



THE UNIVERSITY OF ARIZONA  
College of Engineering



*Wildcat*  
**CAREER  
GUIDE**

# WELCOME

*Let's Get Started*



THE UNIVERSITY OF ARIZONA  
**College of Engineering**

College of Engineering  
careers@enr.arizona.edu  
(520) 621-3647  
[engineering.arizona.edu](http://engineering.arizona.edu)



THE UNIVERSITY OF ARIZONA  
**Student Engagement  
& Career Development**

Student Engagement & Career Development  
Student Union, Suite #411  
(520) 621-2588  
[career.arizona.edu](http://career.arizona.edu)

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THE UNIVERSITY OF ARIZONA

# Student Engagement & Career Development

Student Union Memorial Center

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[career.arizona.edu](http://career.arizona.edu)

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# It's the Journey *and* the Destination

Picture a crowded subway platform. Lots of movement, with people and trains constantly coming and going. Imagine surrounding you are University of Arizona students like you, deciding on a path to take.

Not everyone will get on the same train. In fact, you may get on any number of trains, each heading in a different direction, and that's okay. We each have to head in the direction that best suits us and our career goals. What is most important is that you don't just stand on the platform and wait.

Choose a train (or career path) and see where it leads. There is no single way to progress through the stops; in fact, you will likely cycle through each stop many times during your career. If you want to change your destination, simply switch to another track. Ask questions along the way, seek feedback, and if you need to alter your course or make an additional stop based on what you learn, adjust your itinerary.

**Alyssa Benefield**  
Junior / Nursing



"Being a first generation student, I had no idea what to expect when it came to college. One of the most beneficial resources for me was Student Engagement & Career Development. They helped me advance in my future nursing career by helping me build confidence in myself and in my interviewing skills as I prepared for my nursing interviews. They also acted as a great support group, keeping up with me to see how I was feeling about my upcoming interviews. I am so happy to have discovered this resource to help me succeed in my nursing career."

Find out more about us at:  
[career.arizona.edu](https://career.arizona.edu)

## KEY



Take advantage of these reflection activities. Make notes and track what you have completed. Jot down your ideas and reminders for future steps.



Pay attention to these "Career Readiness Stops" as they'll provide information and directions to prepare for an internship, full-time job, or choosing a graduate school.



Utilize these tips or resources to learn something new!

# Opportunity Starts with Purpose



The best careers are those with purpose, where you can combine your values, strengths, and skills to make an impact on something you care about. How do you discover your purpose? By exploring — yourself! Identify the things you value and love to do, then you can find a career where you can put those values and skills to work.

**Here are a few quick activities you can do to get started:**

## ASK

Reach out to someone in your life who knows you really well. **Ask them:**

- What are my greatest strengths/skills?
- Based on the things I've said and done, what would you say I value?
- When am I at my best?



## REMEMBER

Some of our early experiences can give us insight into our strengths, personality, and values. Think back over your life from your earliest memories until now:

- What were some activities you were naturally good at as a kid?
- When did you shine?

**What now?** Start to think of jobs that might line up with skills and interests you already have.

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Assessments can help you identify and discuss your strengths and values. Free character strengths assessments such as [viacharacter.org](https://www.viacharacter.org) can give you insight into what you value most.

When you're done, look for patterns in your activities. These could point to the kind of work that inspires you. Take those patterns with you into the next pages to inform your career plan!

# Creating a Plan

## Explore Who You Are and Careers You May Like

Career planning is an important strategy to organize and manage your short and long-term career goals in actionable steps. Student Engagement & Career Development's career resources will assist you in prioritizing and making informed decisions about how your experiences will influence your career goals. You should start career planning as early as your first year at UA and continue to work on specific action steps as your plan progresses.



**Use the prompts below to start your plan.**

### **GOAL: Select or confirm your career interests.**

#### Suggested Action Steps

- Examine your skills, values, and interests.
- Research and network to explore career industries, job functions, or positions of interest.

After doing some research, what are two industries you want to explore further?

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### **GOAL: Explore recommended education and skills.**

#### Suggested Action Steps

- Identify your technical (hard) skills such as software skills or fluency in a language, and transferable (soft) skills like communication and leadership that relate to your industry.
- Research what your industry recommends for level of education and skill sets.

What types of experience will help you gain the skills you need? (Need ideas? Check out pages 8-12)

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## GOAL: Create a career plan.

### Suggested Action Steps

- Explore various opportunities in your industry.
- Set appropriate goals with realistic timelines for research and actions.
- Get feedback on your plan.

What are steps you'll take to put your plan into action?



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For more career resources, see [career.arizona.edu/career-resource-library](https://career.arizona.edu/career-resource-library). Update your career interests on Handshake to have curated content to support your plan!

### What's your plan?



### **NEED HELP CREATING A PLAN?**

Drop into Life Lab in Studio 248  
to receive feedback.

No appointment needed!

[go.arizona.edu/resume-resources](https://go.arizona.edu/resume-resources)

# Learn By Doing

## Build Skills Through Involvement

Engage in purposeful educational activities both inside and outside the classroom. Seek experiences where you can develop in-demand skills through internships, engagement experiences, on-campus student groups, and community involvement. Be intentional.

### As you look at ways to get involved and build skills, ask yourself these questions:

**How does this help me achieve my goals?** Recognize the skills you want to develop and identify how the experience will help you achieve that goal.

**What's a good use of my time?** Choose quality over quantity. You won't be able to do everything, so identify opportunities you want to focus on and devote your energy to those.

**Does this help me think differently?** In experiences such as Design Thinking Challenges, study abroad, or in an internship, you often work collaboratively with others. Find experiences that allow you to see value in the unique perspectives others bring.

**What skills do I want to build?** The skills you build through involvement are valuable for future employment! For example, in a group project, club, or a part-time job, you're developing the ability to work on a team. Think of what skills you need and how your involvement can help you grow.

**Will I have fun?** Get involved because you enjoy it! Activities you like outside of school and the workplace are important. They can promote balance, time management, and encourage you to meet new friends, build your support system, and expand your network.

[arizona.edu/getting-involved](https://arizona.edu/getting-involved)



What kinds of skills and experiences does your industry require? Check out the Occupational Outlook Handbook at [www.bls.gov/ooh](https://www.bls.gov/ooh) to explore skills that are recommended for different industries. Use tools like O\*Net or Glassdoor to explore what employers are looking for to help you create your plan.



# Get Involved and Get Connected

“Getting involved on campus as a freshman is the best way to make campus and college life start to feel like home. It’s a great way to learn, gain experiences that’ll make you a better student, and make some friends. Being a part of something big is really rewarding. I got involved in the Design Thinking Challenge because I care about sustainability, I wanted to get involved at the UA, and I wanted to make some new friends. It was a great choice; I got to do all of those things!”

**Katie Beauford**  
Sophomore / *Communication*



**Tip:** Review ways to engage on and off campus. What are you doing already? What sounds like fun?

## Ways to Engage

Get an on-campus job  
[arizona.joinhandshake.com](https://arizona.joinhandshake.com)

Join a student organization  
[clubs.arizona.edu](https://clubs.arizona.edu)

Volunteer in the community  
[volunteer.asua.arizona.edu](https://volunteer.asua.arizona.edu)

Conduct a research project  
[grad.arizona.edu/uroc](https://grad.arizona.edu/uroc)

Engage in a 100% Engagement experience  
[search.engagement.arizona.edu](https://search.engagement.arizona.edu)

Participate in a Design Thinking Challenge  
[career.arizona.edu/design-thinking](https://career.arizona.edu/design-thinking)

Gain in-demand skills  
[career.arizona.edu/events/skill-building-programs](https://career.arizona.edu/events/skill-building-programs)

Participate in a leadership program  
[leadership.arizona.edu](https://leadership.arizona.edu)

Shadow a professional  
[career.arizona.edu/job-shadow-program](https://career.arizona.edu/job-shadow-program)



“My job shadow experience at Freeport-McMoRan taught me a lot about the mining industry, more than I could ever imagine. I gained a whole new perspective on the day-to-day activities of an environmental engineer, and as someone who will be joining the industry soon, I’m positive that this experience will go a very long way.”

**Shruti Thakur**  
Graduate Student /  
*Environmental Engineering*



# 100% Engagement

## Transformational Experiences for Every Student

Today's employers are seeking candidates with a unique combination of both technical and transferable skills such as collaboration, communication, and critical thinking. As you explore what your industry recommends, consider participating in a for-credit course or co-curricular engagement experience to apply your knowledge and reflect on your growth in your field of interest. These projects help build your resume and demonstrate your skills and professionalism when applying for jobs.

"100% engagement is a collection of programs both inside the classroom and out that give you the skills to pursue your passion and get the experience you need to be ready in whatever field you're studying.

For example, a CALS student could learn agriculture and farming in the classroom but then go out to the field, do practical farming work, and strengthen those skills because they're being used in the experience.

That's how 100% engagement works: you transform yourself from the student to the professional. At the end of the day, you have a clear understanding of what you accomplished, certifying your competencies and what you did to support it.

In any 100% engagement experience, you can win big and fail safely because it's built into the program. You don't just attend a 100% engagement experience; you participate in and really grow from the opportunity."



**Robert Johnson**  
Junior / *Africana Studies*

### How you can get started:

Search hundreds of engaged learning opportunities to customize your UA education, gain experience in your field, and help you stand out when you graduate.

[search.engagement.arizona.edu](https://search.engagement.arizona.edu)

Participate in the programs, activities, and experiences SECD has to offer, such as Build the Skill, Fast Track, and campus-wide Design Thinking Challenges.

[career.arizona.edu/skill-building-programs](https://career.arizona.edu/skill-building-programs)



**Martin Ruiz**  
Alumni / *Entrepreneurship, Marketing*

# Leadership Programs



**According to the National Association of Colleges and Employers, leadership is one of the top 5 skills that employers look for on a resume. So, how can you best equip yourself with the leadership skills that will set you apart?**

Start your journey by exploring who you are as a leader. Visit Leadership Programs to discover your leadership strengths, learn your personal approach to challenges, and identify ways you collaborate best with others to work toward a common vision. Practicing your leadership skills both inside and outside of the classroom can help you define how you provide innovative solutions to real-world problems.

SECD's Leadership Programs offer opportunities to network with professional staff, community partners, and peers, as well as expertise in professional preparation and guidance to help you along your leadership journey. A diverse set of experiences at Arizona will help you define what you can bring to your future career as a leader.

Visit [leadership.arizona.edu](https://leadership.arizona.edu) to explore the array of leadership offerings.

“Engaging with Leadership Programs has given me a wide range of leadership experiences and the opportunity to network with employers I aspired to work for. The connections I have made in both Blue Chip and Student Engagement & Career Development helped me understand how to lead a team of motivated students in developing themselves professionally. I highly encourage students at any level to get involved and build their network.”

# Find Your Next Opportunity on Handshake

15,000+ companies, including Fortune 500 companies and local businesses, recruit Wildcats like you on Handshake.

## Put Handshake to work for you:

### Optimize your Handshake profile.

- Upload your current resume. Handshake will complete your profile for you! Just review, approve, and publish.
- Strengthen your profile by adding a professional photo, skills, student organizations or extracurricular activities, and coursework.

### Add relevant interests, desired industry, job function, and city. Use filters to fine-tune your search.

Handshake will give you suggestions of jobs and events tailored to YOU based on your profile and career interests.

**Make your profile public to employers and to the UA campus.** Handshake will help you appear in relevant searches conducted by employers and enable you to connect with other UA students.

**Find career events.** You can find career events on campus like employer information sessions, career fairs, and networking opportunities. Join the event and favorite employers to receive updates.

**Schedule an appointment** with SECD to discuss your career plans.

**Handshake** is YOUR job and internship platform. Log in with your NetID at [arizona.joinhandshake.com](https://arizona.joinhandshake.com)



**Madeline Melichar**

Senior / Biosystems Engineering

“To me, your student profile is one of the best features in Handshake because this information is used to connect students with employers and jobs. This feature helped me connect to jobs that I would otherwise not have pursued. Students should also take advantage of the connections Handshake allows users to make with other UA students and alumni. Often, I find people I know that have worked the jobs I am seeking, and I am more comfortable reaching out to fellow UA students about their experiences with an employer.”

**Professional experiences like internships, research opportunities and teaching help you demonstrate work ethic and professionalism. Reflect on your experiences to identify the new skills you learned and update your Handshake profile!**

 **handshake**  
Find Campus Jobs &  
Internships

# Resume Ready

An Effective Resume is a Competitive Resume



“Resumes are your personal ticket to sell yourself to a company right off the bat. Make sure your important information is easy to spot within 30 seconds so that the employer can remember your accomplishments and what differentiates you from your peers on one page.”

—**Christopher Moulton**

Cognizant North America Campus Recruitment

An effective resume enables you to stand out and be competitive so you can get an interview. Hiring managers want to know what your skills are and what your responsibilities have been. Having a strong resume that not only details your skills and experience, but also what you have achieved through your experience is crucial. This is why focusing on your achievements and contributions when writing your resume is so important!

The following pages offer guidelines, suggestions, and examples that can help you build a resume from scratch or fine-tune your current resume.

Find more resume resources here:  
[career.arizona.edu/resumes](https://career.arizona.edu/resumes)



“Your resume/CV will grow like a snowball — small victories (awards, jobs, skills, etc.) lead to larger victories and responsibilities which lead to better offers and more awards and rewards.”

**Professor  
Joellen L. Russell**

**Thomas R. Brown Distinguished  
Chair** of Integrative Science

**Associate Professor** of Geosciences  
and Planetary Science

# Where to Begin?



Brainstorming is an essential part of creating your resume. As you begin to create your resume on paper or in a Word document, write down all the experiences you have had. If you have a current job or internship, begin there and work backward in time. Include unpaid experiences such as community service, campus involvement, research, projects, clubs, and leadership.

Next, brainstorm the details. Think about the role you played within each experience. How did the work you did make a difference? What skills have you developed through your education that you applied?

## Choose one of your experiences and try answering these questions:

- What was a task you were given?
- How did you complete the task?
- What was the result? Where possible, use numbers to show the result.

## Here's an example:

Task: Raise money for a children's hospital wing.

How was the task completed: Used marketing skills to create a campaign across Snapchat and Facebook.

Result: Raised \$1500!

## Now put this all together into a succinct bullet point:

- Created a social media campaign to support funding of a children's hospital wing which raised \$1,500

This is using the Action, Project/Problem, Result (APR) approach. The APR method makes creating bullet points that highlight your accomplishments easy. When writing a bullet point, choose a project you completed, a problem you solved, or a task you were assigned. Select an action verb that describes your approach, then detail some specifics of your task and the results you achieved.

## Action Verbs

Use verbs that are descriptive, varied, and specific. Avoid using passive verbs and phrases such as helped with, worked on, or responsible for.

Communication / Collaboration Skills	Research Skills	Interpersonal / Helping Skills	Leadership Skills	Organizational Skills	Design / Creative Skills	Teaching Skills	Analytical / Problem-Solving Skills
Collaborated	Calculated	Advocated	Administered	Budgeted	Created	Adapted	Analyzed
Communicated	Experimented	Coached	Delegated	Distributed	Developed	Clarified	Assessed
Edited	Measured	Diagnosed	Eliminated	Established	Designed	Cultivated	Audited
Participated	Organized	Guided	Led	Executed	Initiated	Enabled	Forecasted
Partnered	Surveyed	Motivated	Managed	Implemented	Introduced	Facilitated	Improved
Translated	Tested	Represented	Oversaw	Maintained	Produced	Instructed	Optimized
Wrote		Supported	Recommended	Prepared		Persuaded	Reduced
		Volunteered		Resolved		Simulated	

# Take Time to Tailor

## Be Strategic

Your resume tells a concise story of who you are as a professional and provides potential employers insight into how you are a match for a position. Like any story, you want to grab the reader's attention – and the attention of a hiring manager is limited! Draw attention through strong word choice, active language, and by strategically tailoring your resume.

Different industries have different requirements, so it's important to create a resume geared toward that industry. The resumes on pages 18-23 show you different approaches and strategies for different industries. Consider the roles you will be applying for and select a format that will best highlight your strengths.

“Visiting Life Lab early as a sophomore helped me get a head start on making my resume strong. It's so important to have a second, third, and fourth eye! **The feedback I received helped me think about what I do in a job that is most valuable to put on my resume,** and how using a job description that I am interested in can help me be strategic and focused. As a student mentor, I have applied what I have learned from my experience in Life Lab to help other students think about their resumes.”



## Moctar Saidynaly Sidi Ahmed

Senior / Political Science

## ATS and Keywords

Many organizations use an Applicant Tracking System (ATS) in their candidate search. ATS software scans resumes for certain keywords and evaluates each candidate's skills and strengths in relation to the job description. An ATS will likely read your resume before it reaches a recruiter. This means it is important that the language of your resume match the language of the job description so that you stand out.

A couple tips:

- Reference the job description you are interested in as you write and fine-tune word choice.
- Identify where your skills and experience are a match to the qualifications and ensure that comes across in your resume. For example, if a job focuses on public relations, demonstrate your strengths in interpersonal communication as a fit for this type of role.



Many large companies use an ATS to search filter qualified candidates. Upload your resume to [www.jobscan.co](http://www.jobscan.co) and receive a match rate based on skills, job title, and education, similar to how an ATS would rank your resume.

## What's Next?

A second review is critical! Getting feedback from someone else can help ensure your skills and experience are clearly communicated. Receive a review by Peer Educators in Life Lab.

[go.arizona.edu/resume-resources](http://go.arizona.edu/resume-resources)

# Resume Checklist

Now you're ready to put it all together! Take everything you've learned and review the resumes on the following pages for ideas and strategies to determine the best format for your industry and goals. Use this checklist as a guide.

## Resume Structure & Content

### Contact Information

- Include your first and last name in larger font (14 –16).
- Add phone number and professional email address.
- It's optional to add city or state, but your address isn't necessary unless required (like on federal resumes).
- Include the URL to your LinkedIn profile if you are active on LinkedIn.
- For fields where a portfolio is essential, include a link to your work.



**When developing a portfolio, be critical and selective with what you include. Your portfolio is a catalogue that clients can pick from, so don't display work that you don't want to do in the future. Choose your most unique and interesting work, the things that excite you, and remember: quality over quantity!**

### Formatting & Appearance: Consistency is key!

- Stick to one page. Avoid using templates.
- If you adjust margins, set them between .7" and 1".
- Use 10.5 - 12 point font size in sans-serif fonts like Calibri and Arial.
- Differentiate sections by headings: i.e., Education, Experience, Community Leadership, and Skills.
- Organize headings in order of importance to show your most relevant experience.
- Use adequate white space between sections to keep your resume from appearing crowded.
- Be consistent with spacing, alignment, and punctuation. Whatever style you pick, stick with it.
- Emphasize titles/organizations with bold or italics. Don't use more than two types of emphasis.
- Keep bullet points to one line or a nearly complete second line.
- Save your resume as a PDF to preserve formatting upon submission.

### Education

- Include formal name of institution, city and state of institution, full degree name, majors/minors, and graduation month and year.
- You can also include courses that focus on your knowledge and skills. Include projects, research, and thesis or dissertation titles.
- GPA is optional. GPAs of 3.0 and higher are often included for current students.
- Include affiliations, memberships, trainings you have completed, and certifications.
- Show awards, honors, and scholarships if appropriate.
- Include conferences you have attended.
- Remove high school information after 1st year of college.



## Experience - Employment, Volunteer Work, & Involvement

- List employer name/organization and your title. List city and state where employed.
- For dates, show month and year. Spell out months or use consistent numerical abbreviations.
- List experiences in reverse chronological order (starting with most recent).
- For lesser-known organizations, briefly describe the organization or its mission within your writing.
- Create strong bullet points by describing your experience using action verbs and the APR approach.
- Ensure descriptions of current roles are in present tense and previous roles are in past tense.
- Where possible, measure your achievements with numbers, percentages, and results.
- Your strongest bullet points should be first. Try writing 3-5 bullet points for each experience.

## Skills

- If you show skills, organize them by similarity.
- Highlight skills in which you are proficient. Technical (*hard*) skills such as proficiency in a programming language and transferable (*soft*) skills like communication draw attention to your strengths and should be expanded upon in the bullet points of your experience.
- If you have advanced technical skills, feature a technical table.
- Avoid adjectives such as hardworking and punctual. These qualities would be expected of any candidate.

## Content, Punctuation & Grammar:

- Use spell check! Ensure syntax and grammar are accurate.
- Writing is concise, clear, and tailored to keywords in specific job descriptions.
- Don't include personal pronouns (e.g. I, my).

## Double Check for Common Mistakes:

- Don't include text boxes, shading, photos, graphs, headers, and footers.
- Remove references from your resume.
- Avoid using passive phrases like "worked with" or "responsible for."
- Avoid repetition; offer something new when describing similar experiences.

## Optional Addition: Adding a Summary

A summary is a strong opening statement that calls out top skills, and clues the reader into core strengths they will see throughout your resume. It is tailored to the roles you are seeking and is often utilized by someone who possesses more experience. As this is the first thing a recruiter will read, ensure that strengths listed in the summary are your top skills in which you are significantly proficient.

Example: Innovative leader and Psychology student with 2 years of experience supporting campus program development. Recognized by peers for ability to motivate teams.



### Try creating your own summary!

What are two or three things you would like a hiring manager to know about you that are relevant to your desired position? This could be a strength you have utilized, a skill you've developed, or an environment you have worked within.

Relevant courses are included to emphasize knowledge. In the future, Design Projects can also be included to show knowledge, project scope, and skills.

## Collin N. Rehm

Tucson, Arizona

520-621-2588 | cnrehm@email.arizona.edu

### Education

The University of Arizona, Tucson, AZ

**Bachelor of Science in Chemical Engineering**

May 2019

Minor: Chemistry | Cumulative GPA 3.4

**Related coursework:** Chemical Engineering Modeling, Chemical Engineering Lab I and II, Chemical Engineering Transport Phenomena, Analytical Chemistry

### Work Experience

**Southern California Edison**

Rosemead, California

Telecom Engineering Intern

5/2017 – 8/2017

- Created and wrote reports for Installation Technicians to improve communication circuits and collaborated with Engineers to develop instructional guidelines during upgrades.
- Facilitated presentations to technician groups of 60+ on SharePoint and OneDrive to promote the adoption of Microsoft Office 365 programs.
- Supported Chemists with calculations to monitor pH levels of water; graphed data in Excel.
- Participated in a training in the operation and cleaning process of a high efficiency reverse osmosis system for a water treatment facility.

**The University of Arizona – College of Engineering**

Tucson, Arizona

Assistant/Preceptor

8/2016 – Present

- Grade assignments and provide feedback to leadership classes of 30 students.
- Support admissions process by introducing new students to engineering communities.

**The City of Chino Hills**

Chino Hills, California

Lifeguard and Swim Instructor

6/2015 – 8/2016

- Supervised groups of 50+ and maintained safety standards in a fast-paced environment.
- Organized and facilitated swim lessons for groups of 5 – 10 students.

### Leadership & Community Involvement

**Engineering Ambassadors, Member/Ambassador**

8/2017 – Present

- Act as a central source of information for incoming and potential students and families.

**Wildcat Engineering Academy (Catapult), Peer Mentor**

8/2016 – Present

- Provide one-on-one mentorship to freshman students to ease transition into engineering.

**Engineering Leadership Community, Member**

8/2015 – 5/2017

- Collaborated with a multidisciplinary team to build skills and promote student success.

**Residence Hall Association: Hall Involvement Team, Student Lead**

8/2015 – 8/2016

- Led a student team of 5 – 10 and supported welcoming of new students to campus.

**Technical Skills:** Office 365, Canopy (Python 2.7), MATLAB, ASPEN, Distillation Columns, Heat Exchangers, Steam Chest, Thermocouples, Gas Chromatography, data analysis, problem solving

Skills are organized by software, equipment, and analytical skills.

Transferable skills such as leadership and collaboration are highlighted through involvement.

Along with a resume, a professional portfolio is often required for those going into a creative field such as writing, advertising, graphic design, or computer programming. A portfolio highlights and showcases samples of your best work, along with life experiences, values, and achievements. It does not take the place of a resume, but it can accentuate your abilities and what you can offer in the chosen field.

This resume purposefully uses elements geared toward creative industries. Skills in Adobe Creative Cloud are highlighted in the creation of a logo.

Website shows portfolio of work – relevant for certain fields such as the arts, film, and design.

# ANDREA O'BERT

aobert@email.com | 520.621.2588 | www.andreaobert.com

Collaborative Art History student with 3 years' experience in community service. Driven to impact non-profits by leveraging marketing strategies to grow sponsor participation.

## EDUCATION

**Bachelor of Arts in Art History** | Minor in Spanish | anticipated graduation May 2019  
University of Arizona, Tucson, Arizona | GPA: 3.8

## WORK EXPERIENCE

**Marketing Director** | Tucson School of Photography, Tucson, Arizona | 2016 - Present

- Develop strategies using social media and call campaigns to market classes to potential clients
- Manage social media platforms and create appealing content to increase student engagement
- Coordinate class schedules and oversee correspondence for a population of 100+ students
- Provide additional instruction on equipment to increase student understanding of material

**Photographer** | Andrea O'Bert Photography, Tucson, Arizona | 2015 - Present

- Oversee complete photographic process for weddings and events with up to 250 attendees
- Consult with clients to understand vision and create action plans for portrait sessions and events
- Process and edit images using Adobe programs to exceed client expectations
- Manage scheduling and promotion of services to engage new clientele and grow brand

## COMMUNITY SERVICE & LEADERSHIP

**Volunteer Photographer** | Youth On Their Own, Tucson, Arizona | 2016 - Present

- Provide photography services for an organization dedicated to serving underprivileged students
- Photograph students for senior portraits. Encourage a positive outlook on education and achievement
- Create promotional images to support marketing initiatives and draw potential sponsors

**Blue Chip Leadership** | University of Arizona, Tucson, Arizona | 2016 - Present

- Assist 15 students during first year transition and establish a community of support
- Build relationships with fellow leaders to grow network and enable opportunities for collaboration
- Develop leadership skills by analyzing problems and creating solutions in a hands-on environment

**Volunteer** | Southern Arizona Arts & Cultural Alliance, Tucson, Arizona | 2017

- Analyzed marketing issues and collaborated with a team to develop strategies within a limited budget
- Surveyed vendors and community members at arts events to determine how to better reach sponsors
- Created sample materials such as flyers, pamphlets, and slogans to support marketing efforts

## SKILLS

- Adobe Photoshop, Adobe Lightroom, Adobe InDesign, Adobe Bridge
- DSLR cameras- photo and video functions | Studio lighting equipment and setup
- Bilingual: English & Spanish | Social Media marketing | Client relationships

The summary statement is tailored to a desired industry and focuses on key skills, like collaboration and leveraging marketing strategies, which are also clearly demonstrated in the experience section.

First bullet point helps clarify organization's mission.

"I want my resume to focus on my skills in interpersonal communication and social media as I want to go into roles in PR and event planning. I used a format that allows me to show my communication style as well as my accomplishments. The short, 2-3 sentence paragraphs give an overview of what I have done daily in my roles and the bullet points highlight specific achievements and contributions."

Moctar Saidynaly Sidi Ahmed, Senior / Political Science

## Moctar Saidynaly Sidi Ahmed

520.621.2588 • msaidynaly@email.com • Tucson, Arizona • www.linkedin.com/in/moctarsaidynaly/

*Adaptable student leader with experience facilitating discussions to empower students and youth in personal development. Skilled in supporting social media marketing initiatives and coordinating events to drive engagement. Social Justice-focused public speaker and influencer.*

### Skills & Key Areas of Strength

Interpersonal Communication • Public Speaking • Mentorship & Motivation • Customer Service  
Student Leadership & Collaboration • Organizational Skills • Event Planning & Logistics  
Social Media Engagement - Snapchat, Instagram, Twitter • MS Office • Trilingual: French & Zarma

### Education

**Bachelor of Arts in Political Science** | Minor in Psychology | May 2019  
The University of Arizona, Tucson, Arizona

### Experience

**Building Leaders and Creating Knowledge, (B.L.A.C.K), University of Arizona, Tucson, AZ**  
*Student Mentor, August 2017 - Present*

Mentor 25+ college students and provide guidance on organizational skills, career readiness, and cultural development. Engage students in conversations about identity to support development of purpose. Establish an environment focused on community, leadership, and academic excellence.

- Coordinate topics for classes; prepare materials and presentations for student groups of 20+
- Host welcome events for students and parents; manage food preparation for 80+ attendees
- Partner with student organizations to promote and grow outreach initiatives

**Educational Enrichment Foundation, Tucson, AZ**

*Intern, August 2017 - December 2017*

Oversaw fundraising activities and ensured positive experience for 15+ sponsors by communicating schedule of activities during events. Coordinated events team and assisted with planning and logistics.

- Collaborated with social media marketing team; photographed multiple events, selected content, and posted photos on website and social media
- Oversaw database maintenance and record keeping to support and streamline processes

**Hollister, Tucson, AZ**

*Brand Representative, October 2016 - September 2017*

Delivered customer service in a fast-paced environment. Communicated fashion and product knowledge to guests and provided styling tips. Assisted with replenishment and stock room operations.

- Organized product for inventory; collaborated with team to execute monthly visual changes
- Appointed to assemble merchandise to create looks according to branded direction

### Affiliations & Community Leadership

**Black Student Union, University of Arizona, Tucson, AZ**

*Secretary, February 2016 - Present*

Collaborate with students to raise awareness of social justice issues. Speak at meetings and act as a liaison between members and board members. Support open-mic nights and assist with events.

**Paradigm Shift Group, University of Arizona, Tucson, AZ**

*Co-President, January 2016 - Present*

Lead weekly meetings for network marketing group. Coordinate social media marketing strategies and organize tabling events to increase membership.

Numbers show impact and quantify experience.

Headings are strategically organized. Certifications are essential for this field so "Certifications, Trainings & Skills" is featured at the top.

Current work experience is relevant for desired role so experience follows certifications.

## Sarah Ann Mason

(520) 621-2588 | samason@email.com | Tucson, Arizona 85719

### Certifications, Trainings & Skills

Food Handler's Permit | HIPAA Training | CITI Human Subjects Training | American Red Cross CPR Certification  
ACE Group Fitness Instructor National Certification | Microsoft Office | Wrike

### Experience

*Food and Nutrition Service Worker, Sodexo - Catalina Foothills School District, Tucson AZ* 7/2017 - Present

- Prepare and serve complete meals to elementary student groups of 200+.
- Ensure quality of ingredients and support team in driving quality assurance and safety of food preparation.
- Manage income/tax exemption figures to ensure compliance with Free and Reduced Lunch regulations.

*Group Fitness Instructor, Southern Arizona YMCA* 6/2017 - Present

- Lead fitness classes of 15+ and collaborate with attendees of diverse skill levels on workout strategies.
- Motivate clientele in the promotion of healthy lifestyle decisions.
- Provide suggestions on food and nutrition and communicate health benefits of fitness.

*Intern, UA Center for Compassion Studies, Tucson, AZ* 1/2016 - 5/2016

- Initiated and maintained a social media presence that increased involvement.
- Secured guest speakers and assisted with hosting of events to grow awareness of the center's mission around impact of compassion and contemplative practices on well-being.
- Collaborated with staff to improve curriculum delivered to students.

*Media Crew Staff Member, Hugh O'Brian Youth Leadership Seminar, Tucson, AZ* 6/2012 - 8/2013

- Promoted ideals of leadership, social justice, inclusivity, interpersonal skills and teamwork to a statewide conference of 150+ high school sophomores to inspire and develop leadership potential.

### Education, Awards & Distinctions

**Bachelor of Science in Nutritional Sciences | Bachelor of Science in Care, Health & Society, May 2018**

Minors: Spanish & Biochemistry, Emphasis: Human Services, Human Nutrition, GPA: 3.5

University of Arizona - Honors College, Tucson, AZ

Blue Chip Leadership Pillars of Excellence Recipient | Outstanding Honors Junior Nominee

Scholarship recipient representing UA Nutritional Sciences Department at nutrigenomics conference, 2018

Academic awards can be highlighted within education.

### Community Leadership

*Youth Coordinator, Survivorship Chairperson, American Cancer Society Relay For Life, Tucson, AZ* 6/2007 - Present

- Pioneered a series of cancer survivor's dinners for 100+ to build community and a network of support.
- Initiated outreach and developed relationships with community to promote Relay For Life programs.

*Member, University of Arizona Nutrition Network, Tucson, AZ* 8/2015 - Present

- Assisted with food preparation and led physical activity demonstrations to groups of 20+.

*Volunteer, University of Arizona Cancer Center, Tucson, AZ* 1/2014 - 5/2015

- Partnered with Medical Social Work teams to advance quality of patient care. Communicated resource information to patients to foster a positive environment throughout treatment.

Transferable skills are highlighted through volunteer work and community involvement.

### Conferences

Food Tank Summit - Growing Food Policy, 2018

Feeding Your Genome: Research Frontiers in Nutritional Sciences Conference, 2017

National Collegiate Leadership Conference, *Program Facilitator*, 2016

Skills are organized by category to highlight diverse technical skills.

## Keara Burke

520-621-2588 | kb@email.arizona.edu | linkedin.com/pub/keara-burke

### EDUCATION

**Bachelor of Science in Mathematics** with emphasis in Statistics and Probability May 2019  
**Bachelor of Science in Systems Engineering**, GPA: 3.8  
University of Arizona, Honors College, College of Engineering, Tucson, Arizona  
Astronaut Foundation Scholarship, *Nominee* & Goldwater Scholarship, *Nominee* March 2018  
Phi Beta Kappa, *Member*, Tucson, Arizona March 2018 – Present  
Omicron Delta Kappa, *Member*, Tucson, Arizona November 2016 – Present  
Tau Beta Pi, *Member*, Tucson, Arizona September 2016 – Present  
Honors Study Abroad in Europe June & July 2016

### CORE TECHNOLOGIES & SKILLS

*Languages:* Bash Scripting, C, PSQL

*Software:* MATLAB, ISIS 3, ArcGIS, QGIS, SPICE, LINGO, Simulink, Enterprise Architect, Adobe Creative Cloud

*Tools & Skills:* Data Analysis, Modeling, Database Management, Laser Cutter, CNC Mill, Lathes, Milling Machines

### PROFESSIONAL EXPERIENCE

**OSIRIS-REx Mission**, Tucson, Arizona  
*Image Processing Intern* January 2017 – Present

- Develop MATLAB process to calculate particle size frequency distributions of hazards on simulated asteroid surface to test viability of hazard identification methods on asteroid (101955) Benu.
- Establish spatial database of hazard information for ease of data processing and team access.
- Ensure stakeholder needs for data processing are met through collaboration with team on calculation results.
- Generate and analyze mosaics of simulated image data using bash scripting and ISIS3 to determine suitability for use in testing IPWG processing pipelines.
- Design a pipeline using ISIS3 to automatically process and ingest images for database upload.
- Presented initial work in 2017 during poster session at biannual OSIRIS-REx Science Team Meeting 12.

**Biosphere 2**, Tucson, Arizona  
*Honors Research Intern* January 2016 – April 2016

- Researched the combined effects of CO<sub>2</sub> levels, temperature, and plant type on basalt rock weathering to understand the impact of rising global temperatures.
- Presented findings during poster session at Honors Engagement Expo to groups of 100+ faculty and students.

### AFFILIATIONS & LEADERSHIP

**The University of Arizona Engineering Student Council**, Tucson, Arizona  
*Vice President* April 2018 – Present

- Direct council meetings, encourage member involvement, and support initiatives to represent engineering clubs and students to the college and community.

*Director of Corporate Relations* March 2017 – March 2018

- Organized Arizona's largest student-run engineering career fair attended by 50 companies and 800 students.
- Hosted professional development workshops for ESC council members to advance professional growth.

*Member* September 2016 – Present

- Collaborate with peers to implement professional development plans and motivate engagement in engineering.

**The University of Arizona Engineering Ambassadors**, Tucson, Arizona  
*Member* April 2017 – Present

- Assist in outreach events for the College of Engineering. Provide tours and speak at information sessions to support recruiting of potential engineering students.
- Educate K-12 students on the importance of STEM to grow awareness and interest in pursuing careers in STEM.

Technical skills are incorporated into experience.

As experience in field grows with plans to apply to graduate school, 'research experience' will expand into a larger section.

## Javier Ramos

Tucson, Arizona 85745  
520.621.2588 • javier.jp.ramos@email.com

### Education

#### The University of Arizona, Tucson, Arizona

Bachelor of Science in Speech, Language, and Hearing Sciences, expected graduation: 2020  
Minor: Creative Writing  
GPA: 3.8, Wildcat Excellence Award, Dean's list

### Research Experience

**Research Assistant, Speech, Language and Brain Lab**, Edwin Maas, Ph.D., Lab Director, 1/2018 – Present  
University of Arizona, Department of Speech, Language and Hearing Sciences, Tucson, Arizona

- Administer speech and language tests, cognitive tests, and hearing screenings.
- Collaborate with lab team to evaluate auditory priming and mispronunciation detection.
- Review literature regarding motor speech planning in children with speech sound disorders.

### Work Experience

**Volunteer**, 10/2017 – Present

Carondelet, St. Mary's Hospital, Tucson, Arizona

- Observe rehabilitation team in 300-bed acute care hospital; accumulated 100+ volunteer hours.
- Assist Physical, Occupational, and Speech Therapists with duties to increase workplace efficiency.

**Server**, 2/2017 – Present

BJ's Restaurant & Brewhouse, Tucson, Arizona

- Create a positive guest experience in a high-volume environment with an expansive menu.
- Train and onboard new wait staff and provide instruction on service best practices and POS system.
- Recognized with employee of the month award 2 times due to success in training new team members, and implementing time saving processes for scheduling and closing procedures.

Incorporate recognition and/or advancement at work to show achievements.

### Additional Experience & Affiliations

**Member** – NSSLHA, Tucson, Arizona – 9/2017 – Present

**Storyteller** – Odyssey Storytelling Series, Tucson, Arizona – 7/2017 – Present

**Volunteer** – Yuma County Library – Main Branch, Yuma, Arizona – 5/2016 – 8/2016

### Skills & Certifications

First Aid and CPR Certified, Arizona Dept. of Public Service Fingerprint Clearance, lab preparation, bilingual (Fluent in Spanish), transcription, writing, editing, Chicago Manual of Style, Microsoft Office, customer service

### Publications

**Ramos, J.** (2017, October 9). Value of Volunteering. *The Daily Wildcat*, p. A4

Smith, D. A. & **Ramos, J.** (2018). Academic outcomes in deaf students with cochlear implants. *Journal of Speech, Language, and Hearing Research*, 60, 2130-2155.

Publications and/or presentations follow appropriate format for field.

# Cover Letters

## Tailor Your Cover Letter from the Job Description

Using the job description as a reference, choose 3-4 key skills and responsibilities you want to highlight in your cover letter using concrete examples. Key skills are bolded and italicized in the job description and the cover letter so you can see where the language of both are a match. Do NOT do this in your cover letter.

### Nordstrom

Nordstrom values employees who have great insights to fashion and e-commerce, act fast, think creatively, and embody our **customer-first mentality**.

### Merchandise Manager, Shoes

Provide merchandising support & management in the shoe division. This role will be **responsible for pricing, being intimately familiar with the competitive landscape**, writing season line plans and analyzing the business to ensure continued growth.

### Responsibilities

Ability to both react to current business as well as **anticipate future trends**.

Clear understanding of the Nordstrom product aesthetic and brand point of view and **understanding of brand positioning in the market**.

Stay on top of runway shows, emerging brands, and blogging to hold trend dialogue with the design team, help the brand stay relevant, and hopefully **predict the next 'big thing'**.

**Create a clear pricing structure** that ties perceived value, quality, and retail pricing together.

**Act as the hub** between the channels of production, design, inventory planning, and buying. This will require **attention to detail, effective time management, and excellent communication skills**.

### Requirements

Applicant must have a Bachelor's Degree and **2 years of experience working in retail**.

Applicant must have excellent **attention to detail and business acumen**.

Applicant **must be able to work in a team**.



## Cover Letter Tips (see next page for examples)

1. Include your contact info at the top, in the same format as your resume.
2. If you do not have a contact to address your letter to, use Dear Hiring Manager, To Whom It May Concern, or Dear Human Resources Director.
3. Paragraph one introduces you and your interest in the position. It entices the employer to read further.
4. Paragraph two/three details what you can offer the employer based on the job description. It highlights your experience, knowledge, and skills.
5. The final paragraph closes your letter by briefly restating your interest in the position/organization and thanks the employer for his/her consideration.

Find a detailed checklist here:

[career.arizona.edu/cover-letter-checklist](https://career.arizona.edu/cover-letter-checklist)



Danielle Rios

1

520.621.2588 | daniellerios@gmail.com | Tucson, Arizona

March 27, 2018

Mr. Sam Connor  
Talent Acquisition Manager  
Nordstrom, Inc.  
1617 6th Ave.  
Seattle, WA 98101

Dear Mr. Connor,

2

I possess a passion for the retail industry and am excited to apply for the Merchandise Manager, Shoes position with Nordstrom. This position aligns with my experience working in **three different retail environments**, including learning **merchandising best practices, developing excellent customer service**, and **analyzing business and brand trends**. These experiences along with my educational background make me a great fit for your team.

3

This past summer I was a Merchandising Intern with Old Navy and developed an understanding of **sales, inventory planning**, and retail operations. I **collaborated with a five-person team** to create weekly reports to **enhance sales and analyze industry trends**. My biggest accomplishment in this role was my final project where I **predicted seven growing fashion trends** and created a plan for Old Navy to incorporate these into their new line.

4

Additionally, as an Intern for TJX Companies, I worked on the planning and allocation team and created a cost comparison analysis for 15 vendors bidding for business. This required excellent **attention to detail and professional communication** when working with the vendors. The team utilized the results to make decisions regarding infant clothing, a direct impact I made on the company.

5

My understanding of **industry trends and merchandising skills** will enable me to be a productive team member for Nordstrom and I would appreciate an opportunity to interview. Thank you for your time and I look forward to hearing from you.

Sincerely,  
Danielle Rios

## Keep in mind:

- A cover letter demonstrates your writing skills and etiquette.
- Follow the directions for submission. Common practice is to paste the content of your cover letter in the body of the email, and attach your letter and resume as PDF files.



# LinkedIn to a Professional Network

## Advice from Recruiters

LinkedIn is the largest online professional network with over **500 million members**. Over 80% of recruiters say they rely on LinkedIn for recruiting!

Your LinkedIn profile highlights your experience outside the limitations of a one-page resume. Here is how you can display more of your experience and show your personality.

**Headline:** Keep it concise. Include key terms that make it easy for others to define the industry you are interested in. Headlines are similar to summary statements on a resume, just shorter.

**Summary:** Share your present and future career ambitions. Evaluate what projects, research, experience, and relevant involvement you want to include to help viewers learn more about you. Use the first person to tell your professional story in the summary section.

**Photo:** Adding a professional photo can result in 21 times more profile views!

**Education:** This section is essential for gaining access to alumni groups on LinkedIn.

**Experience:** Share your responsibilities, contributions, and accomplishments. Providing clear examples will support your credibility.

LinkedIn provides an opportunity to add sections and information that you might have had to edit out on your resume due to space limitations.

Once you have completed your profile, seek feedback from industry professionals, professors, or mentors. Make connections! Building your network is an important part of your personal brand. If you want to connect with others you don't know, introduce yourself and provide context on why you want to connect when you send a request.



# Networking

## Advice from Recruiters

**We asked two campus recruiters for some advice on common questions about networking with employers. Here's what they said:**



Danielle mentioned how to make a strong introduction – some of these same components go into a strong elevator pitch! So what is an elevator pitch? It's a 30-second introduction of yourself that you can use in networking settings, like a career fair. Try creating your own with the prompts below:

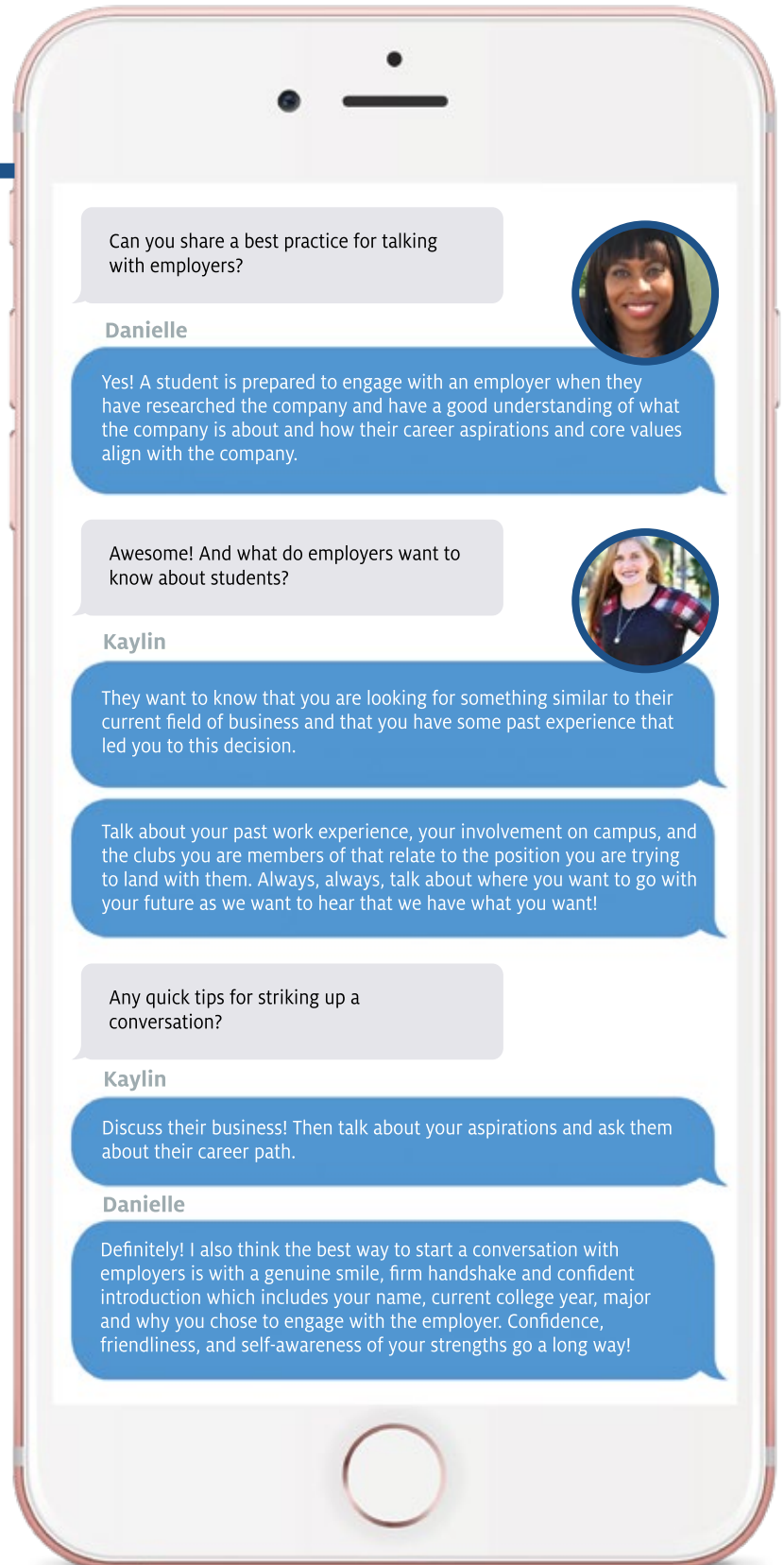
**Your name & class level:**

**What inspires you in your major / area of study?**

**What top skills are you proud of?**

**What are your career goals and professional interests?**

If you are meeting with a recruiter at a career fair, you might end with a question about their company.



# Interviewing Tips



**Madison  
Michaeloff**  
Alumni / Psychology

"I decided to make a mock interview appointment with Student Engagement & Career Development to improve my interviewing skills. The Career Educators provided such great advice; I improved every time I met with them. I learned methods to improve my ability to think quickly and recall relevant experiences. I also learned how important it is to be prepared. The mock interview process boosted my confidence and motivated me to apply for positions I wouldn't have before. I can now say I am confident walking into job interviews!"

## Before Your Interview

Two tips from Kaylin Wiley, a Talent Acquisition Specialist with Enterprise Holdings

Before your interview, be sure to **prepare**:

- 1. Stories:** Most interviewers will ask behavioral questions which are designed to have you tell a story about your experiences. Have multiple examples of how your experiences can relate to what they are seeking.
- 2. Questions of your own:** Ask the interviewer about the work environment, their career path, and the opportunities that follow the role you are interviewing for. Always close with a strong statement on how you are the ideal fit for this position.

## During Your Interview

### What are Behavioral Questions and How to Prepare

Behavioral questions prompt candidates to speak about past situations that demonstrate the skills, competencies, and work behaviors the employer wants in the "ideal" candidate. Behavioral questions often start with "describe a time," or "tell me about a time." Use the **STAR Approach** to tell your story by describing the:

- Situation:** challenges, problems, concerns, issues, conflicts
- Tasks:** your responsibilities and roles in the situation (and who was involved)
- Actions:** focusing on your behavior and the skills you used
- Results:** outcomes, accomplishments, what you contributed and learned, how you were effective

Practice appropriate interview etiquette: Arrive early, dress professionally, turn off your cell phone, bring copies of your application materials, and be poised and expressive!

**One more tip!** During the interview process, an employer may ask your salary expectations. Be prepared with a salary range based on your research on the industry and location. A general rule of thumb is to let the employer bring up the topic of compensation.

For more interviewing tips:

[career.arizona.edu/interviewing](https://career.arizona.edu/interviewing)

# After the Interview

## The Thank You Letter

### A “thank you” can go a long way:

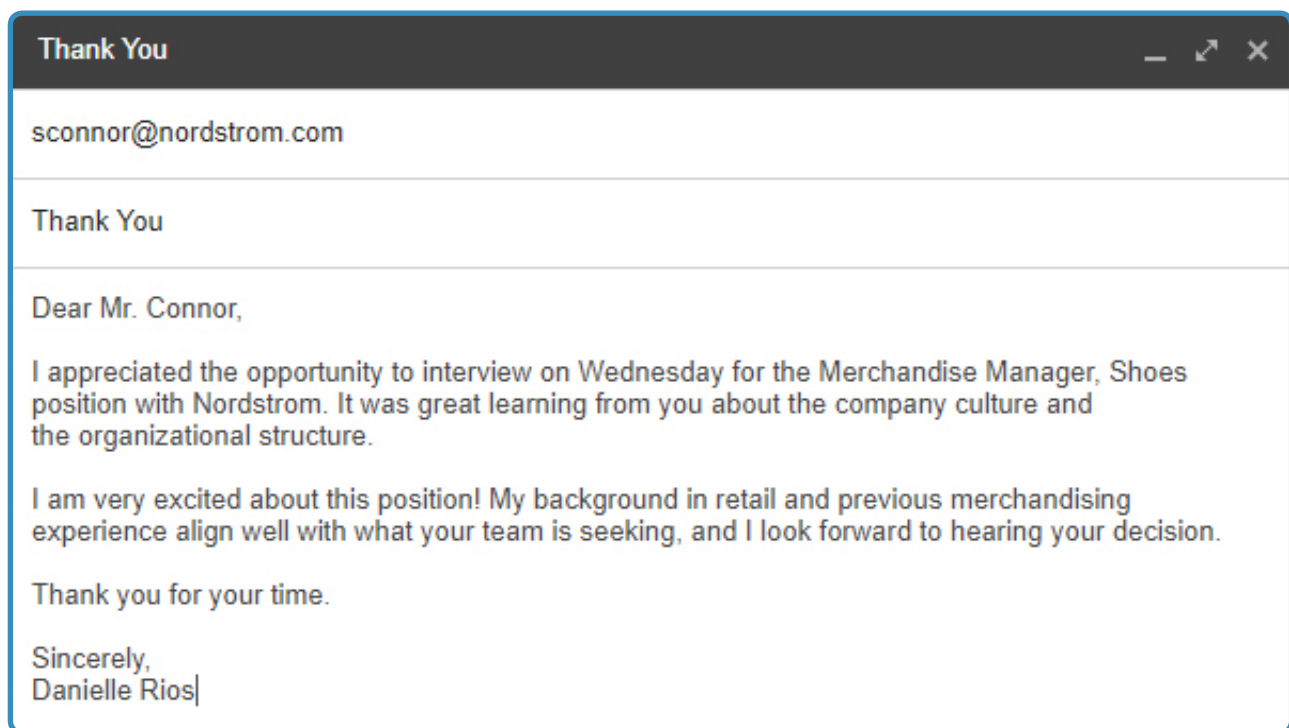
- Following up with an employer is an important part of the interview process.
- A thank you reminds the employer of your candidacy and allows you to reiterate your interest in the position.

### Remember:

- Keep it to 1-2 paragraphs.
- Remind them of your qualifications.
- Mention the date of your interview and something you discussed or enjoyed learning about during your interview.

### Your timing is important:

- Say thank you within 24 hours after every interview.
- You can use mail or email. Many employers do have quick hiring timelines, so email is generally the fastest way to express your gratitude.



## References

**Choosing the right references can feel daunting, but there are steps you can take to ensure you cultivate the right references for your application process.**

1. Scan your network for relevant references; this can be your manager, supervisor, advisor, coach, or professor.
2. Let them know you are looking for their support and reference **before you apply**. Provide a summary of what you are applying for and why you are asking for their reference.
3. If they accept, thank them and provide any additional relevant information they may need, such as your resume, the job description, a few key skills you're hoping they can emphasize.
4. Keep your references updated on your job search regardless of the outcome.

# Evaluating the Job Offer



Congratulations on receiving an offer! How do you know if you should accept? Reflection is key for determining if the position is the best fit for you. **Take time to evaluate the offer. Consider:**



## **JOB FIT**

Does the role fit with your goals? Will you like the work?

## **LOCATION**

Consider factors such as the weather, cost of living, and city life. Will you have to relocate? Do they provide relocation assistance? What would your commute look like?



## **ADVANCEMENT**

Will the position challenge you and give you room to grow? Will you gain experience to further your career?

## **COMPANY CULTURE**

Can you visualize yourself within the company? Do your values align?



## **BENEFITS**

Beyond salary, benefits can increase the value of an offer. What benefits does the company provide? Consider paid vacation, sick leave, health insurance, retirement, tuition reimbursement, childcare, or wellness benefits.

## **COMPENSATION**

Is the offer competitive for the industry job level, and location?





**Try practicing negotiation with a Career Educator or friend!**

## Know the Timeline

When you receive an offer, ask when they need your response. It's often possible to ask for more time if needed. This will help you make an informed decision and provide transparency to the employer. Be considerate of the employer's timelines and be prepared to make a decision by the agreed-upon deadline.

## Negotiation: How does this work?

Negotiating a salary is a common practice as you advance in your career. It is usually an option when there is a salary range, or when compensation depends on experience (DOE).

## The Negotiation Approach

The conversation should be cooperative, not confrontational. Expand on why you are negotiating.

An example of this conversation might be: **“Thank you for the offer to join your team. I am excited about this opportunity. I understand the level of (responsibility/skill/leadership) required and know the level of experience that I have in X. Is there room to negotiate on the salary?”**

It's okay to ask if there is room to negotiate, and still accept the offer even if the employer says no.

## Accepting the Offer

- Accept an offer by phone AND in writing.
- Keep your word! Accepting a position is a major commitment. Once you accept a job offer, it is unethical and unprofessional to renege on that offer by accepting a different position.
- If declining a position, still be sure to communicate your decision.

# The Graduate School Track

Much like applying to jobs, applying to graduate school requires time – time to reflect, to research, to network, and to prepare your applications. If graduate school is part of your journey, give yourself plenty of time to create a plan and get everything in order. Applying to grad school is different than applying to a job in that:

- You'll draft a personal statement instead of a cover letter.
- Some programs require a CV instead of a resume.
- Research or lab experience may be more important than an internship, depending on your program.
- Letters of recommendation should come from faculty instead of supervisors, when possible.

## Personal Statements

Some programs allow for a general personal statement while others require you to answer specific questions. A personal statement should communicate your promise as a member of the academic community and indicate what you have done to prepare yourself for success in graduate school. While it is important to highlight the skills you possess, you will also want to blend in information about who you are, your experiences, and your long-term goals.

## Consider these questions as you get started:

1. Why are you interested in this field?
2. How do your experiences set you apart?
3. What do you ultimately want to do with this degree?
4. Are there red flags in your academic record that you need to address? If so, how?



**Need a review of your CV, resume, or personal statement? Visit Life Lab!**

[go.arizona.edu/resume-resources](https://go.arizona.edu/resume-resources)

For more information, visit our site where you can access resources such as Peterson's Guide to Colleges and Universities for advice and articles on considerations regarding grad school. As graduate program admissions criteria and curriculum vary, be sure to reach out to the point of contact for the specific graduate program for which you have questions.



# The Journey Is Just Beginning!

Getting a job offer or admission into graduate school may be the end of your search, but . . .

Starting your career, as with all big life changes, promises to be full of new connections, new opportunities for growth and learning, and still more decisions. Regardless of how well you have prepared, there will be a transition period. It takes time to learn the priorities, structure, and culture within a workplace and to learn how to balance that with the other important pieces of your life outside of work. Just like in college, we encourage you to ask questions, be willing to learn, take initiative, and to use your resources.

The network you've built during your time at the UA can serve as more than just job references. The people you have met can be your source of support, encouragement, and advice as you navigate your new working environment.

When you first started your journey, you may have been unsure where to go or how to get started, and you may again find yourself back on the subway platform, wondering where to go next. Embrace new opportunities and challenges. Your UA community will be here cheering for you every step of the way!



You are here.  
What's next?



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