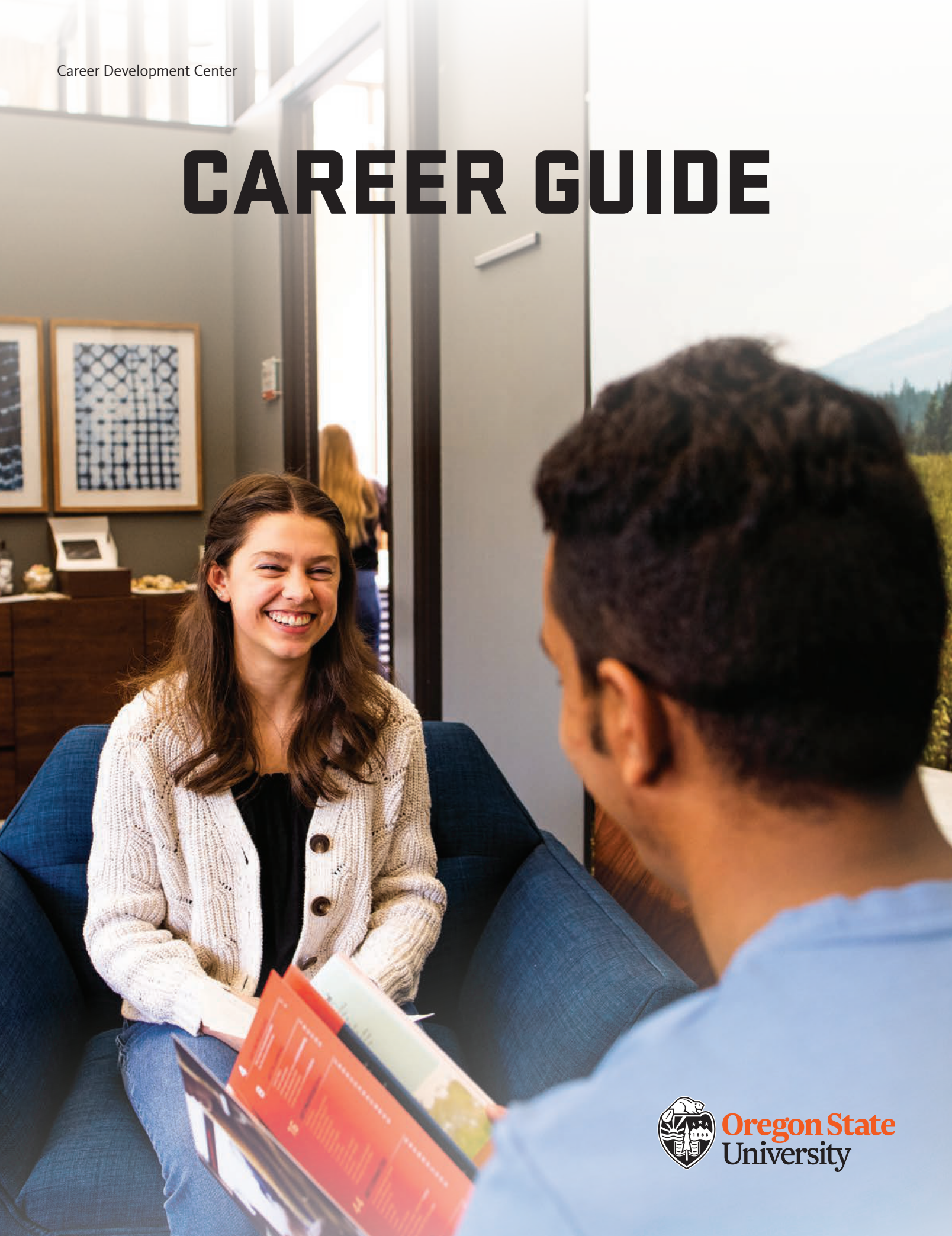


CAREER GUIDE



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- ATP hosted virtual chats

From the Director

Dear Student,

Congratulations on starting your career search. Whether you're looking to earn a place in your field, enter graduate school, complete post-graduation service or take another path, we're here to help.

This career guide is one tool that can help you become a profession-ready Oregon State University graduate. We'll guide you through exploring career possibilities and show you how to create a résumé that showcases your strengths and experiences. We'll give you tips on crafting cover letters, interviewing with confidence and searching effectively for career opportunities.

Use the career guide with other OSU career resources, such as online tools, professional development workshops and consultations with Career Development Center staff. We're excited to help you prepare for what awaits you beyond OSU!

Brandi Fuhrman
Associate Vice Provost and Executive Director of Career Development

LAND ACKNOWLEDGEMENT

Oregon State University in Corvallis, Oregon, is located within the traditional homelands of the Marys River or Ampinefu Band of Kalapuya. Following the Willamette Valley Treaty of 1855, Kalapuya people were forcibly removed to reservations in Western Oregon. Today, living descendants of these people are a part of the Confederated Tribes of Grand Ronde Community of Oregon and the Confederated Tribes of the Siletz Indians.

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CORVALLIS CAREER DEVELOPMENT CENTER

A110 Kerr Administration Building
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career.oregonstate.edu

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ADDITIONAL LOCATIONS

- » College of Agricultural Sciences
148 Strand Agriculture Hall
- » College of Business Career
Success Center | 102 Austin Hall
- » College of Earth, Ocean, and Atmospheric
Sciences | 104 Wilkinson Hall
- » College of Engineering | 124 Johnson Hall
- » College of Forestry | 116 Peavy Hall
- » College of Health | 105 Women's Building
- » College of Liberal Arts and College of Education
204 Bexell Hall
- » College of Science | 109 Kidder Hall
- » University Exploratory Studies Program
102 Waldo Hall

CAREER SERVICES

ONE-ON-ONE CAREER ADVISING

Our trained peer advisors will work with you to review résumés and cover letters, provide interview advice and demonstrate our online tools.

Our professional career advisors meet with students in their respective colleges virtually or in-person to provide information specific to career development in each field of study.

To make an appointment, contact our main office, drop in at Kerr A110 or schedule via Beaver Hub or Handshake.

EVENTS, WORKSHOPS AND NETWORKING

Attend in-person and virtual workshops to gain valuable skills like interviewing techniques, job searching best practices and more.

We host career fairs every term and frequently organize both virtual and in-person panels, info sessions and other events that provide opportunities for OSU students to connect with working professionals.

Visit career.oregonstate.edu or click the Events tab in Handshake to stay up to date on current opportunities.

ONLINE TOOLS:

Access these virtual tools through career.oregonstate.edu.

Handshake

Handshake: Listings for local and national jobs and internships. Build a profile showing your experience and education and register for career fairs and workshops.

STANDOUT®

Standout: Virtual interview practice to help you develop interview skills and become confident answering questions.



Vmock: Online résumé review with individualized, AI-generated feedback. Use this tool before a career advising appointment to help you write your best résumé.



Focus 2 Career: A self-assessment tool to help you discover interests and research career options. Review your results with our advisors.



GoInGlobal: An overview of jobs and application guidelines in various countries. Use this tool to plan for study or work abroad. This tool also includes an H-1B application database for international students wishing to work in the U.S. after graduation.



STEP 1: GET PLANNING

- » Take a **Focus 2** self-assessment to explore career paths, job titles and learn about your working personality.
- » Build your **Handshake** profile.
- » Get involved by joining a student organization, volunteering, attending campus events or finding a job related to your career goals.
- » Come to the Career Development Center for a drop-in appointment to review your résumé and/or cover letter.
- » Explore relevant courses, minors and study-abroad options with your academic advisor.
- » Get to know your professors during office hours and maintain a solid GPA.

STEP

1

STEP 2: GET PROFESSIONAL

- » Begin researching and identifying 2-3 employers of interest and reach out to set up informational interviews or a job shadow.
- » Increase your online presence by creating a **LinkedIn** profile or electronic portfolio.
- » Attend career events, fairs and workshops.
- » Explore research and internship opportunities.
- » Develop your elevator pitch to use during networking events.
- » Take on leadership roles in student organizations.
- » Start acquiring professional attire appropriate to your field.

STEP

2

STEP 3: GET CONNECTED

- » Network and make **LinkedIn** connections with professors, faculty, advisors and alumni.
- » Attend employer events and career panels to explore opportunities and industry-specific job/internship search strategies.
- » Join relevant professional organizations/associations in your field.
- » Research graduate schools and requirements for acceptance into programs of interest.
- » Develop a list of professional references.
- » Expand engagement in on- and off-campus activities to diversify skills, experiences and connections.
- » International students: Investigate Curricular Practical Training to work in the U.S. during college.

STEP

3

STEP 4: GET HIRED

- » Update your **Handshake** profile, résumé, cover letter and LinkedIn.
- » Leverage the network you have built both on and off campus to find opportunities.
- » Use Handshake and other job boards to apply for jobs or internships.
- » Attend speed mock interviews hosted by the Career Center and use **StandOut** to practice interview skills for employment and graduate school.
- » Evaluate your online presence from an employer's/program's perspective.
- » Create a professional email address and phone message.
- » International students: Investigate requirements for Optional Practical Training.

STEP

4

EXPLORING YOUR CAREER

Discovering new possibilities and your unique skills and interests is the basis of career exploration. Every college at Oregon State has **academic advisors** to help you understand which degrees are available to you and **career advisors** to help you plan how to go from college to career. Connect with advisors regularly to ensure that you are on track. Use the **resources below independently or with an advisor** to gain insights into career paths.

ASSESSMENTS

Use Focus 2 assessments to find out more about yourself. Based on answers you provide about interests, values and hobbies, Focus 2 gives you insight into your working personality and a list of career options you can research and explore. Learn more: login.oregonstate.edu/apps/focus2.

UNIVERSITY EXPLORATORY STUDIES PROGRAM

UESP can help you explore majors and careers before committing to an academic path. Learn more: oregonstate.edu/uesp.

EXPERIENCES OUTSIDE THE CLASSROOM

The activities you spend time on when you're not studying can help you gain experience, build your network and discover what you enjoy. All these experiences can also be listed on your résumé.

Outside-the-classroom ideas to consider:

- » **Jobs**, whether part-time or full-time, short-term or long-term, each job is a stepping stone where you can develop valuable skills like communication, time management and organization. See listings: jobs.oregonstate.edu and oregonstate.joinhandshake.com.
- » **Internships** can be paid or unpaid student training experiences at a company or organization in a field you're interested in. See listings: jobs.oregonstate.edu and oregonstate.joinhandshake.com.
- » **Research** through faculty-mentored or independent research projects shows expertise and builds relationships in your field. Learn more: academicaffairs.oregonstate.edu/research.
- » **Volunteer** for an organization you care about. Find opportunities: cel.oregonstate.edu.
- » **Study abroad** adds an international dimension to your learning that many employers value. Learn more: academicaffairs.oregonstate.edu/osugo.
- » **Student clubs** can help you develop useful career skills. Find listings: ela.oregonstate.edu.

RESEARCH CAREERS ONLINE

Want to learn about salary ranges, job responsibilities and which industries are growing? Use these free, non-OSU-affiliated tools that are based on data from the U.S. Bureau of Labor Statistics:

- » [ONetOnline.org](https://onlinetoolsonline.org)
- » [MyNextMove.org](https://mynextmove.org)



OSU Connections:

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- >> Relevant conversations
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- >> Increased interaction

MAKE CONNECTIONS, GO FURTHER TOGETHER



Oregon State University
Alumni Association

osuconnections.org/groups



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Career Pathways

While some people may go into the workforce immediately after completing an undergraduate degree, others may continue to earn advanced degrees or spend time in service or study abroad before taking on a full-time job.

GRADUATE SCHOOL

While grad school shouldn't be considered an assumed next step following your bachelor's degree, it can be valuable for career and educational advancement and higher earning potential for certain paths. Before applying, do market research, consult professionals and mentors in your field and reflect on the pros and cons to determine if graduate school is the right option to help you achieve your career goals.

If you do decide to pursue graduate studies, there's a lot to ponder. Which program is best, should I go now, how do I finance it and how do I make myself competitive? Take a look at these resources to help you along your journey.

- » A guide to preparing applications, exploring programs and financing grad school: career.oregonstate.edu/careered/prepare-graduate-school.
- » Peterson's Database of Graduate Programs: petersons.com/graduate-schools.
- » Learn about OSU's grad programs, admissions and funding options: gradschool.oregonstate.edu.
- » **TIP:** In some fields, you may be able to fund the cost of your graduate degree by working as a graduate research assistant or teaching assistant. This involves working for a faculty member in exchange for a salary and tuition waiver. Start reaching out to potential faculty mentors 6-12 months before you plan to apply to grad school.

STUDYING ABROAD AND WORKING OVERSEAS

Some students may choose to study, travel or work abroad before entering the U.S. workforce. Others may pursue work in another country longterm. Living in another country can be a powerful experience that boosts your intercultural fluency and makes you a more attractive candidate for future opportunities.

Guide to studying abroad through OSU: academicaffairs.oregonstate.edu/osugo.

Find jobs around the world, including country- and city-specific application guides, visa guidance and H-1B application database: beav.es/TPL.

SERVICE

There are many ways to pursue service work as part of a short-term or long-term program, either during your time at OSU or post-graduation. Service programs are a great way to explore career options and contribute to communities.

- » Community Engagement and Leadership: short-term and part-time service work through OSU: cel.oregonstate.edu.
- » AmeriCorps (1-year commitment): a federal agency offering thousands of opportunities for service placements in communities across the U.S.: americorps.gov.
- » Peace Corps (2-year commitment): a federal agency offering opportunities to serve in more than 60 countries around the world: peacecorps.gov.
- » Military service: Serving in the military can provide education benefits, training and experience that is transferable to other careers: veterans.oregonstate.edu.



Informational Interviews and Job Shadowing

An **informational interview** is a conversation with a working professional – someone who can give you insight into a company, position or career path. This could be a human resources professional, an OSU alum or a recent graduate – anyone who can serve as a connector in your field. Consider reaching out to your professors, family and friends for ideas. You can also find OSU alums via osuconnections.org. Most informational interviews last about 30 minutes.

A **job shadow** is an unpaid opportunity to spend time observing a professional in your area of interest to get a feel for what their day-to-day work life entails. A job shadow could last for an hour, a day or several days, depending on the availability of the person you are shadowing. You can arrange a job shadow on your own, or you can apply to OSU's annual job shadow program at career.oregonstate.edu/jobshadow.

QUESTIONS TO ASK DURING YOUR INFORMATIONAL INTERVIEW OR JOB SHADOW

- » How did you get started in this field?
- » What do you enjoy most about your job?
- » What skills are needed to be successful in your role?
- » What are some common entry-level positions in your field?
- » How has the industry changed since you first began?
- » What characteristics does your organization look for when hiring?
- » What's it like to work at your company?
- » What advice would you give to a person aspiring to enter your field?
- » What has been the biggest learning curve for you in this role?
- » Who else would I connect with at your company or at similar organizations?



Hello _____,

My name is _____, and I am a sophomore at Oregon State University in the College of Liberal Arts, majoring in psychology. My academic advisor gave me your name and contact information as an alumnus from my degree program who is open to meeting with students. I am specifically interested in pursuing a career in counseling.

I would be very grateful for an opportunity to introduce myself and ask some questions about the counseling field and how you got to where you are. The interview will take approximately 20-30 minutes of your time, and I am flexible to work around your schedule.

Please contact me by responding to this email or by calling me at 555-555-5555. Thank you so much for your time. I look forward to meeting you.

Respectfully,



HOW TO REACH OUT FOR INFORMATIONAL INTERVIEWS AND JOB SHADOWS

- » Send an email introducing yourself with your name, major and university.
- » Describe your interest in the person's field or position.
- » Mention the name of the person who referred you to them, if applicable.
- » Make clear that you want to conduct an informational interview and/or job shadow.
- » Be flexible.
- » Be clear on the amount of time this will take.
- » Express your appreciation and excitement. Remember, they are doing you a favor.
- » Always respect the professional's time and stick to your agreed-to schedule.

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WTP Manager

Oversees total operations of WTP, staff, and budgets.

\$96,512 – \$127,004 Annually

Systems Analyst

Develops, integrates, and supports WTP information systems, programs, databases, and applications.

\$89,231 – \$117,422 Annually

WTP Coordinator

Oversees coordination of WTP operations and maintenance.

\$79,326 – \$104,388 Annually

Electrician

Designs, installs, and maintains WTP electrical installations and equipment.

\$79,326 – \$104,388 Annually

WTP Lab Coordinator

Performs complex analytical tasks and provides technical oversight of WTP operations to achieve required water quality standards.

\$73,341 – \$96,512 Annually

Maintenance Coordinator

Coordinates and performs maintenance to WTP equipment and facilities.

\$70,521 – \$92,800 Annually

Project Specialist

Performs technical, administrative, and research functions for WTP projects or programs.

\$67,808 – \$89,231 Annually

WTP Operators (Level 1-4 certifications)

Provides technical, operational and maintenance services of WTP operations, instrumentation, and service delivery.

\$60,281 – \$92,800 Annually

Administrative Support Specialist

Provides general WTP administrative support.

\$49,547 – \$65,200 Annually




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JWCWater.org

WWSS WTP:
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Water-Treatment-Plant](http://OurReliableWater.org/Water-Treatment-Plant)

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 JWCWater.org/Careers



Career Readiness Skills

The National Association of Colleges and Employers has identified eight key career readiness competencies that employers are looking for as qualities in recent graduates. Think about how you've developed the NACE competencies through your experiences at Oregon State and how you can talk about them in applications and interviews.

- » **Communication:** Clearly and effectively exchange information, ideas, facts and perspectives.
Ways to show this skill: Share papers, presentations and group projects as well as describe customer service roles.
- » **Critical Thinking:** Identify and respond to needs based on an understanding of situational context and logical analysis of relevant information.
Ways to show this skill: Share examples of anything that requires an action plan with specific steps to solve a problem such as research papers, projects and service learning.
- » **Equity and Inclusion:** Demonstrate the awareness, knowledge and skills required to equitably include people from different cultures. Follow anti-racist practices that actively challenge the systems, structures and policies of racism.
Ways to show this skill: Participate in study abroad or volunteer experiences that will broaden your perspectives. Advocate for inclusion and empowerment for historically marginalized communities.
- » **Leadership:** Recognize and support personal and team strengths to achieve common goals.
Ways to show this skill: Share examples of lead roles in organizations or class projects. Take initiative on additional responsibilities in jobs, volunteer work or internships.
- » **Professionalism:** Understand and demonstrate effective work habits and act in the interest of the larger community and workplace.
Ways to demonstrate this skill: Share your successes in completing projects on time and talk about how you prioritize when juggling competing priorities and tasks.
- » **Career and Self-Development:** Proactively develop your skills through continual personal and professional learning. Build awareness of your strengths and weaknesses and how to network.
Ways to show this skill: Attend career development workshops and events and complete professional education or training.
- » **Teamwork:** Build and maintain collaborative relationships to work toward common goals while appreciating diverse viewpoints and shared responsibilities.
Ways to show this skill: Participate in group projects where responsibility is shared, as well as sports and student organizations.
- » **Technology:** Understand and leverage technologies ethically to enhance efficiencies, complete tasks and accomplish goals.
Ways to show this skill: Share examples of how you've learned new technologies or used technology to improve efficiency in school or work projects.





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Scan me to learn about
current job opportunities

ALL ARE LEARNING & LEARNING IS FOR ALL

Navigating Your Culture and Identity

Your background, story and experiences have shaped who you are, and they are an asset in the workplace. Our goal is to empower students with historically excluded identities on their paths from college to career. The ways you choose to share your culture and your unique identities in the professional realm are a complex topic. For richer content, visit career.oregonstate.edu/identity-and-culture for more detailed resource guides.

INTERNATIONAL STUDENTS

International students bring many strengths to the workplace. These include speaking multiple languages, navigating other cultures and adapting to new situations.

- » Use our online guide to navigate immigration regulations, find information about which employers hire international students and understand cultural differences in hiring processes: beav.es/TdX.
- » For information on CPT, OPT or visa status, contact the Office of International Services: internationalservices.oregonstate.edu.

STUDENTS WITH DISABILITIES

Students with either physical or nonapparent disabilities such as chronic illnesses, neurodivergence or mental health needs have choices about what information to disclose in an academic or employment setting. Know that you are entitled to reasonable accommodations and have protections in the workplace.

- » Use our online resource guide for tips on how to speak about your disability in a way that is clear, concise, unapologetic and connected to your work tasks.
- » Find options online for managing your job search, thinking through how and when to disclose a disability and seeking workplace accommodations: beav.es/TdB.

STUDENTS OF COLOR

Black, Indigenous and students of color must navigate the inequities, opportunities, cultures, expectations and hurdles of employment pathways that often normalize and perpetuate dominant cultures centered in whiteness. We encourage students to embrace who they are and be their authentic, unapologetic selves.

- » Use our online guide for tips on evaluating potential employers to help you find an inclusive and supportive workplace, as well as help navigating interview situations and information about your legal protections from discrimination: beav.es/Td2.

LGBTQ+ STUDENTS

Queer and trans students have much to consider when navigating careers. You must determine which workplaces and work cultures will affirm your gender and sexual identity and how to authentically represent yourself to employers. Know that your experiences are shared by many others and that you offer a unique set of skills based on your major, background and lived experiences.

Know that you do not have to disclose your LGBTQ+ identity at any point in the hiring process. This decision is entirely up to you and how comfortable you feel talking about your sexual orientation, sex or gender expression in a workplace context. Both choices are normal and acceptable.

- » Use our online guide to help you in this discernment process and to learn about workplace protections for LGBTQIA+ people: beav.es/Td6.

STUDENT VETERANS

Veterans have diverse life experiences, often including traveling the world and managing tremendous responsibilities. Many skills developed in military service are transferable to civilian careers.

- » This online guide is designed to help you build on and talk about your past experiences and move toward your next career: beav.es/Tdu.

STUDENTS WITHOUT PERMANENT LEGAL STATUS

It can be difficult to decide when and with whom to share immigration status, including if you are enrolled in DACA, the federal Deferred Action for Childhood Arrivals program. Be sure to understand your rights so that you can make well-informed decisions for your career.

- » Use our online guide to help you navigate the unique opportunities and challenges of job seeking without having permanent legal status: beav.es/TdL.

These are a small subset of identity-based resources. If you have an identity that is not listed here and would like to talk with an advisor about workplace-related questions, contact the Career Development Center.

RÉSUMÉS

Your résumé advertises you as a candidate for a job, internship or other position. It should highlight your knowledge, skills, abilities, experiences and accomplishments as they relate to your career goals and the position you are applying for. Résumés are a primary screening tool to determine the most qualified applicants, so it's the first step to catching a recruiter's eye or making it through an electronic screening system.

COMMON RÉSUMÉ TYPES:

Chronological: Recommended for most people seeking jobs and internships. Education and experience is presented in reverse chronological order, starting with the most recent (See pages 21-22).

Functional: Recommended for people who are seeking a career change or who have gaps in employment. Transferable skills and areas of expertise are emphasized as opposed to work history. Skills are organized into clusters instead of a timeline. Add relevant experience from volunteer work or projects to build out specific sections (See page 23).

Curriculum Vitae: Used to apply for scientific, research or academic positions. A CV is a thorough record of academic work listing research, presentations and publications. (See pages 25-26).

Federal or state government: Typically 3-5 pages long, these résumés must include a record of every required skill or experience listed in the job description, as well as supervisors' names, hours worked per week and credit hours toward relevant degrees. Visit [USAJobs.gov](https://www.usajobs.gov) for more on government résumés.



CV VS. RÉSUMÉ

CV:

- » A detailed, comprehensive overview of work with no page limit.
- » Used in academic, research and scientific fields.
- » Goal is to construct a scholarly identity.
- » Common sections include research experience, teaching, dissertation/thesis, publications, conferences/presentations, memberships and awards.

Résumé:

- » Standard for most nonacademic employment in the U.S.
- » A brief synopsis of experience, skills and education. Often 1-2 pages depending on industry and years of experience.
- » Goal is to provide a snapshot of professional experience tailored to a specific position.

GOVERNMENT RÉSUMÉ TIPS

- » Government résumés are typically longer than private-sector résumés. The 1-2 page maximum does not apply.
- » Be specific in documenting how you meet every required qualification from the job posting. If "Microsoft Word" is listed as a requirement, include it on your résumé. If "verbal communication skills" are required, describe work or class presentations you've given.
- » Volunteering, coursework, club involvement and other unpaid activities can count toward hours worked per week/years of experience.
- » List experience chronologically using a month/year format. Government employers need to calculate your years of experience, so they need clear, chronological dates.
- » Include up-to-date contact information for former supervisors.



Common Résumé Sections



CONTACT INFORMATION/ HEADING

- » Your name in bold and/or in a larger font than the rest of the content (14-16 point).
- » Professional email address and phone number.
- » Preferred pronouns, mailing address or current city and state, links to your LinkedIn page, website or online portfolio (optional).

SUMMARY OF QUALIFICATIONS/ PROFESSIONAL SUMMARY (OPTIONAL)

- » Replaces a traditional objective statement with 1-3 lines or bullet points at the top of the résumé summarizing your top skills. Use third person voice (no personal pronouns).
- » Example: “Computer science major with programming expertise in C++, Python and Java and experience building robust websites and programs for the city of Corvallis.”

EDUCATION

- » Breakdown of undergraduate and graduate education, study abroad and internships.
- » List your major/degree first and in bold instead of your university.
- » Put your expected graduation date instead of a range of attendance.
- » Include GPA if it’s requested or above a 3.0.

EXPERIENCE

- » A dynamic, action- and results-oriented summary of professional experiences.

VOLUNTEER EXPERIENCE

- » Summary of volunteer and community involvement.

SKILLS/LANGUAGES

- » Proficiencies in languages, computer programs or other technical skills.

LEADERSHIP AND INVOLVEMENT

- » Experiences in clubs, athletics, fraternities/sororities and other organizations, including leadership roles.

PROJECTS AND RELEVANT COURSEWORK

- » Projects, research or field work that relates to the position. Don’t omit projects! They are some of your most field-relevant experience to include.
- » Top 5-10 courses that relate specifically to the position. Avoid jargon and course numbers. Use course titles instead (e.g., Plant Propagation, not Horticulture 301).

AWARDS AND ACKNOWLEDGEMENTS

- » Workplace or academic awards and scholarships. Describe the award and list the date and the awarding organization.

ADDITIONAL SECTION EXAMPLES

- » Study abroad and intercultural experiences.
- » Professional memberships and activities.
- » Licenses and certifications.
- » Military service and training.
- » Teaching and coaching experience.
- » Public speaking and communications experience.

TIPS FOR ALL RÉSUMÉ TYPES

- » Don’t just list your experiences, elaborate on the skills you gained from them.
- » Tailor each résumé to a specific opportunity.
- » Every industry is different. Get advice on résumé norms from a professor, advisor or someone working in the field.
- » Don’t include personal information like age, marital status or religion.
- » Where appropriate, use keywords from the position description or company website.
- » Ensure that your résumé contains no spelling or grammatical errors. Ask at least two people to proofread it.

ABOUT APPLICANT TRACKING SYSTEMS

- Many companies use automated hiring software to scan résumés before they are passed along to a recruiter or HR professional. To make sure yours passes the ATS scan:
- » Pay attention to specific words or qualifications in the job description, and list them in your experience or skills sections.
 - » Keep your formatting simple and use a common font. Tracking systems may have a hard time processing complicated résumés.
 - » Use [jobscan.co](https://www.jobscan.co) to test the ATS friendliness of your résumé for a specific job posting.

Résumé Checklist

OVERALL APPEARANCE AND FORMATTING

- Professional, easy-to-read font such as Arial, Georgia, Tahoma or Times New Roman.
- Consistent font size. Only the heading and section titles are larger. Bold, underline and italic text is used sparingly.
- Appropriate spacing between lines and blocks of text, making it easy to differentiate sections.
- Bullets with plain circles, not special characters like checks or arrows.
- Single page résumé: At least two-thirds of the page filled with text. Multiple page résumé: Last page is at least half filled with text. No pages with just 1-2 lines.
- Margins no smaller than 0.5 inch and no larger than 1 inch.
- Saved as a PDF to maintain formatting.

CONTACT INFORMATION/HEADING

- Name in bold and in a larger font (14-16 pt) at the top of the page.
- Phone number formatted as (555) 555-5555 or 555-555-5555. Use a number that you check regularly and set up an appropriate voicemail greeting.
- Professional email address. You can use your OSU email address prior to graduation.
- URLs for your LinkedIn profile, portfolio or personal website (optional).
- Mailing address, school address or city and state (optional).

SUMMARY OF QUALIFICATIONS/ PROFESSIONAL SUMMARY (OPTIONAL)

- 1-3 sentences or bullet points listing 2-5 relevant skills, tailored to the position you are applying for.

EDUCATION AND CERTIFICATIONS

- Degrees earned, listed in reverse chronological order. Include a projected graduation date for ongoing programs.
- Majors, minors, options, certificates and licenses. List relevant coursework that is highly relevant to the position in its own section.

WORK OR PROFESSIONAL EXPERIENCE

- Employer, city, state, job title and dates of employment. Use months and years but not specific dates.
- Job duties and achievements with bulleted, 1-3 line statements that begin with an action verb and avoid personal pronouns (“Wrote a grant” not “I worked on writing a grant”).
- Consistent verb tense (past tense for past experience, present for ongoing).
- Emphasis on results, achievements and transferable skills, including quantifiable results where appropriate.

TIP: Get instant feedback to improve your résumé with the Vmock AI-powered résumé review tool:

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Power Statements and Action Words



When creating your résumé, don't just list what you did — write statements that highlight your achievements, illustrate your tasks, quantify your results and show your impact.

A power statement has two parts: action and results. The action component uses an active verb plus a concise description of a task. The result component shows what you achieved, such as quantified results or other concrete evidence.

POWER STATEMENT TIPS

Only quantify your results when it's accurate and appropriate. Don't try to force it into every single bullet point.

Use the position description or job posting as a guide for what skills and key words to emphasize.

Power statements should be no more than 1-3 lines long.

SAMPLE ACTION WORDS

Use present tense for current positions and past tense for previous ones.

Achieved	Maximized
Advocated	Negotiated
Analyzed	Overhauled
Calculated	Planned
Created	Promoted
Collaborated	Recommended
Devised	Reduced
Developed	Researched
Evaluated	Served
Expedited	Solved
Generated	Spearheaded
Instructed	Trained
Investigated	Tested
Launched	Upgraded



BASELINE STATEMENT:

“Served sandwiches to satisfy customer requests.”

» This is a description of responsibilities. It demonstrates that you have customer service experience, but lacks connection to your transferable skills.



BETTER STATEMENT:

“Provided excellent customer service by listening to and accurately satisfying customer requests.”

» This statement is more appealing because it demonstrates transferable skills and includes a desirable outcome.



POWER STATEMENT:

“Provided excellent customer service by listening and responding to customer needs and diffusing tension during rush times. Implemented new processes to reduce ingredient waste by 30% over the year.”

This statement encompasses the positive aspects of the two previous examples, but also explains efforts and includes a quantified desirable outcome. It shows skills that translate to multiple professions.



See sample résumés and CVs on the following pages, and check online for even more résumé examples:

career.oregonstate.edu/sample-resumes



SCIENCE/STUDY ABROAD RÉSUMÉ

Imani Moore

imanimoore@oregonstate.edu | 541-123-4567
4577 Pine Way, Home Town, Oregon 97759

EDUCATION

Oregon State University June 20XX
Bachelor of Science in Microbiology, option in Aquatic Biology Corvallis, Oregon
Minor in Chemistry
GPA 3.56

STUDY ABROAD EXPERIENCE

University of Valencia Sept. 20XX - Dec. 20XX
Valencia, Spain

- Researched biological functions and behaviors of phytoplankton in the field during the pre-cold season.
- Broadened global perspective and interacted with diverse cultures.

RELATED EXPERIENCE

Lab Technician, OSU College of Forestry June 20XX – current
Corvallis, Oregon

- Maintain in vitro plant tissue cultures of transgenic hybrid poplars and transgenic plants in growth room and greenhouses.
- Extract, quantify and verify the quality of plant genomic DNA results.
- Collaborate with faculty mentor to refine research methods and adapt work respective to feedback.

Marine Biology Research, OSU Hatfield Marine Science Center Jan. 20XX – March 20XX
Newport, Oregon

- Predicted possible niche of exotic European Green Crab, *Carcinus maenas*, in the Yaquina estuary, based on salinity and water temperature.
- Curated scientific article with two team members on results for the Green Crab research group.

CUSTOMER SERVICE EXPERIENCE

Sales Representative, OutlawNet June 20XX – Aug. 20XX
Sisters, Oregon

- Reached out to customers throughout Oregon to promote and discuss benefits of a new internet service provider.
- Diagnosed and corrected minor repairs on customers' devices.
- Tracked billing via email and Microsoft Excel tables and database.
- Developed effective communication skills, specific to complaints.

ASSOCIATIONS

Member, OSU Symphonic Band Fall 20XX – current

- Perform concerts for students and the Corvallis community.
- Traveled to Taiwan for concert tour.

Cultural Educator, Lonnie B. Harris Black Cultural Center Spring 20XX – current

- Participate in professional development activities, celebrate culture and build understanding.

The largest font on the page should be your name. Your name should be 14-16 pt and body 11-12 pt. Headers can increase one size from the body content.

A school or permanent address can be listed. Choose what is relevant for the positions you are applying for or what you prefer.

Study and work abroad can be listed separately or under other categories such as Experience or Education.

A more general category header such as Experience can be used to include various types of relevant experience (academic, volunteer and employment).

Including relevant course projects is a great way to highlight the connection between your education and the position.

Research can be listed in a general category like Experience or can have its own section if there is enough detail and relevance.

Even if previous work experience is not directly related to the position, there are always transferable skills to highlight.

An open category like Associations or Affiliations is a great place to list clubs or groups you have experience with. These can make connections with recruiters and illustrate that you are well-rounded.



TRANSFER BUSINESS STUDENT RÉSUMÉ

Benny Lee

1111 NW Oregon Avenue, Corvallis, Oregon 97330
541-555-1234 — benny.lee@oregonstate.edu

EDUCATION

Oregon State University June 20XX
Bachelor of Arts, Marketing, Minor, American Sign Language Corvallis, Oregon
GPA: 3.7

Associate of Arts, Chemeketa Community College Sept. 20XX – June 20XX
Salem, Oregon

AWARDS

Oregon State University June 20XX – current
Dean's List (awarded to students with a 3.5+ GPA) Corvallis, Oregon

College of Business Transfer Student Scholarship Sept. 20XX – June 20XX

- Selected as a transfer student ambassador, serving incoming students through mentorship and providing transition resources.

WORK EXPERIENCE

Social Media and Branding Coordinator, Downtown Corvallis Association August 20XX – current
Corvallis, Oregon

- Broadcast more than 30 events weekly by designing flyers, posters and social media posts to encourage community involvement for events and local businesses.
- Monitor all external marketing strategies (emails, print, social media posts, etc.) to promote consistent branding and increase visibility.
- Cultivate partnerships with local businesses through regular meetings and collaboration to mutually publicize and support events and projects.

Marketing Intern, OSU Pride Center Sept. 20XX – June 20XX
Corvallis, Oregon

- Created all office branding for promotional and informational flyers, posters and website.
- Collaborated with full-time marketing communication specialist on three-month project to create a new image and overall department presentation for the academic year.
- Regularly attended university branding and advertising workshops and events to stay updated and consistent with institutional guidelines.

AFFILIATIONS

Philanthropy Chair, Alpha Sigma Phi Jan. 20XX – Dec. 20XX
Corvallis, Oregon

- Planned and facilitated fraternity's independent philanthropy efforts for more than 50 members, including a partnership with Benton Habitat for Humanity.
- Coordinated larger external philanthropy events and projects with other local fraternities and sororities.

GPA's are optional unless specifically requested by the employer. Generally, GPA's over 3.0 can be listed. You can use your cumulative or your major GPA.

Transfer students have the option of including their two-year degree or omitting it depending on space and relevance.

Group your qualifications into clear subsections on your résumé. Example sections include: Awards and Honors, Leadership and Awards, Involvement and Activities.

Scholarships can be listed in several areas: Under Awards, as shown here or under Education. Give a brief statement explaining the relevance of the award. Focus on merit-based or field-specific awards.

Dates and locations should be positioned in a column on the right of the page. Dates should also be in reverse chronological order — most recent entry first.

Affiliations is a great spot to list clubs, associations, programs and Greek life, as shown here. When including Greek life, focus on what roles you had or what you did to build skills, rather than just membership. This section could also be labeled Activities, Involvement or Leadership Experience.



INTERNATIONAL STUDENT/COMPUTER SCIENCE RÉSUMÉ

Xiao (John) Chen

1122 Western Blvd., Unit 11 • Corvallis, Oregon , 97330 USA
541-555-1234 • chenxiao@oregonstate.edu

Your name should be big and noticeable at the top of your résumé. You can use your given name and/or your alternative American name if you choose to use one.

EDUCATION

Oregon State University December 20XX
Corvallis, Oregon
United States
Bachelor of Science, Electrical Engineering and Computer Science
GPA 3.85

Contact information can include phone number, email, physical/mailling address, international address, LinkedIn URL or the URL to your online portfolio. Do not include height, weight, date of birth/age, martial status or other personal information that could be cause for discrimination.

Tsinghua University December 20XX
Beijing, China
Emphasis in Computer Science
GPA 3.90

Do not include photos on or attached to your résumé or cover letter.

COMPUTER SCIENCE PROJECTS

Server Program Writing Project, Oregon State University Fall 20XX
• Collaborated with small group to write a program usable by clients on a mass server to be fictionally implemented into an office or other work/team setting.
• Used program to explain how server could protect information and accounts, as well as manage high work load and storage.

If your GPA was on a 10-point scale, you can use online converters to change it to the 4-point scale used in the United States or vice versa for using your American GPA when applying in other countries.

Botanical Identification Web Application Development Project, OSU College of Engineering Spring 20XX
• Coordinated a group of four to create a new web application allowing users to upload photos of any species of tree, flower or other botanical life and generate extensive information and history.
• Coded and analyzed program to regularly assess and address glitches, limitations and weaknesses based on group discussions.

Data Analysis & Structuring Project, OSU College of Engineering Fall 20XX
• Developed a system of analyzing, recording and storing over 50 GB of data pulled from a web application.
• Analyzed the coding structure of 10 different databases, identifying areas of improvement to write a comprehensive evaluation, including new implementations and corrections to increase capacity and productivity and decrease margin of error.

Tailor your headers to catch employers' eyes with relevant keywords.

SKILLS

Languages: Mandarin
Coding: SQL, C++, C#, Java/Java Script, PHP, Python, iOS

WORK EXPERIENCE

Technical Specialist June 20XX – December 20XX
Apple Store, Xidan Joy City Beijing, China
• Diagnosed 50-100 computer, laptop, tablet and phone viruses and glitches every day, recommended correction options and fixed devices in-store.
• Maintained knowledge of new technology and programs via corporate and in-person research to ensure advice to clients was accurate and up to date.



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ANA M. BARTLETT

24 NW Fruitvale Street, Corvallis, Oregon 97330
(541) 123-1111 | ana.bartlett@oregonstate.edu
linkedin.com/anabartlett
blogs.oregonstate.edu/anabartlett

EDUCATION

Doctor of Philosophy in Applied Anthropology June 20XX
Oregon State University Corvallis, Oregon
Dissertation: "Socialization of Women in Brazil: Identity, Race and Power Within the World Social Economy"

Master of Arts in Applied Anthropology May 20XX
Oregon State University Corvallis, Oregon
Master's Thesis: "A Sense of Place: Ethnographic Reflections of Two Afro-Brazilian Women"

Bachelor of Arts in Psychology May 20XX
Virginia Tech Blacksburg, Virginia

TEACHING EXPERIENCE

Oregon State University, Department of Applied Anthropology September 20XX – present
Anthropology Instructor Corvallis, Oregon

- Teach five sections of *Comparative Cultures*.
- Prepare curricula and lecture on cultural history, social change and gender roles.
- Arranged a study abroad trip to Brazil to examine race, privilege, power and gender roles.

Oregon State University, Department of Applied Anthropology August 20XX – May 20XX
Teaching Assistant

- Used instructional technology to enhance pedagogical techniques.
- Planned and taught a cultural competency course based upon various intersections of identity.
- Organized and led group discussions on social and gender issues.

RESEARCH EXPERIENCE

Oregon State University, Department of Applied Anthropology September 20XX – May 20XX
Graduate Research Assistant Corvallis, Oregon

- Focused research on the socialization of women in Brazil, examining the intersections of identity, race and power in the social economy.
- Used an ethnographic investigation of women in the southeastern region of Brazil.
- Applied both quantitative (SPSS) and qualitative analysis (ATLAS.ti) software to gather to collect, analyze and synthesize results.

Oregon State University, Department of Applied Anthropology August 20xx – May 20XX
Research Assistant

- Conducted primary and secondary source research as an assistant to Professor Bob Bobman.
- Constructed and tested data collection methods.
- Identified culturally specific practices affecting access to economic development for women in Sao Paulo, Brazil.

Common sections for CVs include Education, Teaching Experience, Research Experience, Publications, Presentations, Professional Affiliations and Awards. This CV is only two pages, but they are often much longer. An undergraduate CV is often 2-3 pages, a graduate student or postdoc often 2-7 pages and a tenured professor or career scientist often 50+ pages.



While the focus of your CV should be on scholarly or academic experience, include relevant industry and work experience as well.

Bold your name when it's listed in multi-author publications and presentations.

Follow the appropriate academic formatting (Chicago, APA, MLA) for citations.

PROFESSIONAL EXPERIENCE

Oregon State University, Cross-Cultural Center June 20XX – July 20XX
Cross-Cultural Coordinator Corvallis, Oregon

- Provided oversight to the Cross-Cultural Center and five student peer mentors.
- Coordinated intercultural programming, social justice-themed retreats and training initiatives.
- Promoted leadership development, organizational development and multicultural competency.

PUBLICATIONS

Bartlett, A.M., V.M. Reed, and M.A. Grant. 20XX. "Decoding the Discourses: Feminism and Economics in Latin America." *American Anthropologist* 51 193-197.

Grant, M.A., and **A.M. Bartlett**. 20XX. "The New Racism: A Brazilian Ethnography." *American Ethnologist* 51 180-185.

PRESENTATIONS

Bartlett, A.M., and V.M. Reed. 20XX. "Race, Color and Stigma Among Southeast Brazilian Women." San Francisco: American Anthropological Association, November.

Reed, V.M., N.S. Connor, and **A.M. Bartlett**. 20XX. "Inequality and Poverty: Activist Ethnography in the Brazilian Favelas." Denver: American Ethnologist, June.

PRINT AND ELECTRONIC MEDIA COVERAGE AND INTERVIEWS

Green, A. 20XX. "Fieldwork in Sao Paulo, Brazil: The Formation of a Practitioner's Sensibility." Discovery News. March 30. news.discovery.com/human.

Matthews, J. 20XX. "Brazilian Women and the Beauty Stigma." BBC News. April 2. news.bbc.co.uk/2/hi/americas/151.stm.

COMMUNITY SERVICE

Coordinator, Cross-Cultural Institute, Oregon State University Corvallis, Oregon
 Consultant, World Affairs Councils of America, WorldOregon Portland, Oregon

PROFESSIONAL AFFILIATIONS

American Anthropological Association (AAA) 20XX - Present
 Society for Applied Anthropology (SfAA) 20XX - Present

HONORS, AWARDS AND FELLOWSHIPS

Travel Grant, Oregon State University, 20XX
 Outstanding Graduate Student Teaching Award, Oregon State University, 20XX
 John Smith Adams Award, Oregon State University, 20XX (For outstanding work in the field of anthropology)

SKILLS

Proficient in Microsoft Office, Atlas.ti, SPSS, SAS, JMP, Adobe Creative Suite, Qualitative and quantitative research methods, ethnographic coding, technical and creative writing, literature reviews, public speaking to groups of 100+ people, teaching and mentoring.

LANGUAGES

Fluent in Portuguese and German.

COVER LETTERS

The cover letter is a separate document to support the résumé. This is your chance to talk about why you're excited to work at the organization and what specific experience you will bring to it. It's not a place to repeat the items in your résumé, but to elaborate about your top qualifications.

It is important to tailor each cover letter to the specific position you are applying to. Before you send your cover letter to any organization, ask at least two people to proofread it for spelling and grammatical errors.

Cover Letter Checklist

OVERALL FORMAT AND EDITING

- One page, 10-12 point font, left-aligned with no indents.
- Single-spaced, but with line breaks between paragraphs and sections.

ADDRESS BLOCK OR HEADER (2-4 LINES)

- Your name, phone number and professional email address, each on its own line with no spaces between lines.
- Mailing address, school address or city and state (optional).
- Includes a line of space between the header and the date or start of the letter.

DATE

- Includes the date of the letter (Format: September 14, 20XX) at the top of the page, before the organization's address.

EMPLOYER/ORGANIZATION ADDRESS (3-4 LINES)

- Includes the name and title (if known) of the person to whom you are sending the letter, then the name of the organization.
- Includes the street address of the organization with city, state and ZIP code.
- All lines are in a left-aligned block.

GREETING (1 LINE)

- Uses a standard business letter greeting: "Dear" followed by the person's name and then a colon. (Dear Mahalia Flores:).

- If you know the courtesy title the person prefers, you can use it (Dr. Chau, Mrs. Garcia). If you do not know the gendered signifier they use (Mr., Ms., Mx.), you can use their first and last name.
- If you don't know the name of the person, use a job title as a substitute (Dear Hiring Manager, Dear Human Resources Manager).

INTRODUCTION (1 PARAGRAPH)

- Identifies the position for which you are applying and briefly highlights your interest.

MAIN BODY (1-3 PARAGRAPHS)

- Identifies your strongest and most relevant qualifications, skills and abilities.
- Does not repeat a list of skills from your résumé, but rather includes details and results, with compelling examples that supplement it.

CLOSING (1 SHORT PARAGRAPH)

- Reinforces your desire to work for the organization and your qualifications for the position.
- Identifies next steps, such as availability for an interview, or describes how you will follow up with the employer.

SIGNATURE

- Ends with a simple closing, like "Sincerely," or "Best regards," followed by a comma.
- Includes your first and last name 3-4 lines down from the closing.



COVER LETTER EXAMPLE

Curt Johnson

2000 SE Woodworking Rd.
Corvallis, OR 97330
(555) 444-3333
curt.johnson75@gmail.com

April 11, 2020

Ms. Leslie Knope
Human Resources Manager
Test-a-Rific Laboratories
88888 NE Circle Blvd.
Corvallis, OR 97330

Dear Ms. Knope:

I am writing to apply for the Laboratory Assistant position with Test-a-Rific Laboratories at the Corvallis, Oregon, location on the recommendation of Sebastian Powers. My background in chemistry, biology, and natural sciences provides me with an excellent foundation of knowledge that I am excited to bring to your environmental testing laboratory.

I recently obtained my bachelor's degree in environmental science with a minor in chemistry. Through coursework and projects, I developed scientific skills such as UV and atomic absorption spectroscopy, gas and liquid chromatography, titration, and potentiometric calculations. One of these experiences was a self-paced laboratory course which allowed me to work independently using various types of analytical equipment. As part of this work, I needed to determine the value of the unknown for each of 10 experiments within one percent of the accepted value, which I successfully accomplished. Based on this experience, I am confident I can follow scientific procedures and learn to use the equipment in your lab quickly.

In addition to my scientific background, I pride myself on completing tasks efficiently and bringing a strong work ethic into everything I do. For instance, I recently took part in a restoration planning project for my major that had multiple objectives with firm deadlines to meet, as well as site visits to the Bald Hill Natural Area, project timelines, and budget breakdowns. I collaborated with three teammates to ensure we always met our goals and communicated effectively about the tasks needing completion. Ultimately, we provided a thorough assessment and recommendation report to the county to inform future decision making.

I am excited about this opportunity to utilize my scientific and project management skills within a working laboratory. I hope to hear from you soon about the possibility of an interview. Thank you for your time and consideration.

Sincerely,

Curt Johnson

Your name, mailing address (optional), phone number and professional email address should be each on its own line with no spaces between lines.

Include the date with the month spelled out. Include the name and title (if known) of the recipient, followed by the name of the organization and its full mailing address.

Use the first paragraph to identify the position for which you are applying and briefly highlight your interest.

Write 2-3 paragraphs that identify your strongest and most relevant qualifications, skills and abilities. Do not repeat the list of skills from your résumé. Instead provide examples that demonstrate your skills, including details and results.

Close with "Sincerely," or "Best regards," followed by a comma. Put your first and last name 3-4 lines down from the closing.

If you're mailing your cover letter, write your signature in the space above your name. If you are sending your cover letter digitally, you can leave this space blank or insert a scanned image of your signature.



See more sample cover letters online:

beav.es/TdE

References and Letters of Recommendation

References are people who can attest to your skills, character and qualifications. They should know you well and have a positive perception of you to share with potential employers. Some jobs or academic programs may also ask for letters of recommendation. These are similar to verbal references but in written form. Letters take more time to complete — aim to give your reference a minimum of two weeks to accommodate your request.

It's never too early to start building your pool of references! As you begin your college career, invest in relationships with professors, supervisors and others you may someday turn to for references and recommendations.

IDEAL RECOMMENDERS:

- » Professors and teachers
- » Employers and supervisors
- » Leaders of volunteer programs, clubs and organizations

INFORMATION TO PROVIDE YOUR REFERENCES AND LETTER-WRITERS

- » Give references information about the position you are applying to, as well as a copy of your most current résumé. Feel free to remind them of your past interactions. This helps them speak knowledgeably about your qualifications.
- » For letter-writers, clarify the deadline and how to submit the letter — to you or to the employer directly? Electronic or hard copy?
- » Communicate any specific requests, such as a recommended length of a letter, or qualities and skills to address.



TIPS:

- » Never list family members as references.
- » Always ask people if you may list them as a reference, ideally several weeks before they may be contacted.
- » Tell references you've used in the past if they will be contacted again. Asking once is not sufficient for all requests.

Many professionals, especially instructors and professors, are often flooded with recommendation requests. Some people might decline if they don't have time or don't feel it's appropriate. Some people might ask you to draft your own letter which they will then proof, edit and sign. This may feel unusual to you, but it's a common practice.



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JOB SEARCHING

Whether you are applying for a job or internship, a service activity, a research position or another opportunity, use the following strategies to help with the search.

1

CREATE A PRESENCE

- » Create a thorough LinkedIn profile.
- » Make sure your social media accounts portray you in an employer-friendly way and that your privacy settings allow employers to find and view the elements of your profile you are comfortable sharing.

2

GET EXPERIENCE

- » Seek out opportunities like part-time jobs, internships, volunteer positions, research projects or job shadows.
- » Be active in student or professional organizations related to your field.

3

BE OPEN-MINDED

- » Don't focus only on job titles or specific industries. Look at the skills required for the position. You may be qualified for more positions than you realize.
- » Consider what types of opportunities you are willing to take on: in-person, fully remote or hybrid? Don't be afraid to look for positions in a variety of geographic locations.
- » Consider many types of organizations: for-profit companies and nonprofits, government agencies (local, state and federal) and service organizations (Peace Corps, Teach for America and others).

4

DEVELOP A NETWORK

- » Conduct informational interviews.
- » Attend university career fairs and events.
- » Use LinkedIn or other social networks to connect with professionals in your desired area.

5

MAINTAIN YOUR NETWORK

- » Periodically reach out to companies, recruiters and professors in your network.
- » Contact employers two weeks after submitting your résumé to reiterate your interest.
- » Send a thank-you note within one day of connecting with a potential employer.
- » It's a good idea to communicate with employers during the hiring process (e.g., reach out and express interest/ask questions before applying; swing by and introduce yourself; have someone put in a good word for you).
If employers have "met" you in some way, they are much more likely to interview you.

6

JOB SEARCHING RESOURCES:

- » **Buzzfile:** buzzfile.com/major/employers-by-major. Employers in a geographic region sorted by industries so you can find region-specific employers related to your major.
- » **Chronicle of Higher Education:** jobs.chronicle.com. Academic and university positions.
- » **GoinGlobal:** beav.es/TPL. International job search and application guidance.
- » **Handshake:** oregonstate.joinhandshake.com. Job and internship search platform designed for college students.
- » **Idealist:** idealist.org. Jobs with nonprofit organizations.
- » **Indeed:** indeed.com. Employment opportunities in many industries.
- » **LinkedIn:** linkedin.com. Job search and suggested jobs based on your profile.
- » **Mac's List:** macslist.org. Jobs specific to the Pacific Northwest.
- » **State of Oregon:** oregon.gov. Jobs in Oregon state government agencies. Each state, county and city has its own job board.
- » **Federal government:** usajobs.gov. Federal jobs and internships are collected on this one website.



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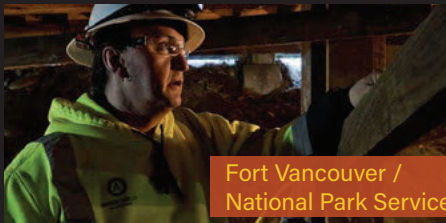
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NETWORKING AND ELEVATOR PITCHES

Networking gives you a competitive edge in the market: 85% of job hires are a result of networking. Your network is a web of people you know personally, professionally or academically. You can expand your network by meeting new people and making connections. Events like career fairs, workshops and information sessions are great places for these interactions. When moments like these arise, an elevator pitch — a brief introduction of yourself and your qualifications — is helpful.

NETWORKING AT CAREER FAIRS

Career fairs are valuable opportunities to find, meet and connect with hundreds of potential employers all in one place. Employers at career fairs aren't just looking for full-time hires. They are looking for interns, summer workers, volunteers and the opportunity to build relationships with students for future hiring needs.

CAREER FAIR TIPS:

Research in advance. Look up employers on Handshake and learn more about companies or positions you are interested in.

Prep your résumé: Use VMock for a virtual review before a fair, or work on it with an advisor from the Career Development Center. Bring résumés with you to the fair.

Say hello: Introduce yourself and ask questions about the companies you're interested in. Use your elevator pitch! Ask for a business card so you can follow up with them later.

Follow up: Within 48 hours of the fair, send an email to thank the people who spoke with you. Make your email personal to the conversation you had and try to set up the next step: a company tour, an informational interview or a job application.



SAMPLE

SAMPLE ELEVATOR PITCH:

“Hello, my name is _____, and I’m completing a _____ degree at Oregon State University.

I’m interested in a (career/internship) in the _____ field/industry.

I’ve been involved in _____ and have developed skills in _____.

I have also worked as a _____ at _____ and discovered that I really enjoy _____.

Could you tell me more about _____?”



ELEVATOR PITCH

Prepping an elevator pitch means that you're prepared when you need to introduce yourself. And it's a great way to answer the common interview question, “Tell me about yourself.” Although practicing your pitch is helpful, remember that it's not a canned speech — it's a starting point for a two-way conversation. Make sure to ask questions and listen.

- » Include your name, major and year in school.
- » State what you are seeking (job or internship) and in what field.
- » List one or two experiences (job, internship, volunteer service) that have strengthened two or three of your skills.
- » State what you know about the organization, such as open positions, ongoing projects or organizational values.
- » End by stating how interested you are to learn more about the organization.

Handshake and LinkedIn

Handshake connects Oregon State University students and alumni to tens of thousands of employers, jobs and internships, both locally and across the country. Many of these employers search specifically for Oregon State students.

OPTIMIZING YOUR PRESENCE ON HANDSHAKE

1. All OSU students have a Handshake account; log in with your ONID at oregonstate.joinhandshake.com.
2. It's up to you to update and fill in your profile with relevant experience, qualifications and skills. Think of it as an online résumé.
3. **Update your settings so employers can find you.** Under Settings and Privacy, select the option that allows employers to view and find your profile, then click Save Update.
4. Turn on notifications so you know when employers are reaching out. Edit your preferences to choose when you want to hear from Handshake.

LinkedIn is the premier platform for creating and maintaining your professional online presence. On LinkedIn you can communicate with your connections, expand your network and search for opportunities.

LINKEDIN BEST PRACTICES

1. Create a custom URL related to your name by going to your profile and selecting Edit Public Profile and URL.
2. Connect with people you meet at career fairs, workshops or other networking opportunities within 24 hours of meeting them.
3. When connecting with someone, send a personalized message explaining the purpose for your invitation:

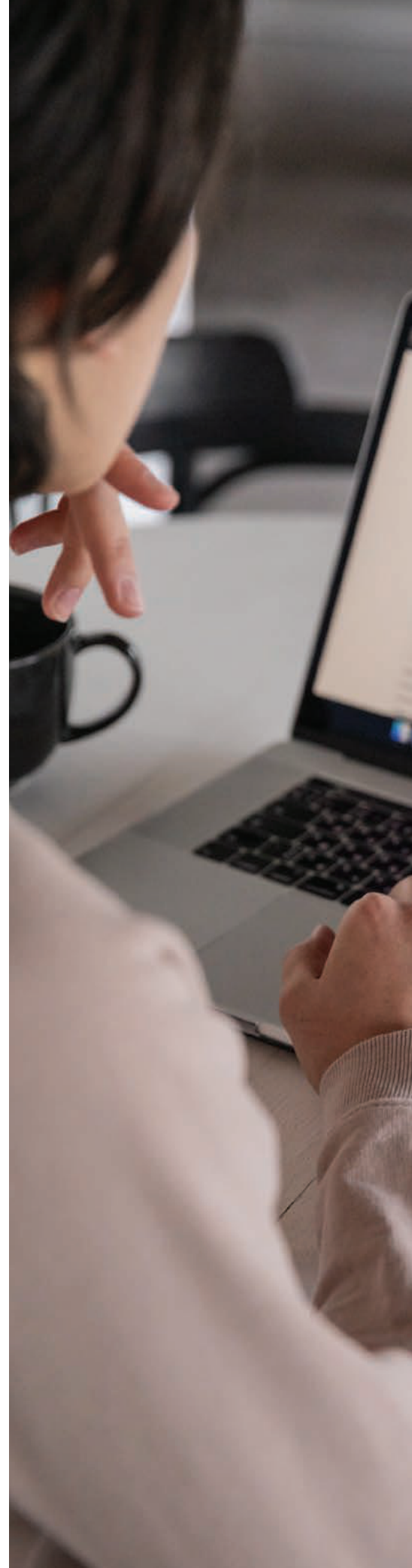
Hi Xiomara, I am currently a senior studying mechanical engineering at Oregon State and hope to enter the

aerospace industry upon graduation. I noticed you are an OSU alumna with experience in this industry. I would love to connect with you and learn more about your career path. Thanks in advance!
- *Phuong Quynh*

4. Follow organizations and influencers that align with your values and goals.
5. Stay active in your network and share, like and comment on posts you find interesting.

NETWORKING WITH ALUMNI

- » **LinkedIn alumni search:** Search for Oregon State University's LinkedIn page and click on the Alumni tab. Then search for your major or program by keyword and find out where alums from your program are working. Follow their careers, make a list of possible companies and send messages to connect with them. Your affiliation with other Beavers may be your foot in the door to a great opportunity. Don't be shy to reach out!
- » **OSUConnections.org:** This professional networking platform is just for Beavers. Use it to browse job listings posted by alumni and create connections with alumni mentors in your industry.





LinkedIn Profile Tips

Profile Headline: A short, memorable sentence stating who you are and what you have to offer.

- » Relate it to your field of study or industry and mention what you want to do.
- » Example: Spanish and sociology double major, vice president of the OSU Language Club, seeking a communications internship.

Profile Photo: A quality photo of you alone, in industry-appropriate attire. Profiles with photos are seven times more likely to be viewed.

- » Plain or natural background: No party shots, avatars, social media filters or pet pictures.

Summary: This is like the first few paragraphs of your best-written cover letter — concise and confident about your qualifications and goals.

- » Use keywords relevant to your industry to describe your skills and goals.

Example: In my three years of study at Oregon State University, I have been highly involved in intercultural and diversity student activities and organizations. Together with my Spanish and sociology education, these experiences have inspired me to pursue a career with nonprofits, specifically working with Latinx communities.

Education: Include all higher education, including community college. Do not include high school. List major(s), minor(s) and expected graduation date.

- » Include activities and societies in which you are involved, as well as study abroad or other special programs.

Optional: Show off honors/awards, GPA, or scores on tests like GMAT/LSAT.

Experience: Include past and current work experiences, leadership positions, military experience and volunteer roles.

- » Highlight your accomplishments with statements that include active verbs about what you achieved in each role.
- » Provide more detail than a standard résumé, but keep it concise and effective.

Skills and Expertise: This is the place to include keywords and phrases that recruiters search for. Find relevant phrases in job listings that appeal to you and in profiles of people who have the kinds of roles you want.

- » If you're trying to enter a new career field, focus on universal, transferable skills like communication, critical thinking and problem-solving.
- » Add at least five skills: Pick skills relevant to roles you're interested in.

Endorsements and Recommendations: People who know your abilities, such as supervisors, professors or co-workers, can write recommendations or endorse you for the skills listed on your profile.

- » Try to collect at least one recommendation for each position you have held. Recruiters like to see recommendations from those who have directly managed you. Ask supervisors and mentors to post on your behalf.



INTERVIEWING AND NEGOTIATION

Succeeding in interviews is key to being selected for the opportunities you want. The interview is a chance for organizations to assess your knowledge and skills, get to know your personality and examine your verbal and nonverbal communication. To do your best, practice and prepare.

TYPES OF INTERVIEWS

Traditional Interview: This includes broad questions to determine your skills and your fit for the organization. Examples might include:

- » Why did you choose your major?
- » Tell me about yourself.
- » What are your strengths and weaknesses?
- » Why are you interested in this position?

Behavioral Interview: This is a common interview technique, based on the idea that past behavior is the best indicator of future performance. Questions in a behavioral interview usually start with “Tell me about a time when you...” When preparing for these interviews, use the STAR method on page 42.

Case or Technical Interview: These can be used in any industry where you are showcasing a technical skill in the hiring process. During this type of interview, you might be asked to solve a problem, do a brain teaser, take a test or complete a challenge such as writing code or editing a document.



TIPS FOR DIFFERENT INTERVIEW FORMATS

Phone interviews: These are typically used as a preliminary interview round.

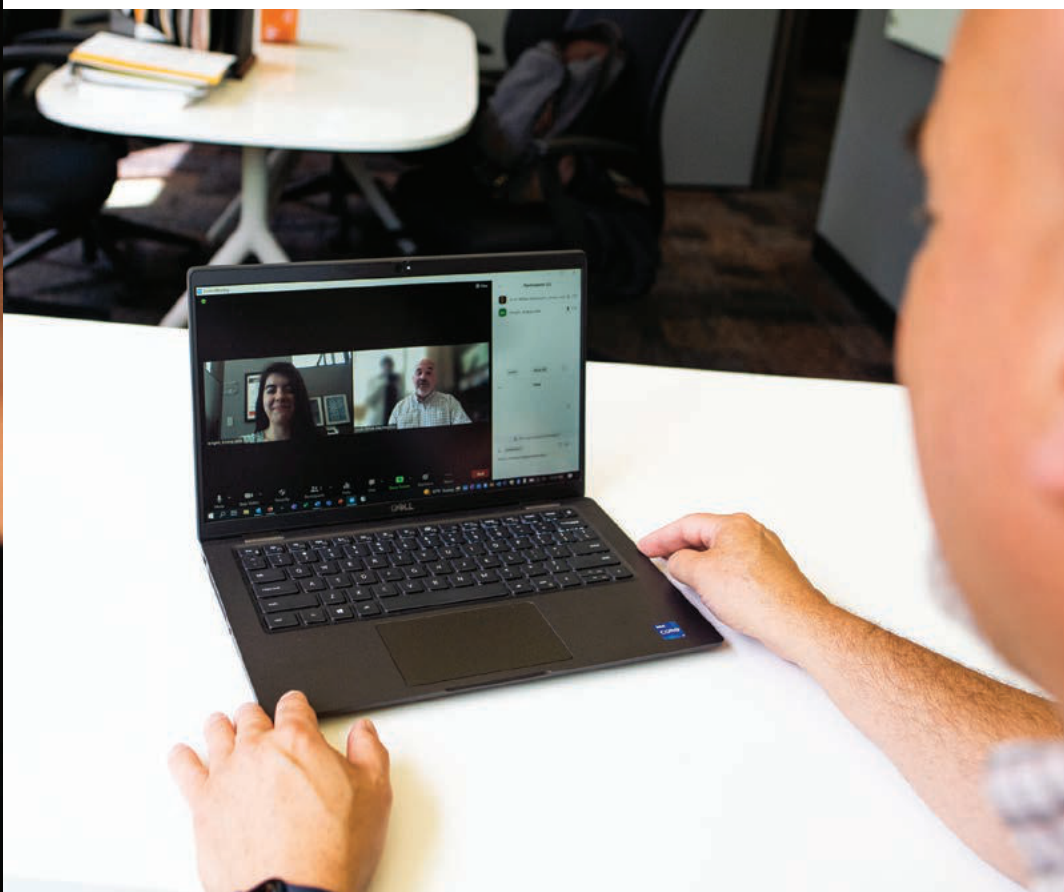
- » Have some notes or key points written down for reference, but don't read off a page.
- » Ensure you are in a quiet, distraction-free place with good phone reception.
- » While most nonverbal signals won't come across, a smile will come through in your voice. Try to answer the way you would if the interview team could see you.

Video interviews: These can be live or prerecorded. Treat a video interview with the same level of etiquette and importance that you would an in-person interview.

- » Check your internet connection ahead of time and make sure you are in a quiet, private and well-lit environment.
- » Make sure your entire outfit (not just your clothing from the waist up) is appropriate for a professional setting.
- » When speaking, try to look at the camera, not the screen.

In-person interviews: These can be one-on-one, with other candidates or conducted by a panel of interviewers.

- » Arrive at least 10 minutes before the scheduled interview time.
- » Pay attention to your body language, fidgeting and other nonverbal communication.



Dressing for an Interview

What is considered appropriate and normal in one organization may not be suitable in another. The range is wide in different fields, geographic regions and industries. Seek advice on how to dress from people in the field, peers or professors.

There are typically two types of attire in the workplace: business casual and professional. When you attend an interview, the rule is to dress a little more formally than people would dress on a daily basis at the organization. For example, if you are interviewing at a farm, khakis might be nicer than jeans. At a bank, a suit might be the appropriate interview attire.

Business Casual: Often used for daily workplace wear, with more room for creativity and unique style.

- » Pants, slacks or capris.
- » Skirts or dresses that are just above the knee or longer.
- » Darker, non-ripped jeans sometimes acceptable.
- » Tie or no tie.
- » Typically no tennis or athletic shoes.
- » Typically no graphic tees.
- » Button up shirts, blouses, and collared shirts are common.

Professional: Can be used for daily wear, but is often for significant days or events.

- » A blazer or suit coat is usually expected. May go with slacks, a skirt or a dress.
- » Simple, solid fabrics in darker colors are common.
- » Ties are common with button-up shirts.
- » Closed-toe shoes.

EXPRESS YOUR IDENTITY

The Career Development Center encourages people to express their race, religion and cultural background in interview dress. Examples of this include wearing hijab/turbans and wearing hair naturally (curly, twists, braids). Under federal law, an employer cannot discriminate in hiring based on an applicant's race, national origin, gender, pregnancy, age, disability or religion.

The decision of how to present yourself is entirely personal. Seek advice from others in your community and industry and dress according to your values.



INTERVIEW ATTIRE TIPS:

- » Avoid strong perfumes or scents that might affect people with chemical sensitivities.
- » Pay attention to appropriate hygiene and clean clothes.
- » Employers make decisions based on limited data and first impressions. Be intentional about the messages you convey and learn from each interaction. If you make a mistake in an interview, try something new next time.
- » Regardless of the type of interview, dress in a way that makes you comfortable and aligns with your identity.





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Interview Tips

- » **Practice:** Ask friends, family and advisors to rehearse with you and take advantage of StandOut, an online interviewing practice tool. Go to standout.com and log in with your OSU email.
- » **Research:** Look up information about the organization in advance so you can talk about your connection or passion for it.
- » **Know your strengths:** To prepare for common interview questions, spend some time thinking about good examples you can share during interviews. What types of projects do you thrive at? What roles do you prefer to play when working as part of a team? Which of your jobs or volunteer experiences were exceptionally enjoyable and what made them so?
- » **Anticipate questions:** Before the interview, read the job description and highlight all the skills the organization wants. Try to formulate possible interview questions related to each skill and anticipate in advance how you will answer each, highlighting your positive aspects.
- » **Answer strategically:** It's OK to pause and gather your thoughts before answering or to ask clarifying questions. Try to structure your answers instead of rambling, such as, "Yes, I'd like to mention two examples of that. Number one, _____. Number two, _____."
- » **End with a summary:** One of the hardest parts of answering is knowing when to stop. Once you've given evidence of your abilities, give a summary statement, such as, "So, based on my design experience, I know I could create a great new website for the launch."
- » **Pay attention:** Make sure to respond to all components of a question.
- » **Be aware of body language:** Take a second to breathe. Sit up straight, give a firm handshake, make frequent eye contact and smile. Pay attention to your tone of voice and how rapidly you are speaking. Don't cross your arms. If you need to do something with your hands, interlock your fingers and hold them loosely in your lap or hold a pen and notepad.
- » **Come with questions:** Prepare two or three questions about the position ahead of time and ask them at the end of the interview. Do not ask about salary in a first interview.
- » **Try to connect with everyone:** You will likely meet multiple team members, especially if you are invited for a follow-up interview. Do your best to remember names and make a positive impression with each person, regardless of their role with the company. Recruiters often consider the opinions of all the people you meet.
- » **Thank them for their time and consideration:** Say thank you verbally at the end of the interview and within 24 hours via email.
- » **TIP:** If you are a person who has trouble making eye contact or sitting still, acknowledge that at the start of the interview, and assure the employer that you are listening intently.



The STAR Method

This is a strategy for answering behavior-based questions. Practice this method, and you'll be prepared for most interviews.

S

Situation: State the situation or context.

- » Briefly describe the setting in which your example takes place. Who were you working with? What was the task at hand?
- » “During my internship at Company X, I was responsible for managing all the details for events, and I supervised a group of five people on the event team.”

T

Task: Identify the task or issue at hand.

- » Explain what you needed to address. What was the goal you were working toward or the problem you were trying to solve?
- » “After reviewing past reports, I found that event attendance had dropped by 20% over the past few years. I wanted to make sure that we brought attendance back up.”

A

Action: Explain the action you took.

- » Talk through the specific steps you took to address the situation. Mention the skills you used. What did you do to resolve the problem or reach your goal?
- » “First, I collected feedback from past attendees and vendors by sending out a survey. I used the data I received to design a new approach to publicizing the event.”

R

Result: Describe the results of your efforts.

- » How did the story end? Explain how your actions contributed to the overall result. Include concrete data, provide specific details and mention what you learned.
- » “The company used my new plan to promote their next event. By using the tactics I recommended, we raised attendance by 30% in the first year. I learned that it is important to continually adapt your strategies to increase participation.”



SAMPLE

INTERVIEW QUESTIONS

Practice answers to these common questions as you prep for interviews:

- » Why do you think you'd be a good fit for this position?
- » What are your short-range and long-range career objectives? In your answer, don't indicate that your plan is to only stay in this particular role for a short period of time.
- » Tell us about a time when you collaborated with others to achieve a goal.
- » Tell us about a time when you had a disagreement with a team member and how you resolved it.
- » Tell us about a time when you had to complete a project with minimal direction.
- » Give us an example of a time you had to lead a project or a group of people.
- » Tell us about a time when you failed to achieve a goal in a work or educational situation. What did you do?



TIPS FOR WORKPLACE COMMUNICATION

Email:

- » **Use a direct, brief subject line:** Don't make the other person guess what the email is about.
- » **Re-read before sending:** Proofread for errors and check the overall tone of the email.
- » **Use a professional email address:** Your email address is part of your professional brand. It should not include anything that could leave a negative impression.
- » **Err on the side of formality:** Include words like please and thank you and use the person's title (Dr., Ms., Mr.) unless instructed during the interview to use their first name. If you are uncertain about title, you can also begin with a greeting like "Good morning."
- » **Be timely:** Respond within 24 hours, even if just to acknowledge receiving the message and stating that you will follow up soon.

Phone and Voicemail:

- » **Be professional:** Make sure the voicemail greeting that plays when someone calls you is appropriate for all callers. If you are leaving a voicemail, state your full name and phone number, then a brief message.
- » **Identify yourself:** Begin by stating your name and why you're calling.
- » **Be prepared:** When on a call, have a notepad and pen or a laptop available so you can take notes. Be ready to ask questions.
- » **Slow down:** Many people speed up when they are nervous, so take a deep breath and slow down your pace so everyone can understand what you are saying.
- » **Practice ending your call:** Thank the person you're speaking to for their time and summarize any action you will take after the call.



Follow up after an interview by sending a thank you note to the people you met with within 24 hours. Either an email or a letter/card sent in the mail is appropriate.



Dear _____,

Opening paragraph: Express appreciation for the opportunity and mention the location or date of your interview. Make a positive statement about your interest in the organization.

Second paragraph: Emphasize a specific point that will make you stand out in the employer's memory. Add any other relevant information that was not mentioned during the interview.

Closing: End with additional appreciation. Make a positive statement about your qualifications.

Sincerely,

Offers and Salary Negotiation

Salary negotiation is perfectly normal and is expected for most full-time job offers. Research what someone with your qualifications typically makes and prepare to make a case for what you believe you should be paid. Don't be afraid to ask — as long as you are polite and not demanding, a job offer is seldom rescinded as a result of salary negotiation.

SEVEN STEPS OF SALARY NEGOTIATION:

- 1. Thank the employer for the offer.** Do not accept the offer on the spot, even if you want to take it! Be enthusiastic and appreciative but also request time to think about it. Ask about benefits such as medical and dental coverage, retirement packages, vacation time and advancement opportunities. Inquire about additional clauses such as noncompete or nondisclosure and ask about the expected start date.
- 2. Research your fair market value.** Tools like Glassdoor, PayScale and Salary.com can help you determine salaries for people in similar positions with similar experience. Federal government salary ranges are listed in the General Schedule Pay Scale, and many government and university salaries can be found online. Factor in your geographic location and the cost of living. Also, think about the type of employer (nonprofit vs. small startup vs. large company) and consider special skills, certifications or other experience that makes you more qualified.
- 3. Determine your range.** Based on your research, come up with a desired salary range. Decide on a low number that is the lowest you are willing to accept and set the top number at, for example, 20% higher than that.
- 4. Make your case.** Lay out your position confidently, using evidence about your experience and qualifications, to show why the salary is appropriate. If possible, don't be the first person to state a salary number. This risks either undercutting or overshooting what is appropriate. If the employer asks you what you'd like to make, ask what is typical for the position. If you're pressed further, give your salary range.
- 5. Get ready to go back and forth.** Employers will rarely accept your counter offer on the spot. They will typically go back to their manager and check budget numbers, then either accept your offer or counter with a lower number. At this point, you can either accept or ask for something different.
- 6. Think of nonmonetary options.** If the organization can't budge on the salary (or even if it can), it may be worthwhile to negotiate other aspects of your compensation package, such as flexible work hours and location, vacation time or education opportunities.
- 7. Get the offer in writing.** Make sure to get a formal offer letter laying out the salary, start date, benefits, location and required acceptance date. Review the offer for accuracy before accepting it or giving notice to your current employer.



NEGOTIATION CONVERSATION:

I am so appreciative and excited to receive this offer! I am especially pleased with the ___ aspect of this position that we discussed last time we met.

After researching my position in the market, I found that the average starting salary for someone with my level of education and experience is typically between \$65,000 and \$70,000, which is \$5,000 higher than the salary offered. Given that I also have XYZ skill, \$70,000 seems to align with the value I can offer your company. Can we discuss the salary further with this figure as a starting point?

Thank you so much for your time and consideration.




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