Steinberg Diagnostic Medical  
Imaging Centers

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The Korte Company  
The Siegel Group Nevada Inc.  
The Vista Group  
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For more information, please contact the Annual Giving team  
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# HIRE A REBEL

[unlv.edu/hirearebel](http://unlv.edu/hirearebel)



A source for a wide variety of job and internship opportunities for UNLV students and alumni

1

## Create an Account

- Visit [unlv.edu/hirearebel](http://unlv.edu/hirearebel)
- Click on the Hire A Rebel button
- Select your login type
- Register or sign in with your student ID number
- Complete your profile

2

## Search Jobs and Internships

- Scroll across to Jobs
- Select On-Campus Recruiting in drop-down menu
- Scroll down to view posted opportunities
- Use Advanced Search to customize opportunities
- Apply

3

## Set Up Job Alerts

- Click on Saved Searches
- Give your search a title
- Select email frequency and result preferences
- Save your search
- Receive your job alerts

UNLV | CAREER SERVICES


Student Services Complex A, Room 201


702-895-3495

[careerservices@unlv.edu](mailto:careerservices@unlv.edu)

[unlv.edu/hirearebel](http://unlv.edu/hirearebel)

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