



**CAREER
READINESS
WORKBOOK**



Compatible with the Job Placement Guarantee

Created by Rebecca McKee

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Welcome to the Career Readiness Workbook!

This workbook is designed to offer TU students the resources to become career-ready by graduation. The resources in this book, as well as those found in the CaneCareers office, are for *every TU student!* If you have questions about any of these resources, or would like further assistance with anything found in this book, please contact the CaneCareers office at 918-631-2345 or at canecareers@utulsa.edu.

More information on how to use this workbook can be found on page 2.



Helpful Hints

- **Understand your goals.**
- **Keep a journal to track what you've learned and how that knowledge affects your goals.**
- **Don't Forget About Your Career Coach!**

How to Use this Workbook

Gaining professional skills for the workplace doesn't have to be hard. Everything you find in this workbook is a resource offered by CaneCareers, Financial Wellness, NACE, and/or The University of Tulsa as a whole. The content has been divided into four sections plus an appendix according to which of the four CaneCareers pillars each resource applies: **Exploring Careers, Developing Skills, Gaining Experience, and Building Connections**. The additional two sections, **Applying to Graduate and Professional Programs** and **Financial Wellness**, have been added to provide content for those students interested in grad/med school and to offer valuable financial wellness skills for all students.

While this workbook is designed to assist all students with career readiness, much of its content is also applicable to the CaneCareers Job Placement Guarantee (JPG). Any page containing information for the JPG will be marked with this JPG logo in the bottom left corner:



Many sections are marked with thought bubbles designed to provoke thoughtful responses to this workbook's content. While these fillable, short answer sections are not required by CaneCareers or for the JPG, we recommend you complete each of these sections as you work your way through this book.

We also recommend you revisit each of these thought prompts throughout your journey at TU to see how far you have progressed and where you still see room for improvement. Should you still see growth areas, don't hesitate to reach out to your career coach for advice on how to build your skills!

Welcome to CaneCareers!

The CaneCareers office, also known as the Center for Career Development and Professional Engagement, is your one-stop-shop for job, internship, and professional engagement needs. Looking for help with your job search? Need a critical eye for your resume? The CaneCareers team is here to help!

We offer career coaching for every college! Each of our career coaches is here to offer valuable advice and guidance and to empower you with the confidence to achieve professional success by exploring careers, developing skills, gaining experience, and building connections.

CaneCareers services are available to TU students and alumni for life! If you're ever in need of an industry change, help with graduate applications, or a resume review after graduation, a career coach will be available to help.

To the right is a list of some of the many services offered at CaneCareers.



CaneCareers Services

- **Career Coaching**
- **Exploring Careers/Majors**
- **Job/Internship Search**
- **Job Shadowing**
- **Experiential Learning**
- **Resume/Cover Letter Review**
- **Interview Prep/Mock Interviews**
- **Professional Attire**
- **Graduate/Professional School Applications**
- **Workshops/Events**
- **Networking Opportunities**



Meet Your Career Coaches

ARTS & SCIENCES



Christy Caves

In addition to serving as the Director of CaneCareers and the Pre-Law Coach, she is serving as the interim Arts & Sciences Coach.

HEALTH & NATURAL SCIENCE



Marla Cole

Marla holds a BS in Family and Consumer Sciences and served at Jenks Public Schools for 16 years. Her passion is helping students find their future paths.

BUSINESS



Tom Trimble

Tom is an alumnus of TU. Prior to joining the CaneCareers team, Tom spoke with the Pentagon and Chinese government on cybersecurity and has served at Amazon and in the medical sector.

PRE-LAW



Christy Caves

Christy is the Director of CaneCareers and a TU alumna. Prior to joining CaneCareers, she served as Associate Dean and Director of Professional Development of the TU College of Law.

ENGINEERING & COMPUTER SCIENCE



Chris Wong

Chris holds a BS in Petroleum Engineering and has led engineering teams worldwide. Outside of TU, he runs a small sustainable farm. (Ask him about his rooster, Ube.)



Don't Forget!

Your career coach has tons of industry experience and is always available to answer questions, offer advice, and give you the inside scoop in your field!

The CaneCareers Pillars

All CaneCareers events, services, and resources are designed to satisfy one of our four pillars of career readiness:



Explore Careers emphasizes the importance of YOU: What is important to you in a career? What kind of work do you most enjoy doing? What degree paths can you choose to help you satisfy your future professional goals?

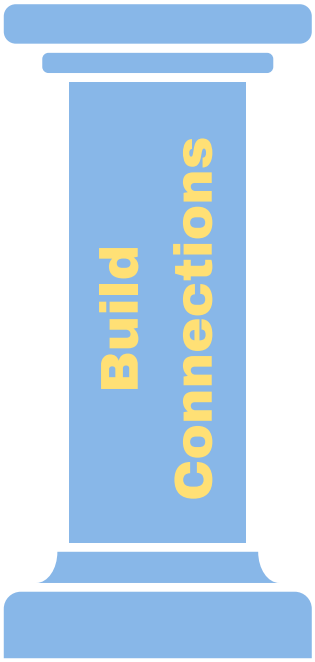
What is the most important thing for your future career to have? Is it a positive culture, salary, or the work you do? Write your thoughts below!

A yellow rectangular sticky note with rounded corners and a small grey circle at the top left corner, positioned below the thought bubble.

Develop Skills is all about practice. Look great on paper by practicing the skills associated with resume and cover letter writing. Gain the confidence you need to crush interviews and start that first day on your new job. Career coaches are available to help you practice and develop your professional skills.

List one professional development skill you know you could improve upon.

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Connecting with others in your field and your community can not only give you a foot in the door, but can offer mentorships and growth opportunities throughout your career. CaneCareers hosts many networking events throughout the year, including 2 annual career fairs.

List one professional connection you have. If you don't have any connections yet, list one place you could network with someone in your industry.



Applying for your first job or career is always easier with experience and relevant skills under your belt. Take advantage of the many opportunities TU and the Tulsa community have to offer by participating in part-time jobs and internships, externships, experiential learning, and job shadowing. Career coaches can help you prep and apply for these opportunities.

What is one skill you could learn through an internship or job shadow now that would be invaluable when you begin your first job/career?

Helpful Hint

Revisit your answers throughout your time at TU to see how you've grown, met your goals, or have room for improvement!

What is NACE?

NACE stands for the National Association of Colleges and Employers. Their mission is to provide resources, research, networking and professional development opportunities, and advocacy and guidance for students and career services professionals. The **8 Core Competencies of Career Readiness** are the skills and values NACE has identified as being the most valuable and important attributes for college graduates to have as they enter the workforce.*

CaneCareers and the Job Placement Guarantee adhere closely to the guidelines set by NACE to ensure all TU graduates are as career-ready as possible. To the right, you will see a list of each of the **8 core competencies**. These competencies appear throughout this workbook, and each section of this workbook is marked with the competencies it covers. Definitions for each of the competencies, provided by NACE, can be found on the following two pages.



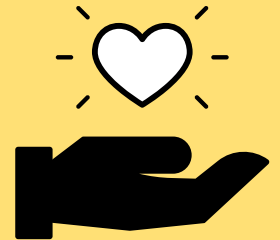
Career & Self Development



Communication



Critical Thinking



Equity & Inclusion



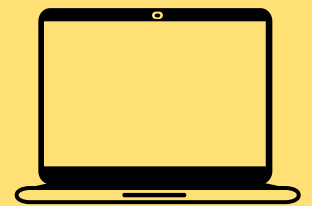
Leadership



Professionalism



Teamwork



Technology



*"Career Readiness" (NACE)

The 8 Core Competencies of Career Readiness

What is Career Readiness?

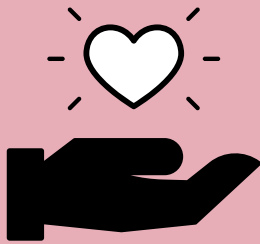
NACE defines **career readiness** as "a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management."*

Career & Self Development		"Proactively develop one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization."*
Communication		"Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization."*
Critical Thinking		"Identify and respond to needs based upon an understanding of situational context and logistical analysis of relevant information."*



*"Career Readiness" (NACE)

Equity & Inclusion



"Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism."*

Leadership



"Recognize and capitalize on personal and team strengths to achieve organizational goals."*

Professionalism



"Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workspace."*

Teamwork



"Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared possibilities."*

Technology



"Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals."*



Do you feel you have already mastered any of the 8 NACE Core Competencies? If so, which one(s)?



Which of the 8 NACE Core Competencies do you feel need improvement before you are career-ready?



Thinking about your future career, are there any additional skills not on NACE's list that you think would be useful? If so, what are they?

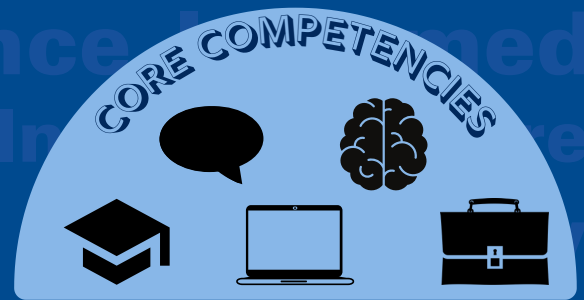


List two ways the CaneCareers office could help you improve your Core Competencies before you graduate. Then list two ways *you can help yourself* improve your Core Competencies.



SECTION

1



Exploring Careers

Exploring Careers is more than simply choosing something to do after graduation; it's about identifying the intersections between your interests, values, and skills to ensure you find a career path in which you can excel and find satisfaction.

This section is designed to highlight your strengths, identify your interests, show you career path options, and offer insights from current professionals in your field so you can go into your first career feeling confident about your chosen path.

Learning Objectives

- **Understand career interests and how to apply them to careers.**
- **Gain insight into professional pathways.**
- **Effectively and professionally communicate with industry professionals.**



What are the CliftonStrengths?

CliftonStrengths is an online assessment consisting of 177 questions designed to determine your strengths, identify your weaknesses, and offer ways to manage your weaker skills.* CliftonStrengths was designed by Gallup, a global analytics and advice firm whose mission is to help organizations around the globe the best they can be**, and is an excellent tool to help individuals identify areas of strength and growth and provide groups with a deeper understanding of how each of their team members think and behave.

34 themes representing humanity's best and most common ways of thinking, acting, and feeling are built into the CliftonStrengths assessment. Each assessment determines an individual's 5 strongest themes and offers definitions of those themes that are unique to every user.*** The goal of this assessment is to find out what you're best at and create a plan to invest in and grow your skills in those 5 areas.



The CliftonStrengths Assessment is an excellent resource for students regardless of your understanding of your strengths or your future career options. Knowing what you're best at helps you choose which classes are going to be most challenging, decide how to divide tasks on group projects, and assess whether the job duties on your dream job really fit your strengths and values. Your assessment results can also offer you a broader perspective as to how and why your fellow students and future coworkers think and act the way they do, with ideas to better connect and collaborate.

On the next page, you'll see a list of the 34 themes that make up the CliftonStrengths Assessment.

*"Learn How the CliftonStrengths Assessment Works" (Gallup, Inc.)

**"About" (Gallup, Inc.)

***"The 34 Themes" (Gallup, Inc.)

The 34 CliftonStrengths Themes

Themes vs. Domains

Each of the 34 CliftonStrengths themes fits into 1 of 4 domains. Gallup defines the 4 domains as "the natural way to group CliftonStrengths based on how the themes help people work together to accomplish goals."*

Strategic Thinking

- Analytical
- Context
- Futuristic
- Ideation
- Input
- Intellection
- Learner
- Strategic

Relationship Building

- Adaptability
- Connectedness
- Developer
- Empathy
- Harmony
- Includer
- Individualization
- Positivity
- Relator

Influencing

- Activator
- Command
- Communication
- Competition
- Maximizer
- Self-Assurance
- Significance
- Woo

Executing

- Achiever
- Arranger
- Belief
- Consistency
- Deliberative
- Discipline
- Focus
- Responsibility
- Restorative

More information about the CliftonStrengths Assessment, including a link to take the assessment and definitions for each of the 34 themes, can be found at gallup.com/cliftonstrengths.

Take a moment to look at each of the 34 themes and their definitions on the CliftonStrengths website, then answer the thought bubble questions on the right.



Don't Forget!

Your career coach is available to discuss your strengths and how they fit into your academic and future career plans!

Based on the definitions, what do you think your 5 greatest strengths are (without taking the assessment)?

After taking the assessment, do your strengths align with what you imagine doing in your future career? If not, what's one way you can build those skills?

What is Focus 2?

Focus 2 is an assessment tool designed to help students identify career and education goals, pair interests and skills with career paths, and match majors to future career options. Focus 2 also offers useful tools to help you research careers by industry and major and to compare occupations side-by-side with pros and cons.

While CliftonStrengths offers insight into your skills, Focus 2 offers a broader perspective into not just your skills but your work and leisure interests, values, and personality and matches those results with potential careers. This is a great assessment to take for a variety of scenarios:

- *You know what career you want to have but don't know what to major in to get there.*
- *You're sure of your major but don't know what careers find that major useful.*
- *You have no idea what you want to major in or what career path you want to take once you graduate.*



Focus 2 has **4 tabs*** to help you learn about yourself, research your options, and organize your results:

- **Career Readiness** - Helps identify career and educational goals, academic strengths, work experiences and accomplishments, career planning status, and personal development needs.
- **Self-Assessment** - Contains assessments for work and leisure interests, personality, skills, and values to narrow interests and skills and pair you with fitting careers.
- **Explore the Possibilities** - Research careers by occupation name, industry, and major and compare occupations side-by-side.



- **Career Portfolio** - An organizational tool where you can review and update any saved careers or majors that pique your interest.

While Focus 2 is especially useful for incoming college students and new freshmen, this tool is always available to you should you begin your academic journey and find the classes you thought would be your favorite don't hold your interest. Focus 2 can help clarify your interests if you find a class, join a student org, or become part of a volunteer or job shadow experience that changes your idea of what you want to do after you graduate. Take the Focus 2 as many times as you need throughout your academic journey, and don't be afraid to explore careers and majors you hadn't considered before!

To take the Focus 2 Assessment, visit:

utulsa.edu/canecareers/exploring-majors-careers/

and use the access code "career" to set up your free account.



Don't Forget!

Meeting with your career coach soon after taking the Focus 2 can help identify early internship and job shadow opportunities!

After taking the Focus 2 assessment, what is one career option based on your interests and skills that you hadn't considered before? Do you feel this is a good option for you? Why or why not?

Informational Interviews

Interviews are often viewed as one of the most stressful parts of the job searching process. Which questions should you prepare to be asked, and which ones should you ask your interviewers? What should you expect to hear in an interview, and what answers are your interviewers hoping to hear from you? We will go over solutions to all of these questions later in this workbook, but for now, let's explore how interviews can be used as tools to help you meet your career goals.

Interviews don't always have to take place during your job search; they can also be used to help you identify connections in your industry, ask questions about your desired career path, and get the inside scoop on what a day in the life of your preferred occupation looks like. This is where **informational interviews** become a great tool. An informational interview is an informal discussion with a professional in your desired industry, occupation, or company who can offer valuable advice, insight, and experience.



Why conduct an informational interview? They're awesome tools to help broaden your professional network and your knowledge of a specific industry, company, or job. Informational interviews are *not* job interviews, and their objective should always be to gain knowledge and advice, not to get a job. Benefits of an informational interview include:

- **Expand** your network.
- **Discover** new career paths.
- **Gain** best-practices tips and tricks to better prepare you for applying to and landing a job.
- **Learn** real day-in-the-life details about working for specific companies, as well as the realities of your preferred industry.

Where do you start?

Do you already have a connection in your preferred occupation or industry? Great! Try politely reaching out to them and ask if you can call for a quick chat or meet for coffee. No industry connections and no idea where to start? Don't stress! The University of Tulsa Alumni Office offers a great way to connect with alumni who are excited to talk to current students: **utulsa connect**.



utulsa connect is a global networking platform designed to connect current and former students of The University of Tulsa. Additionally, the platform is a great resource for finding out what events are happening on campus and any available jobs at The University of Tulsa.

How do you use utulsa connect?

Alumni on the platform will designate whether they are open to chat, available to connect, or even interested in serving as a mentor.

You can search for alumni by location, industry, company, and even major to find alumni in your area who may be a good candidate for an informational interview. Make sure that whoever you reach out to has "Willing to Connect" on their profile before reaching out.

Alumni are one of the best resources for industry insights, professional connections, and mentorship. utulsa connect is home to hundreds of TU students and graduates who have stood exactly where you're standing now and who may even have achieved your future goals. No one is going to be a better guide on your journey to your future career than someone who has walked the same path! So don't be afraid to reach out to those alumni who are willing and excited to help!

What do you ask in an informational interview?

You always want to be respectful with your questions - your interviewee has taken time out of their day to help you, after all - but because you're not interviewing for a job, your questions don't need to be as formal as a typical interview.



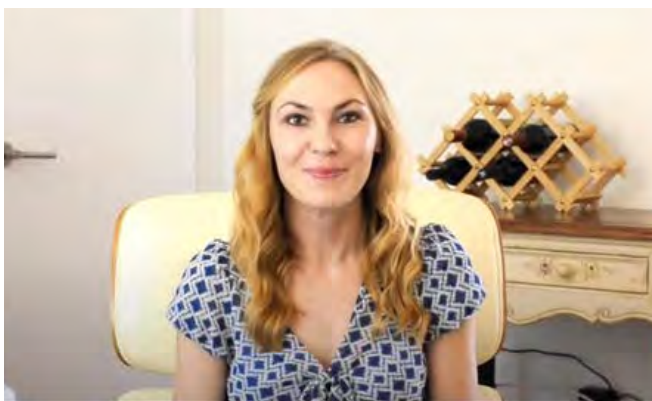
Madeline Mann, from the YouTube channel Self Made Millennial, offers many useful informational interview tips in her YouTube video *How to Have an Informational Interview*, as well as in her *Informational Interview Guide*. For Madeline*, an effective informational interview is divided into **4 categories**:



1. **Intro** - Before you start asking questions, tell them a little about yourself. Let them know what you're currently doing (as a student, discuss your major; if you have a job, feel free to discuss that as well), what got you interested in that career path, current career and/or professional interests and anything you would like advice on, and why you are excited to meet and speak with them.
2. **Understand Their Role/Career** - Ask about the major focuses of their role and what a typical day/week looks

like. Ask about their favorite and least favorite parts of their job. A good question to ask is whether there's a piece of advice or knowledge they wished someone had told them before *they* started *their* role. You can even ask where they would rank their job on a scale of 1 to 10 or how satisfied they are with their work, company, or career path.

3. **Understand Their Path** - Ask about how they got to where they are today. How much time did they spend at each part of their career, and did they ever feel stagnant at any point? Ask how they overcame obstacles and what, if anything, they would have done differently. This is also the point where you can ask how much money you can expect to make at each stage of your future career path.



From *How to Have an Informational Interview*

*"Informational Interview Guide" (Mann, Madeline)



4. **Ask for Advice** - Now is the time to ask how you can do what your interviewee has done. Ask what you need to do to appear as a top candidate for a hiring manager. What skills or experiences should you have on your resume and in your toolkit to be best prepared for the job, and what are some ways they recommend you acquire those skills and experiences? Based on your background, does your interviewee foresee any future challenges you might face? You can also use this time to further expand your network by asking if there are any other people in the industry you should talk to, and if your interviewee would be willing to put you in touch with them.

Though informational interviews are incredibly useful tools for a variety of reasons, the important thing to remember is when you ask for an informational interview, you are asking for a favor. Interviewees don't need to share their time and knowledge with you, but many of them do because they enjoy helping young professionals. Remember to always be respectful and professional before, during, and after an informational interview.

What do you do *after* an informational interview?

The most important thing to do after an informational interview is to **thank your interviewee** for their time, knowledge, and advice. Be sure to do this both during the meeting (before you end your phone call or as you leave your meeting place) and in a follow-up message.

Sending an email is the preferred way to **send a follow-up thank you**, but depending on the contact information you have for your interviewee, you can send either an email, text, or direct message through the networking site you connected on. (Though handwritten notes take longer to receive, these are also a good way to send your follow-up thank-you message.) The generally accepted timeframe to send a follow-up message is *between 3 and 24 hours*. Responding quickly is an easy way to show your gratitude. You can find a thank-you template on page i of the appendix.

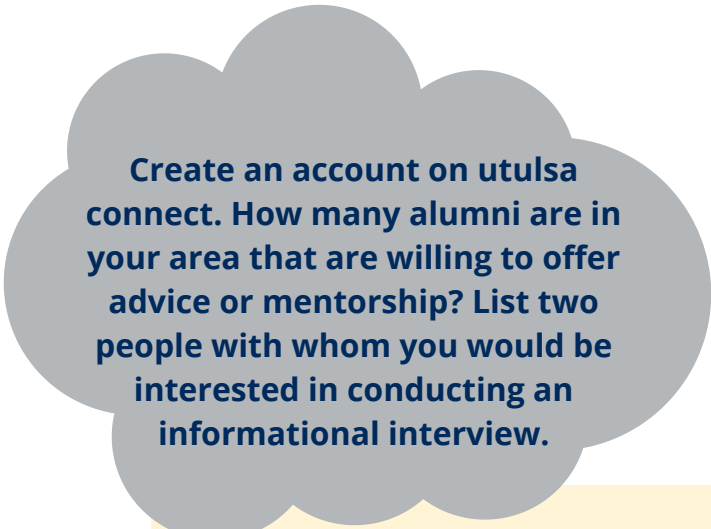
Before you part ways or end your call, ask your interviewee if you can **connect with them on LinkedIn** if you aren't already connected, and





if they can put you in touch with any additional industry contacts. You may even **ask if they would be open to job shadowing** if you're particularly interested in their job and/or company.

Finally, remember to **take notes** from this experience. If you hadn't already been taking notes during your interview, take 15-20 minutes after the interview has ended to write down your thoughts and important bits of information from your interviewee. **Create goals and an action plan** based on the information you received during the interview. Remember to periodically **review and revise your goals** throughout both your academic and professional journeys to make sure your goals are attainable and being met.


Make sure to join utulsaconnect.com, and once you've graduated, consider paying that favor forward by mentoring and offering advice to current students! For more information on informational interviews, check out Self Made Millennial on YouTube and the informational interview guide on appendix page vi.



Create an account on utulsa connect. How many alumni are in your area that are willing to offer advice or mentorship? List two people with whom you would be interested in conducting an informational interview.



Thinking about your future career goals, identify three areas of information that you could ask about in an informational interview.



More Tools for Exploring Careers

Maybe you're thinking, *All the tools we've discussed so far have been helpful for planning my career, but what about right now, as a student?* Deciding what you want to do with your future is no easy task, and it shouldn't be - making decisions now to dictate the course of your life four years down the road should have more to it than pointing to a big list and selecting whatever path your finger lands on. Before we start establishing your future career path and assembling the tools to get there, let's take this back a few steps.

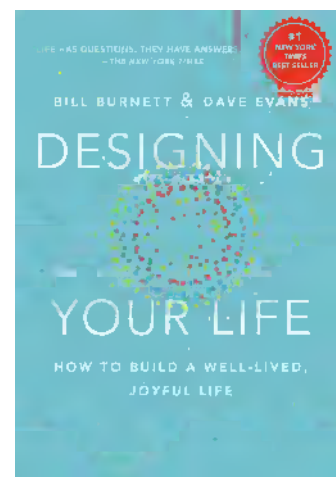
I think I need a life plan, which will affect the choices I make now as a student. Where do I start?

This is a common worry among people of all ages, and while the idea of designing a comprehensive life plan isn't necessarily *wrong*, it's also not entirely helpful. Because every life contains so many possibilities, it's counterproductive to think you must make the *one right choice* for the *one right life path*.

The book *Designing Your Life: How to*



Build a Well-Lived, Joyful Life by Bill Burnett and Dave Evans suggests each of us contains multiple potential lives we can live. Because of all this potential each of us harbors, it's far more productive to stop focusing on "get[ting] it right" and start designing your way forward" (90)*.



One important element of life designing is to rid yourself of **dysfunctional beliefs**, or "myths

that prevent so many people from designing the lives they want" (x). One especially common dysfunctional belief is that your college years will be the best of your life and you will get a job directly related to your major. In fact, according to Burnett and Evans, *only 27% of college grads have careers directly related to their majors* (x). So sure, choosing a major may be a tough and important choice for you right now, but the decisions you make now don't dictate - and *can't* dictate - the success and happiness of every possible future you have for yourself.

Once you kick the habit of dysfunctional beliefs and start reframing ideas and events, you can move on to what Burnett and Evans call **Odyssey Plans**. An Odyssey Plan is a look at the next 5 years of your possible future. These are best done in multiples: choose 3 totally different places that, based on your personality and interests, you could end up at after 5 years. When designing these very different lives, you're looking to make sure "who you are, what you believe, and what you do all line up together" - the mark of a well-designed life. Once you've chosen

your three paths, decide what actions you would need to take for each of the next five years in order to meet that goal. Try making at least one of these plans something wild (so long as that wild possibility is still something you would want to do).

Remember: Creating Odyssey Plans is not about a best option, a decent option, and an option you could live with if you absolutely had to. Odyssey Planning is about observing the many options for your future so that, when it comes time to make choices, you can choose "creatively and generatively" rather than struggling to choose what you think is objectively right (because there's no right answer!) (91).

If you have no idea where to start when creating your Odyssey Plans, try using the "Three Versions of My Life" quick-generating ideas found in *Designing Your Life* (93-4):

1. **That Thing You Do** - Center your first plan around what you've already got in mind for your future.
2. **That Thing You'd Do If Thing One Were Suddenly Gone** - You've got to make a living somehow - now that your first

option is completely out of the picture, what would you do?

3. **The Thing You'd Do or the Life You'd Live if Money or Image Were No Object** -

Dream big. Whether you can truly make a living doing this, or you could do it without anyone laughing at you, is irrelevant.

This idea is still a useful part of your Odyssey Planning.

What should my Odyssey Plan look like?

There are **4 main elements** (96) to an Odyssey Plan:

1. **A Visual/Graphic Timeline** - Include personal and noncareer events as well, such as marriage/children, running a marathon, or learning a new skill.
2. **A Title** - Include a headline for each life option that describes the essence of the timeline in 6 words or less. Example: "All-In: The Silicon Valley Story."
3. **Questions** - Ask yourself 2-3 questions about this life option. What do you want to test and explore in each life alternative?
4. **A Dashboard** - Gauge resources, likability, confidence (can you do it?), and coherence (does this make sense?).

Other considerations for your plan include geography, the experience/learning you'll gain, the impact of choosing each alternative, and what your life would look like (role, company, industry, etc.).

Though money is important, try not to base your life options solely on salary. You can find a template for Odyssey Plans on page vii of the appendix; more helpful materials can be found at www.designingyour.life.

The big takeaways from *Designing Your Life* are to not be so hard on yourself when it comes to making life choices. Your life is full of great and successful possibilities, and you aren't relegated to just one - nor do you have to make choices that lead you down only one path. It is never too late to reevaluate your life path; you will always have options for greatness available to you, no matter how far you are in your journey or what steps you have already taken.

Create 3 Odyssey Plans. What is one alternative option you found that you hadn't considered before?

This subject is my passion, but I have no idea what I can do with that degree. Should I change my major to something with career paths I recognize?

There are hundreds upon hundreds of different jobs and career paths in the world - don't feel like you have to settle for something just because you've already heard about it! As we discussed with *Designing Your Life*, your future contains endless possibilities, so explore your options before you choose the major that will bring you the snazziest title or biggest salary. If you're interested in a particular subject but have limited knowledge of the career options associated with that degree, try using **What Can I Do With This Major?**



This tool is similar to Focus 2 in that it can match majors to potential career paths, but without a personalized approach. Instead, this tool offers a broad look at the kinds

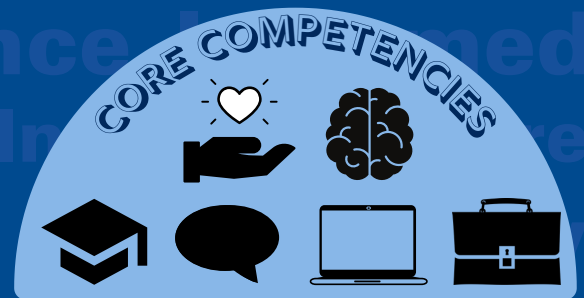
of jobs and career paths one could move into based on their major, with breakdowns of careers by specialized focus/area.

The resources section sets What Can I Do With This Major apart from Focus 2. Each major offers a resource section with 4 categories of resources relevant to that major: Professional Associations, Occupational Outlook, Related Resources, and Employment Opportunities. These resources offer further research opportunities and an in-depth look at the careers you could have with your major.

Thinking about your Odyssey Plan, does the major you've chosen fit into the plan? What's one action you could take this year to help achieve your goal?

SECTION

2



Developing Skills

Now that you've decided on a major and a career path, the next big step is to build the skills you'll need to grow your network, land an internship, nail an interview, and secure that first job offer.

This section is designed to offer a holistic view of all the most important professional skills you'll need to prepare for the workplace and your journey to get there. From your internet presence to resume and interview skills, this workbook (and the CaneCareers team!) will prepare you to be the best professional you can be.

Learning Objectives

- **Begin building a professional network and presence.**
- **Begin to gain skills to equitably engage and include people from different local and global cultures and engage in anti-racist practices.**



Handshake and LinkedIn Profiles

Finding jobs - and having employers find you - most often starts with a good job searching platform. Two of the most useful platforms for finding jobs and connecting with employers are Handshake and LinkedIn. Both of these platforms are free to use, and all TU students are given a Handshake account through CaneCareers that they can use for life. It's never too early to join a professional networking platform, so don't wait! (And don't start without these pro profile tips!)

Handshake is The University of Tulsa's preferred job searching platform. Hundreds of employers across the globe post thousands of jobs every day on Handshake looking for students like you. Many employers note which majors and school years they're hiring for, which makes it easy to filter for only those jobs that you're qualified for. Handshake offers 8 categories for filtering jobs, including the job type, the location, and whether the employer is open to direct messaging. Handshake also offers options for targeted job recommendations based on your



interests, which saves you time and helps you find jobs you may not have considered before. You can access Handshake at utulsa.joinhandshake.com/edu.

One of Handshake's more unique features is the ability to see other students at TU who have completed jobs or internships you might be interested in. If you're unsure of whether to apply for a position, you can reach out to other students who have been in that role and ask their opinions of the role and the company. (This is also a great opportunity to ask for an informational interview!)

LinkedIn is primarily a global networking platform that includes a job search function. Like any social media platform, LinkedIn allows you

to build your profile, connect with companies and individuals, like and comment on posts, and post thoughts and accomplishments into your feed. LinkedIn allows you to see how many alumni from your school work at a certain company and which of your connections work for that employer. You can request to connect with any user at any company across the globe, which makes LinkedIn an awesome tool to connect with professionals in your industry and build your network.

Remember: Though LinkedIn is essentially a social media platform available to anyone and everyone, this should *not* be treated like your personal social media accounts. LinkedIn is for *professional use* and is often one of the first places employers will look to learn more about candidates when reviewing job applications. Appropriate posts on LinkedIn include promotions, projects you're working on, shared industry- or career-related articles, workplace events and job openings, and professional thoughts and questions for your network. Inappropriate posts include photos of you or people you know at parties, with Snapchat filters, or any photos involving drugs or alcohol;

political rants; or badmouthing any person or employer, whether you work with them or not. Long story short: if you wouldn't want your boss or HR to see it, don't post it.

Take advantage of your time in school to connect with your friends, classmates, and fellow student org members on LinkedIn to start building your network. Connect with your favorite professors and staff members, and if you have a job or internship, connect with your employer(s) and mentor(s) as well. Remember, the *quality* of your network is more important than the *quantity* of your network. Having a network of 500+ strangers in industries outside your interests is much less useful than a network of 50 people in your field you would be comfortable reaching out to.

You don't need to have built a network before you start searching for jobs on LinkedIn - though it can be helpful, especially if someone in your network works at your preferred company or industry. Like Handshake, LinkedIn offers 15+ filters to help refine your job search, including filters for salary, experience level, and number of current applicants.



But finding a job is more than just searching and applying for what you want; you also need an eye-catching profile. Handshake and LinkedIn both offer their own ideas of what makes a strong profile, so we've narrowed them down to the **3 best profile practices** for both platforms:

1. **Choose the Right Photo** - Selfies are fine for Facebook, but you don't want that to be the first an employer sees of you. A great profile picture, whether professional headshot or not, is taken by someone else or by self-timer and is taken from the shoulders up. Your background should ideally be a plain color (professional backdrops are fine), and be closely cropped so the focus is on you and not the background. You don't need to wear a full suit and tie for your profile picture, but you should be dressed business casual at minimum. Do not include anyone or anything else in your photo - this is about *you* and shouldn't feature your friends, dogs, cell phone, or hands. And remember this isn't a mugshot, so be sure to show your biggest, most winning smile!
2. **Set Your Preferred Job Type, Location, and Job Role** - This may seem like a no-brainer - why wouldn't you want to see more relevant job opportunities, right? - but according to Handshake, *80% of students who fill out these fields get messaged by a recruiter.** When recruiters look for students, they don't want to sift through the entire pool of hundreds of thousands of students; they want to see students who are also interested in them. Make sure you show up on recruiters' radar with this 30-second profile fix.
3. **Fill Up Your Profile** - In addition to filling out your job preferences, make sure to put as much information into your profile as possible. While each platform has slightly different profile sections (Handshake has a "My Journey" section vs. LinkedIn's "About" section), and LinkedIn allows you to add several more categories of information, such as "Publications", "Skills", and "Honors & Awards", it's important to put in as much information about yourself as you can to give employers an idea of who you are.



Along with your job, internship, and volunteer experiences, feel free to add items such as:

- **GPA** (if 3.0 or higher)
- **Practicums or research work**
- **Student organizations**
- **Greek life membership**
- **Awards** (try to keep these limited to your junior year of high school or later)
- **Honor Roll, Top Student, Dean's List, and/or President's List**
- **Scholarships**
- **Honor society memberships** (Phi Beta Kappa, Golden Key, National Honor Society, etc.)
- **Extracurriculars outside your academic institution**, including sports, clubs, and organizations such as Boy/Girl/Adventure Scouts if you are still an active member or achieved the organization's highest rank
- **Publications** of short stories/novels, essays, reports, research, etc.
- **Successful projects** you spearheaded or helped organize during a job/internship or for a student org
- **Licenses/Certifications** (Health Sciences only)

Your resume (which we will discuss in the next section) is only 1-2 pages long, but your professional profile doesn't need to be so limited. Let your resume show employers the highlights, and let your profile serve as a holistic view of everything you've accomplished and who you are as a professional.

Both platforms, but especially LinkedIn, utilize algorithms to propel more complete and active profiles and accounts to the top of recruiters' searches, so it's important to create a good first impression, set your preferences, and fill out everything you can. And don't forget to update your profiles periodically as you gain more experience, make more connections, and as your skills and interests evolve.

Helpful Hint

Once you've created your profile, visit your career coach to check its effectiveness and get started on your job search!

Building Resumes and Cover Letters

Now that you've built your profiles and expanded your connections, the first thing an employer is going to want to see is your resume. A **resume** is defined as a brief summary (usually 1 page) of your work experiences, skills, and qualifications, typically used for job applications and hiring purposes. While everyone has a different idea of what a good resume looks like, CaneCareers has a **list of resume best practices** that we recommend students follow:

1. **Simple Font and Paper Size** - Be sure to use the standard 8.5 x 11 paper size and a simple font in size 11 or 12 pt (Times New Roman, Garamond, Georgia, or Calibri are preferred).
2. **Use High-Quality Paper** - If you're turning in a hard copy, be sure to use high-quality resume paper (not cardstock). Resume paper is slightly thicker than printer paper and is usually lightly embossed or textured.
3. **Simple Format** - Your format should be simple (few or no colors), easy to read, and consistent.



4. **Reverse Chronological Order** - Be sure to list your past experiences and education. Start with the most recent and work your way backward.
5. **Avoid "I," Use Action Words** - Avoid the use of "I" and start your descriptions with action words to describe your experiences and responsibilities. For example, instead of saying "I ran a register," you can say "Managed" or "Operated a register." Put the most relevant actions at the beginning of each description.

Helpful Hint

You can get free resume paper from the front desk of the CaneCareers office!

6. **Tailor Your Resume** - Your resume does not need to be the same for every place you apply. When applying to a job, make note of the language in the job description. If you have any of the skills or experience listed, highlight those in your resume by placing them at the beginning of your descriptions and using similar language to the job description.
7. **Proofread!** - Nothing looks more unprofessional to an employer than a resume full of typos. Make sure you read your resume over multiple times before submitting it, and ask for a second set of eyes as well, like your career coach. You also want to make sure you aren't submitting a resume that is clearly tailored to a different company, as this can be an indicator to an employer that they were not your first choice.

Helpful Hint

Don't wait until you're ready to start your job search to build your resume. Draft your resume early on and revise it often as you progress in your academic and professional journeys.

Examples of effective resumes can be found on appendix pages viii-xxix. For further questions about resumes or to have your resume reviewed, contact your career coach.

While a resume showcases your skills and experience, a **cover letter** tells an employer why you're interested in working for them and why you would be an asset to their company. You may think *Why do I need a cover letter when my resume speaks for itself?* That's because a cover letter isn't meant to discuss skills that are on your resume; instead, a cover letter is meant to be a place for you to **explain how you think you will fit into the company**, your **objectives**, and **how your skills meet their needs**. An employer can look at your resume and determine whether you have *enough* or *the right* skills, but allowing them the opportunity to see *how* you will apply your skills in a particular role lets them know whether you will be a good fit for one another.

As is usually the case, you can find a wide variety of opinions on what makes the best cover letter; however, the CaneCareers team



recommends a fairly **standard cover letter structure**:

1. **Header** - At the top of the page, include the same contact information (name, email, phone) used on your resume. (Your physical address is not necessary.) You can optionally include a link to your LinkedIn profile. You should also include the date you're submitting the letter, with the company name and mailing address below it.
2. **Greeting** - Start your letter with "Dear [name]" followed by a comma. If you're unsure of the name of the company recruiter, hiring manager, or hiring authority, simply address your letter as "Dear Hiring Manager."
3. **Paragraph 1** - The first paragraph establishes your application intent and introduces you and your decision to apply for the position. Important elements to include are the *position title*, the *company name*, *how you heard of the position*, and *2-3 skills that will allow you to succeed in this role*.
4. **Paragraphs 2 and 3** - The body paragraphs connect your unique experiences and skills to criteria from the job description

and explain how those experiences and skills satisfy the criteria and role. Choose 1 job requirement per paragraph and explain your qualifications using one of these 3 methods:

- *Describe how you would add value to the position and company through your skills and abilities.*
- *Draw connections from past experiences (jobs, internships, experiential learning, etc.).*
- *Discuss your education and how it relates to the position.*

5. **Paragraph 4** - Express your interest in interviewing with them and thank them for considering your application materials. Note your ability to answer any questions and relist your contact information.
6. **Closing** - Close your letter with "Sincerely" or "Regards," then physically sign your name. Include your typed name beneath your signature.

Overall, your cover letter should be 1/2 to 1 full page. You only have a short amount of space to stand out in a group of candidates and capture a hiring manager's attention, so be sure to use the most impactful details you have.



Easy enough, right? But what about what *not* to do in a cover letter? Forbes, in its aptly titled "8 Common Cover Letter Mistakes to Avoid," offers the following **8 mistakes to not make in your cover letter***:

1. **Focusing Too Much on Yourself** - Employers hire for jobs to fulfill *their* needs. While your cover letter is an introduction to yourself, it should focus on how *you can help the employer*.
2. **Sharing Every Previous Job Detail** - Not every detail is important or relevant. For example, even though sharpening pencils may have been part of your previous job duties, that isn't going to be the experience or skill that gets you a career (unless sharpening pencils is your preferred career). Instead, only pick those experiences that directly correlate to duties listed on the job description.
3. **Including Uncomfortable Details** - Don't use your limited space discussing why you were laid off or fired from a position, why you quit, or why you relocated. *Especially* don't discuss any personal, family, or medical issues, even if they are part of your professional journey. If an employer has questions about an employment length or gap, they can ask in an interview. (And if they do, be sure to keep it professional - if it was a medical emergency, say it was a medical emergency; don't discuss the details.)
4. **Writing Too Much** - Your cover letter represents the highlights of your talent, not the complete anthology. Long cover letters can come off as boring or even pretentious, and the important details are lost in the muddle. Keep your letter to 1/2 to 1 page in length.
5. **Repeating Your Resume** - The employer has likely already read your resume before they've even touched your cover letter, so don't waste your time repeating it. Instead, make sure to relate 1-2 specific skills or experiences to the job description.
6. **Being Too Trite** - Phrases like "I believe I am a good fit for this company" are overused and too generic. Instead, be specific about the skills you'll bring to the table.



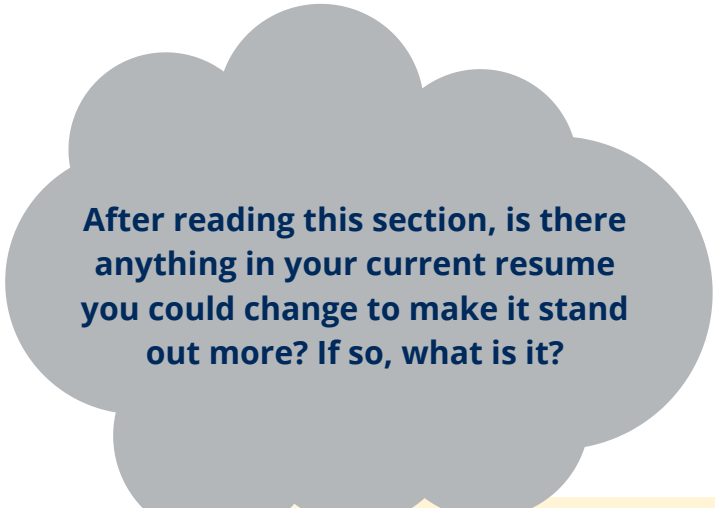
7. **Being a Company Superfan** - Liking the company is great, but don't waste your limited space - or the employer's time - talking about how great their company is. (They already know that!) Focus on you and your skills.
8. **Typos** - Typos, as innocent as they may be, suggest laziness and a lack of knack for detail and will often lead an employer to dismiss a candidate entirely. Be sure to triple check all your application materials before you send them.

And one final faux pas we at CaneCareers have seen before that is especially egregious:

Make sure you've addressed your letter to the right person!

Nothing is more offensive to an employer than seeing another company's name on your cover letter. You may end up recycling some content from one cover letter to the next, but *always* be sure to check not just the header, but the body of your letter as well to make sure you've included the right people and company names.

If you have any additional questions or would like a cover letter review, contact your career coach! You can also find a cover letter guide and example on pages xxx-xxxi of the appendix.



After reading this section, is there anything in your current resume you could change to make it stand out more? If so, what is it?



Don't Forget!

Your career coach is always available to help you review and revise your resume and cover letters!

Interview Prep Tools

Sitting on the interviewee side of an interview can be nerve-wracking. The best solution for those job-interview jitters? Practice. CaneCareers offers several tools and resources for interview practice, including common interview questions (appendix xxxii), mock interviews, HireVue, and Big Interview.

Going over your answers to potential questions in your head or on paper is a great place to start practicing, but hearing your answers aloud, either by yourself or with others, can help you evaluate how confident you sound and how effective your answers really are. One great resource for practicing your interview skills are **mock interviews** with your career coach. Set up an appointment for a mock interview with your coach through Handshake or join CaneCareers for our mock interview events throughout the semester.

If you aren't yet comfortable practicing your interview skills with another person but want to hear how your answers sound, you can use **HireVue**. HireVue is a free online tool that allows you to record your



your answers to interview questions and have them assessed by HireVue's platform, review them yourself, or send them to your career coach for review. Watching yourself answer questions from an outside perspective can help see how confident you sound, whether you're making enough eye contact or your hand gestures are too bold, and how effective your answers sound.

HireVue

Big Interview is similar to HireVue in that it offers a practice interview function, but with a pre-recorded video interviewer. Here you can also receive AI-generated feedback on

your answers to help identify your strengths and weaknesses. Categories the AI tracks include eye contact, filler words such as "um", tone, vocabulary, and talking speed. From there, Big Interview will also generate an action plan based on your results to help improve your skills.

In addition to its assessment tools, Big Interview offers a variety of written and video courses to teach you the vital skills and need-to-know information for interviews. These courses include a "Fast Track" for anyone with an upcoming interview who has limited time to prepare.



What are some interview best practices to keep in mind?

Interviews tend to cause stress and make some people nervous, but the **8 best interview practices** are simple:

1. **Prepare!** - For interviews, preparation is multi-factored and includes:

- **Researching the company** and your interviewers.
- **Practicing your answers** through mock interviews.
- Thinking of and/or **writing questions** in advance to ask your interviewers at the end of the interview.
- **Studying the job description** so you know what kinds of answers/skills the employer is looking for.
- **Printing any relevant handouts** or examples of your work and planning your route to the interview location in advance. Be sure to check your technology/webcam and set up your virtual background and lighting for a virtual interview.
- **Trying your outfit on** a few days in advance if possible to make sure everything is comfortable and looks professional.

2. **Dress the Part** - No matter where you're interviewing, you should always dress *business professional*, with a full suit and tie (masculine-presenting) or a skirt/slacks and a blazer/suit jacket (feminine-presenting).

3. **Make a Good First Impression** - Stand and sit up straight, offer a firm handshake, make eye contact, and remember to smile. Be sure to treat every person you meet with respect, from the front desk staff to the CEO.
4. **Honesty Is the Only Policy** - Interviews aren't just about landing a job; they're meant to serve as a tool for both you and the employer to determine if you will be a good fit for one another. If you lie about your skills and experiences, you're not only setting yourself up to be made the fool when those skills you've claimed to have are put to the test, you're also doing yourself a disservice by painting yourself as a dishonest employee. Honesty is often far more important to an employer than having every single skill on the job description, so do yourself a favor and just be candid.
5. **Take Your Time** - Don't feel like you need to have an immediate answer for every question. It's okay to tell an employer, "Great question. Let me think about that for a moment," and take a few seconds before answering.

6. **Respond with Your Goal in Mind** - When answering each question, remember you're not looking to land just any job, but *that* job, the one you're interviewing for. Tailor your answers to match the requirements of the job description (i.e. using the same language, pointing out how your experiences meet certain criteria on the job description, etc.) to enforce your interest and eye for detail.
7. **Use the STAR(R) Method** - The **STAR Method** is an interview technique to help you answer questions clearly and concisely. The STAR stands for:

- *Situation* - Pose the situation in one or two sentences. Provide context to the main event.
- *Task* - Analyze the task in regard to the group and your role.
- *Action* - Explain the action and implementation, which consists of what, how, and why.
- *Result* - Evaluate the results. Explain what you learned from the process and what you achieved in the long run.

Though the method only consists of one R, CaneCareers suggests a second for questions



that are framed in a negative way, such as "What was the biggest challenge you faced?" or "How did you feel about not achieving x goal?":

- *Reflection* - Failure can be a good thing so long as you've learned from it. When asked a negative-framed question, be sure to discuss how you might have approached the situation differently looking back and what you've learned from it. (Self-reflection is the mark of a star candidate!)

8. **Remember Respect Goes Both Ways** - Being a candid, respectful professional isn't only your burden; the interviewer needs to show the same level of respect to you as well. If you start to feel uncomfortable during an interview or feel the questions you're being asked are inappropriate, you are within your rights to refuse to answer, challenge the question's relevance, or walk away. Note that in the U.S., employers are not allowed to discriminate based on race, color, religion, sex (including gender identity, sexual orientation, and/or

pregnancy), age, national origin, or disability. As such, they are not legally allowed to even *ask* questions related to these federally-protected issues. If you are comfortable answering a question that you feel may have been asked innocently as part of getting to know you, such as "So where are you from originally?", you may answer, but you are never obligated to do so (and in many cases should not answer at all).

Even after all that practice, if you're still feeling nervous, remember this: employers are wanting to hire *you*, not a persona you've invented for your interview. Try to relax and remember to be your authentic (but professional) self. If your personality in your interview doesn't work for them, that company wouldn't have been a good fit for you, plain and simple - so don't fake it!

Interview Facts

- **Over 90% of applicants grow nervous during an interview, causing underperformance.**
- **Over 85% of employers depend on your interview to verify your credentials.**
- **Nearly 60% of employers rely on interviews to determine an applicant's fit for a job.**

The Elevator Pitch

The world is a busy place, and you never know when an opportunity could arise - or how much time you have to snatch one up. So how do you show up and stand out when you find yourself in front of the right connection, company, or opportunity? Break out your elevator pitch!

An **elevator pitch** is a quick overview (typically 30 seconds long, or the length of one elevator ride) describing **who you are, what you're studying/working on, what you're interested in doing**/why you want to work for a particular company, and the **skills you can bring to the table**. The goal of an elevator pitch is to take advantage of a very brief amount of time you have with an employer to make a lasting impression. You want to try your best to ensure that, after the elevator stops and the employer talks with three coworkers in the hall, pops into a meeting, and stops in the kitchen for coffee, they remember you once they've sat down at their desk. Or, in a more likely scenario, you want to make sure that, of all the students and



staff an employer will meet at a career fair, they remember *you* among the top candidates.

The elevator pitch is a versatile tool that you may find yourself using throughout your career: maybe your company has launched a new product or initiative and are looking for funding? Maybe you've started your own business and are looking for investors, or you're ready for a promotion? Whatever the cause, a well-crafted elevator pitch is a great skill to have in your toolbelt.

A great elevator pitch has **5 basic elements**:

1. **Who You Are/What You Do** - State your name, what and where you study, and where you work (if applicable).

2. **Your Career Goals/Interests** - Now, along with #3, is the time to showcase your uniqueness. If you have very niche goals or interests, be sure to highlight those.
3. **Related Accomplishments** - Briefly list any experiential learning, volunteer, internship, classroom, or job opportunities you've had that brought you closer to your goals or helped grow your career interests. Note any high-profile and/or niche opportunities.
4. **Relevant Skills** - Note any skills that would be of interest/helpful to the employer. As always, be sure to highlight unique skills.
5. **Connection** - Now that you've pitched yourself to the employer, you'll want to officially connect with them. Politely ask if they have any job or internship opportunities available that you could apply for, if you could connect with them on LinkedIn, if you could exchange business cards, and/or if you could offer them a copy of your resume. Most employers will be happy to connect with you, but if for some reason they are not, don't be discouraged; look at every elevator pitch as an opportunity

to practice and perfect!

When crafting and delivering your elevator pitch, it's also helpful to remember these **4 tips for a powerful pitch**:

1. **Know Your Audience** - There's no sense in pitching yourself to a company you know little about and aren't all that interested in. Know the company, know the job, and know what skills they're looking for so you can show them you've got what they need.
2. **Keep It Short** - The employer doesn't need to know everything you do, just the most important, interesting tasks and skills.
3. **Don't Speed Through** - You want your pitch to be short and sweet, but you don't want to talk so fast the employer can't understand or keep up with what you're saying. Boil your pitch down to 2-3 sentences, and then -
4. **Practice!** - As with most of the tools and skills you'll find in this workbook, all of them are most effective when you practice. Edit your pitch often, and then practice with a friend or career coach before you launch your final product.

Correspondence and Presence

Acting or appearing professional isn't just a matter of putting on a suit and reining in your party side. Professionalism encompasses all aspects of the workplace, including the level of respect you show for others, your attitude, and even the words you choose for your emails. Though you've surely heard all of this before, we're going to use this section to briefly touch on the dos and don'ts of professionalism.

Professional correspondence consists of any written interaction with an employer, coworker, client, or business partner that contains an **opportunity to make a positive or negative impression**. This includes everything from **emails** and **formal letters** all the way down to **instant messages** or **texts**. On the plus side, this means you have tons of opportunities to make a positive impression of yourself, as most employers in today's world rely heavily on emails, IMs, and texts. On the negative side, this means pausing before sending anything to make sure you've said exactly what you mean before hitting send. All professional



correspondence comes quicker and easier with practice, so don't stress about whether you'll spend your whole career agonizing over Oxford commas - unless, of course, that's your job.

Below are **5 best practices for professional correspondence**:

1. **Address Your Messages** - Whether you know the name of the person you're emailing or you're addressing a basic office inbox, always address your messages as To/Dear [Name], Good Morning, or To Whom it May Concern. Starting your message straight away with "I need x" sets the wrong tone.
2. **Keep it Clear and Short** - If you've got a question, just ask.

If any additional information is needed to understand the question, try to keep it as short as possible, and use bullet points when you can. You also want to make sure your message has enough information to be clear but not so much that what you're requesting is a jumble. Sending short messages shows the recipient you are trying to respect their time and not bombard them with information.

3. **Check Your Tone** - We've all gotten a text message or email that sounded just *mean* even though that wasn't the sender's intention. Hence the invention of emojis. While it's bad practice to use emojis in professional communication, you can always check your tone by asking yourself *Am I asking or demanding?, Am I informing or talking down?, and Am I showing this person respect?* Simple word changes can also drastically change a message's tone. For example, "I need this document by noon. It's due today and I don't have time to look at it myself." could be replaced with "Would you be able to get me this document by noon? I have a

hard deadline and would appreciate your help."

4. **Leave a Proper Signature** - If you're reaching out to your coworker across the office, you probably don't need to sign more than your first name, but if you're reaching out to another department, an employer or client, a new partner, or generally someone you've never spoken to before, it's a good idea to sign off your message with your first and last name, phone number, and email address. If you're sifting through an inbox full of messages, are you more likely to respond to the person that left contact information, or spend your limited time trying to figure out someone's email address on an unsigned message? Once you've corresponded back and forth a few times, you no longer need to include your last name or contact information, but you should always include it in your first message. (You can even set up an email signature line in your email so that your emails are never without your signature.)
5. **Proofread** - Try reading aloud to check your tone.



Since everything is easier with practice, start utilizing these professional correspondence best practices in your emails to your professors, university staff and offices, and to any employers you may reach out to for opportunities or informational interviews. It's never too early to adopt a professional presence on and off the page.

Professional presence refers not to your clothes (though it's important to dress appropriately for your career), but to "the demonstration of respect, confidence, integrity, optimism, passion and empathy in accordance with professional standards, guidelines and codes of ethics."* In short, professional presence is the **energy that you put into your work and workplace**. Professional presence is also measured as your **perceived ability to lead**.

Every company and leader will have a different idea of what professional presence (sometimes called "executive" presence) looks like, but some qualities are generally agreed upon. The following are **4 skills of**

people with high professional presence**:

1. **Composure** - Keeping calm in stressful situations helps you think more clearly, find better solutions, reassures your team, shows competence, and inspires confidence in others.
2. **Confidence** - You know your stuff, so show it! Remember to remain humble and respectful in your confidence; aggression is neither an effective method of leadership nor a trait of professional presence.
3. **Charisma** - People naturally follow charismatic leaders. This is a learned trait, not an innate one, and one that is usually built with the help of confidence and strong communication skills.
4. **Clarity and Communication Skills** - Use eye contact and active listening and leave extra time for response when communicating ideas. Make sure your ideas are clear and their impact on the overall organization goals are understood. Leave room for discussion and make sure everyone feels heard.



*"Professional Presence" (Nova Scotia College of Nursing)

**"Why you need executive presence" (Waters, Shonna)

Professional presence is important for companies and leaders because it strengthens company culture, improves organizational performance, helps leaders manage their teams, and improves customer relations. As an individual employee, having professional presence helps **develop your skills into leadership skills** and helps **leaders identify you as a good candidate for promotions**.*

You can help build your professional presence with these **4 tips***:

1. **Clearly Articulate Your Vision** - Communicate your ideas with confidence to help motivate your team.
2. **Be Aware of How You're Perceived** - Ask for feedback on your ideas and work from colleagues and management. Use this feedback to identify leadership skills you already have and note any areas for improvement.
3. **Build Communication Skills** - In addition to clear articulation, this also includes *listening* skills.
4. **Listen More** - Actively listen to whoever is speaking. Ask good questions to strengthen the discussion and show you care.

List someone you know with strong professional presence. What traits/skills make them a good leader?

What is one professional presence skill you are great at? What is one skill that could use improvement?



Don't Forget!

CaneCareers workshops and events are a great place to build professional presence skills!



Diversity, Equity, and Inclusion

The world - and the workplace - are becoming increasingly aware of diversities and differences in the workforce and are making strides to be more inclusive, promote equality and diversity, and celebrate employees' differences. However, there is *always* room for growth. Not all companies who claim to celebrate and champion diversity, equity, and inclusion (or DEI) are made equal. As a student and alumni of The University of Tulsa, it's your job to uphold DEI values, to promote a positive and inclusive workplace, and to challenge policies and actions that threaten DEI inside the workplace.

In a world that still feels far from eradicating racism and bias toward sexual orientation, identity, nationality, and culture, asking you to battle age-old problems seems fruitless and maybe even impossible. Which is exactly why it's important. **Big changes can come from small steps**, and every positive action you take will inspire others to follow.



Before we discuss the ways you can support DEI initiatives on campus and in the workplace, let's break down the main DEI components.

Diversity is defined as "the practice or quality of including or involving people from a range of different social and ethnic backgrounds and of different genders, sexual orientations, ability/disability, race, beliefs, religion, etc."* This definition may seem obvious, but what this initial look at diversity doesn't cover is *acceptance*. Including three women and two nonbinary individuals in an office largely run by men is *not* exemplifying diversity if those individuals are left out of meetings, their ideas are ignored or belittled, or they are intentionally passed over for tasks commensurate with their



*"Diversity" (Oxford English Dictionary)

skills. In this example, real diversity is lacking and has been replaced by the illusion of a diverse workplace driven by a need (but not a desire) to fill a "diversity quota."

To be truly diverse means to bring in people of all backgrounds, ethnicities, sexual orientation, genders, etc. and to **honor and respect their strengths, ideas, opinions, and differences.** Differences between individuals are not something to be eradicated by a "preferred norm" - after all, how effective would a team be if it was made up of 5 clones of one person?

NACE describes **equity** as "[referring] to fairness and justice and is distinguished from equality: Whereas equality means providing the same to all, equity means recognizing that we do not all start from the same place and must make adjustments to imbalances. This process is ongoing, requiring us to identify and overcome intentional and unintentional barriers arising from bias or systemic structures."* In sum, equity is **when every person has what they need to succeed.** To the right, you can see a simple illustration demonstrating equity vs. equality.



To be clear, equity doesn't mean giving every person on the team everything they want. Inequitable situations can arise through disability, background, or simply different modes of thinking and operating; solutions for inequitable situations are often simple and cost little time or effort, such as setting a later start-time for the employee who suffers from insomnia, purchasing noise-cancelling headphones for the sensory-overloaded individual, or allowing more time in meetings for introverted employees to speak before shifting topics. When it comes to making sure everyone is on level ground, a simple action can make all the difference.

Inclusion is defined as "the practice or policy of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized, such as those who have physical or mental disabilities and members of minority groups."** Whereas equity ensures



*"Equity" (NACE)

**"Inclusion" (Oxford English Dictionary)

everyone is on equal footing, inclusion takes it a step further to ensure no locked doors exist for some while others have open doorways. Imagine in our earlier example of the male-dominated office that five employees from minority groups (women and non-binary) are hired to satisfy the diversity component. These individuals are given all the training and tools they need to be as well-trained as their male counterparts. An opportunity to attend a professional development conference arises, with a limited budget for attendance fees, and management puts out a sign-up sheet for anyone interested in attending. From there, management will choose who can attend the conference on the limited budget. When the time comes to announce the conference-goers, the whole office is surprised to hear the only people attending will be the top-performing salespeople at the company, several of whom didn't request to sign up for the conference at all. Rather than be fair and inclusive and draw names of those who signed up from a hat, management chose those they perceived to be the most deserving.

In doing so, the management team in this example was not only neglecting to be inclusive, but was also reinforcing biases that were clearly already present in the office.

Putting it all together: Now that we've seen how each component of DEI works separately, you may have started to see how each of them is not entirely effective on its own. Diversity on its own isn't enough if we aren't also celebrating our differences, listening to one another's ideas, and accepting each other as unique individuals. Equity helps bolster diversity by placing each of us, in spite of our backgrounds and strengths, on equal footing, and inclusion ensures that, in a workplace that is allegedly diverse and equitable, we are actually *following through* on those promises by including and offering the same resources to everyone.

What does effective DEI look like in practice?

The Center for Creative Leadership suggests DEI is effectively executed in a 4-step process called the **REAL Framework**. Whether you're leading a company or supporting a team, it's important to recognize



when your employer (or your own company) is effectively supporting DEI initiatives.

The **4 steps** of the REAL Framework can be seen in the graphic below:



From The Center for Creative Leadership

1. **Reveal Relevant Opportunities** - This first step means "gaining awareness of the types of diversity within and across groups"* and determining how DEI affects the company. Once leadership has identified baseline facts, they can begin to identify opportunities for positive change and come up with an action plan to meet their desired outcomes.

2. **Elevate Equity** - DEI initiatives cannot succeed without first acknowledging barriers and inequities in the workplace. Once inequities have been identified, leadership should set clear goals and create an action plan to eliminate barriers and level the playing field.
3. **Activate Diversity** - Now is the time to acknowledge differences and find ways to include and utilize them as part of strengthening the company and team.
4. **Lead Inclusively** - To be truly inclusive means to have "active, intentional, and ongoing efforts to promote the full participation and sense of belonging of every employee, customer, and strategic partner."* This also includes ongoing efforts to challenge biases, eliminate barriers, build empathy, and bring out the best in everyone.

Companies with effective DEI strategies and practices are never satisfied with the status quo, ask tough questions, and are always searching for ways to innovate, improve, and grow DEI in their and their partners' organizations.



How can I support DEI?

Whether your future company is a champion of DEI or just dipping their toes in, there are several ways you can be a champion and advocate of DEI now as a student and in your future career. According to Forbes, the following are **5 meaningful ways you can support DEI***:

1. **Educate Yourself and Take Personal Inventory** - Whether we want to admit it, we've all found ourselves harboring biases. Rather than stress about it and hide our biases in some deep dark crevasse in our brains, we need to acknowledge the biases we have and work to overturn them by identifying the root of the bias and the truths and histories about the group for which our bias was held. It's also important to educate yourself on groups you don't identify with, even if you don't harbor any biases for them. It's difficult to be an ally for a group of people without knowing much about who they are or what they struggle with and for.
2. **Don't Speak in Rhetoric** - While it may be tempting to speak of DEI issues in the same

polarizing political language we see every day, those conversations aren't *real*. In fact, they aren't conversations at all! Rather than promote empathy and understanding, the rhetoric surrounding hot button DEI issues is used primarily to inflame and provoke. Instead, have real conversations about these issues that focus on *understanding*. Focus on real experiences and perspectives. Listen to each other when you disagree and try to understand each point of view through the other person's eyes.

3. **Be an Active Advocate** - Just like hiring from minority groups and excluding those individuals from contributing ideas or meaningful work is not really diversity, *saying* you support DEI or have a DEI program is not the same as actually *having and supporting* DEI. Ways you and your employer can be true advocates of DEI include:

- **Seek out** diverse leadership.
- **Provide opportunities** for promotion.
- **Practice** intentional, equitable compensation.
- **Ask opinions** of minority groups.



- Develop minority populations for advancement.
- Become aware of nonintentional disrespectful communication (and call out intentional disrespect!).
- Remain open-minded and humble.

4. **Create a Safe and**

Accountable Culture

- Safe and accountable cultures are cultures that focus on growth and that celebrate accomplishments rather than punish failures. In these cultures, leadership admits to their mistakes, and employees feel safe to do the same. Team members speak up and know that their work, their ideas, and they themselves are valued.

5. **Values are Greater Than**

Doubts

- Implementing DEI programs can be daunting and stressful. You or your company might find yourself asking, "What if I do it wrong?" Most people rarely accomplish anything 100% perfectly the first time they try. The important thing is to *try*. Remember your end goals and frequently evaluate whether your actions are meeting those goals. Ask for feedback and swap what isn't working for

something more effective. And when you see something that goes against the values you hold and the culture you're striving for, speak up. Change can't happen if no one speaks up.

Though these 5 ways to support DEI were designed for the workplace, they are absolutely applicable to campus and everyday life. It's never too early to become a champion of DEI, so don't wait.

If you've never taken a good long look at your biases before, stood up in a crowd when you saw biased behavior, or had a candid conversation with a marginalized group member before, you might find starting your journey to becoming a DEI champion is difficult - and you would be right. DEI is a difficult subject for many, and rather than bring it out into the open where we can examine biases, hear truths, and garner an empathetic understanding of our fellow humans, many people will choose to sweep it under the rug or look away. This kind of behavior only perpetuates biases and stereotypes, so it's important that, even if it's uncomfortable, you speak up and show up for diversity, equity, and



inclusion. Knowing *you* are not biased is not enough to keep DEI at the forefront of employers' and individuals' minds and at the top of the company priority list. It's tough, but nothing is impossible - and as a TU student, we *know* that you have what it takes to become a DEI champion.



Further Reading:

- **Diversity in the Workplace** - Bärí A. Williams
- **The Loudest Duck** - Laura Liswood
- **Belonging at Work** - Rhodes Perry
- **We Can't Talk About That at Work!** - Mary-Frances Winters
- **Blind Spot** - Mahzarin R. Banaji and Anthony G. Greenwald
- **Better Allies** - Karen Catlin

Think hard. What is one bias you probably have toward another group or person? What is one way you can think of to overcome that bias?

Have you noticed any biases on campus, in your community, or even in your family or friend group? If so, what is one small way you could begin to be a DEI champion in your group or community?

CaneCareers Workshops

CaneCareers is here for you! Reading about interview tips and NACE Competencies can be interesting (and maybe even fun), but CaneCareers makes it our mission to help every student become career-ready in fun, informative, and exciting ways. The primary way we accomplish this is through our **CaneCareers events**.

Our events are broken down into **5 categories**:

1. **Career Programming**
2. **Employer Spotlights**
3. **Feature Fridays**
4. **Career Fairs**
5. **Prepare-for-the-Fair Events**

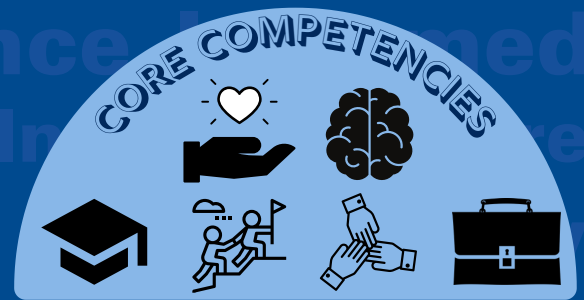
Each event is a great opportunity to network with employers, staff, and fellow students; learn and discuss topics in career readiness and professionalism; and explore career options and best practices for the workplace. (Many events also have the chance to win cool prizes!)

To see a full list of the semester's events, visit canecareers.com or visit the CaneCareers office.



List 3 CaneCareers events you would be interested in attending this semester.

After attending at least 1 CaneCareers event, write down 1 new person you met and 1 new thing you learned.



Gaining Experience

Great skills are built, not bought. YouTube videos, helpful guides, and books (and even this workbook!) are helpful tools, but the only way to truly build a skill is to practice.

This section is designed not to offer the skills you'll need to succeed, but to give you the resources you can use to launch your skill-building quest, build up your resume, and prepare yourself for that first career.

Learning Objectives

- **Develop a professional and social network in your field.**
- **Understand the impact of your choices on the community.**
- **Build connections between the classroom and a future career.**
- **Gain real-world experience.**



Volunteering at TU

Volunteering is another way to earn valuable skills and experience while also supporting your community. In 2019, 77.9 million Americans (or approximately 30% of the population) participated in some form of volunteer work.* With more than 1.5 million nonprofits in the U.S.** tackling everything from climate change to homelessness, there's no shortage of need and opportunity for volunteerism.

Why is volunteering important?

In addition to the obvious benefits to the community volunteerism brings (approximately 8.8 billion volunteer hours were given in 2019, with a value of \$195 billion**), volunteering offers a host of personal and professional benefits.

The following are the **top 8 benefits of volunteering**:

1. **Help Others** - This is the primary reason to volunteer, but we also feel good while helping others.
2. **Build Empathy** - Volunteering exposes you to situations and people you may never have interacted with otherwise.



These experiences offer us new perspectives, which in turn work to build our critical empathy skills.

3. **Improved Health** - Studies have shown volunteering can improve your physical and mental health, as the joy of helping others and increased movement can help reduce depression and increase your exercise.
4. **Learn Skills** - In addition to soft skills like communication, teamwork, and critical thinking, volunteering is also a great opportunity to learn skills specific to your future career, should you find volunteer opportunities in your industry.
5. **Expand Network** - Depending on the volunteer work, you can have the opportunity to connect



*"Key Findings from the 2019 Population Survey" (Schlachter, Laura Hanson)

**"The Nonprofit Sector Brief in 2019" (NCCS Project Team)

with the organization leaders, fellow volunteers, and even the beneficiaries of the work you do.

6. **Face Challenges** - Facing and overcoming challenges is a great way to identify your strengths and growth areas. It can also be a talking point for your resume or interview.
7. **Explore Careers** - If you've designed an Odyssey Plan from *Design Your Life*, which we discussed in Section 2, you may have identified a potential career you don't know much about. Doing volunteer work that is outside your comfort zone or that you don't have much knowledge of is a great way to determine whether a career path is right for you - or to discover something totally new that you love!
8. **Strengthen Resume** - Volunteer work can tell an employer just as much about you as your paid work experience can. Employers want to know what you care about and how you spend your time. Plus, volunteer work can offer you new learning opportunities or strengthen your skills! It's always a good idea to add relevant volunteer work to your resume.

Where do I start looking for volunteer opportunities?

The University of Tulsa loves volunteering! To help our students, faculty, and staff find opportunities to help our community, we have True Blue Neighbors. **True Blue Neighbors** is an organization that "connects the TU community to over 80 nonprofit, government, and educational organizations through volunteer service, community service work-study, and experiential learning opportunities."



The True Blue Neighbors website has a wealth of information on local resources available for a wide variety of services, including animal shelters, domestic violence centers, and immigration. You can utilize the website to see what local organizations have partnered with True Blue Neighbors and if they are looking for volunteers, and you can also visit the True Blue Neighbors office to get connected with volunteer opportunities, community service work study opportunities, and public service

internships. They also help students determine how and where to vote during election periods.

You can find more information about True Blue Neighbors and their partner organizations at trueblueneighbors.utulsa.edu.

Look at the True Blue Neighbors website. What's one community partner you're interested in working with?

Write down 3 things you're passionate about. How can volunteer work support your passions?

Based on your Odyssey Plan, what's one organization you could volunteer for that would be a good learning opportunity?

Helpful Hint

You can find more opportunities to volunteer both within and outside the Tulsa community by searching for volunteer positions on your Handshake account.

If you have volunteered in the past, what was one positive outcome in your personal life you noticed from your work?

Joining Student Organizations

Did you know The University of Tulsa has nearly 200 **student organizations**? Joining a student org comes with a whole host of benefits and is a great way to get involved on campus and in your community. According to Bentley University, joining a student org comes with **12 major benefits***:

1. **Learn More About Yourself**
2. **Develop Soft Skills**
3. **Learn Teamwork Skills**
4. **More Networking Opportunities**
5. **Gain Practical Experience in a Safe Environment**
6. **Use the Skills You've Gained in Class**
7. **Learn to Engage with Diverse Groups of People**
8. **Gain Leadership Skills**
9. **Take a Break from Classwork**
10. **Expand Your Resume**
11. **Give Back to the Community**
12. **Have Fun!**

With all those benefits, why wouldn't you join a student org? Check out the list of all TU student orgs at utulsa.edu/student-organizations/.



What is 1 TU student org you would be interested in joining?

If you are already part of a student org, what is one skill you have learned from your experience?



Experiential Learning

While every element of and experience on your resume is important, experiential learning and work experience will be the elements employers look for first, which means it's important to have experiential learning and work experiences under your belt. CaneCareers defines **experiential learning** as "learning through experience, or more narrowly, as learning through reflection on doing. Experiential learning can occur inside and outside the classroom, includes a wide variety of enriching opportunities, and is a crucial component of a college education."

The goal of experiential learning is to connect skills you've learned in the classroom to your future career, to gain real-world experience, and to make connections necessary for future success. The greatest benefit of experiential learning is being able to apply and grow skills you've learned in the classroom.

To the right, you can see a list of just a few of the examples of experiential learning.



- **service-learning**
- **volunteering**
- **faculty-led research and projects**
- **labs**
- **competitions and challenges**
- **study-abroad**
- **student employment/work study**
- **cooperative education**
- **leadership training**
- **fieldwork**
- **practicums**
- **job shadowing**
- **apprenticeships**
- **clinicals**
- **fellowships**
- **simulations and gaming/role-playing**
- **student teaching**
- **student org leadership and campus involvement**
- **career treks**
- **internships**
- **externships**

Internship & Work Experience

In addition to experiential learning experience, the most important experience you can add to your resume is **internship or work experience related to your field**. This doesn't mean your high school babysitting job or your summer stint at the sandwich shop (unless, of course, childcare and culinary arts are your preferred career path), but jobs and internships that are **in your future field** or **offer skills that directly translate into your future career**.

As a college student, you don't need a dozen higher-level jobs on your resume to land a job in your chosen field, but you should have at minimum 1 job or internship experience that showcases your dedication to your future industry and the skills you've built along the way.

Where do I find job/internship opportunities in or related to my field?

TU offers lots of opportunities for you to find relevant opportunities - the key is to seize that opportunity and apply!



Below you'll find a list of the **top 5 places on campus to find a relevant job/internship opportunity**:

1. **Handshake** - More than 50,000 opportunities were posted on Handshake in 2021!
2. **Your Career Coach** - Your coach is always available to help with your job search.
3. **Coaches' Emails** - Did you know your career coach sends an email every week with highlighted job opportunities? Check them out!
4. **Your Professors** - Oftentimes professors will hear about opportunities and share them with their students.
5. **Career Fairs** - CaneCareers hosts career fairs in the fall and spring.

Identifying a job opportunity is easy enough, but internships work a little differently. NACE defines an **internship** as "a one-time work or service experience related to the student's major or career goal." Interns typically work in professional settings under the supervision of professionals in that field and receive **hands-on experience**. Unlike a job, internships can be compensated with college credit rather than a salary and in some rare cases can be entirely uncompensated, whether through payment or college credit (these typically occur with nonprofits).

There are **4 main types of internships**:

1. **Internships for Pay**
2. **Paid Internships for Credit**
3. **Unpaid Internships for Credit**
4. **Unpaid Internships for No Credit**

I've been hired for a job or internship - what now?

Once you've secured a position in or related to your field, it's time to think about job/internship best practices.

To the right are the **4 best practices for jobs/internships**:

1. **Set SMART Goals** - Smart goals are goals that are *Specific, Measurable, Attainable, Realistic, and Timely*. Setting goals before your work experience begins helps you know what questions to ask and what to strive for so you get everything you want out of your work experience.
2. **Journal** - Take time at the end of each day or week to write down your experiences, positive and negative, and reflect on what you've learned from them. Everything is a learning opportunity!
3. **Be Professional** - When you participate in a job or internship, you're not only representing yourself, but your university as well. Disrespectful or unprofessional behavior may cause that employer to look at other institutions for future employees/interns, which takes away potential opportunities for your fellow classmates.
4. **Know Your Rights** - Even if you're completing a no pay/no credit internship, you still have rights. If you believe your rights have been violated during the course of an internship, TU is here to help.

For more information on internships, see page xxxiii of the appendix.



Leadership Professional Development

Not everyone needs to serve as the leader of their team, but understanding and building the skills needed to become a leader will always make you a better employee and a better team player.

Why are leadership skills important?

Great leaders create a mission that the team wants to support. They are also able to bring out the best in each of their team members to help achieve that goal. Without a mission to strive toward, teams fall stagnant, and without a great leader bringing out the best in their team members, teams can get stuck in status quo or find themselves struggling to complete tasks they are ill-suited for. Below are **6 reasons why leadership skills are important***:

1. **Provides Focus and Drives the Team Forward** - Goals are clearly defined, team members understand their roles, and deadlines are enforced. Leaders check in on team members to assess progress and offer help with bigger issues.
2. **Empowers Team Members** - Leaders know what each team member is best at and assigns tasks and roles accordingly. Encourage communication and relationship-building among team members, and offer encouragement and praise.
3. **Take Responsibility for Decision-Making** - In the midst of a tough choice, leaders make the final call through a balance of emotions and reasoning to prevent stagnation or dissent. Leaders also admit to their mistakes and work to fix them.
4. **Volunteer for New Tasks** - Leaders are often eager to learn new skills. This added knowledge helps them to keep calm during stressful situations.



5. **Teach Others** - Teaching others the skills you've learned not only makes the team stronger through shared knowledge, but also helps you to see that same information from a different perspective.
6. **Understand Your Strengths and Weaknesses** - Identifying strengths and weaknesses helps you to play to your strengths and determine which skills you could improve upon. This may also help you to identify ways in which you can support your team and how they can support you.

How do I build my leadership skills?

Leadership skills are most often built through professional development. **Professional development** is defined as "**learning to earn or maintain professional credentials** such as academic degrees, formal coursework, attending conferences, and informal learning opportunities situated in practice."* Topics in professional development can range in everything from **soft skills**, such as communication, to **industry- and role-specific items**, such as specific software programs



or medical procedures. Professional development can also happen in a variety of ways. Below is a list of examples of where you can find professional development opportunities and tools:

- **Books**
- **Student Orgs/Volunteering**
- **YouTube Videos/MasterClasses**
- **In the Classroom**
- **Internships/Jobs**
- **Conferences**
- **Graduate School/Trade School**
- **CaneCareers Workshops**
- **Your Career Coach**
- **Mentoring/Having a Mentor**

Ultimately, the easiest and most informal way to build your leadership skills through professional development is simply to stay open-minded, try new things, and ask for regular feedback. You never know what you're capable of until you try!

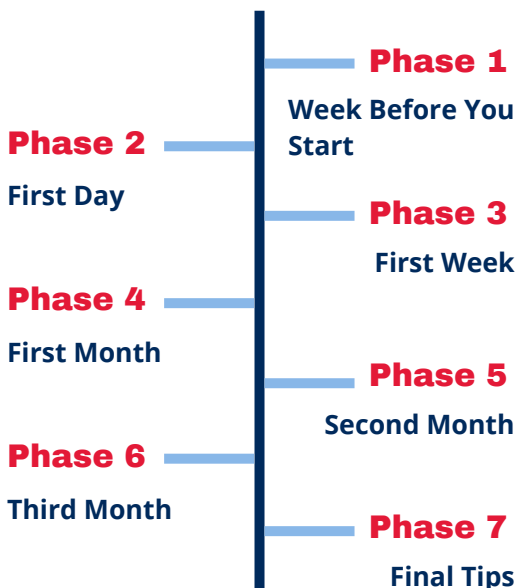


*"Professional development" (Wikipedia)

Your First 100 Days

You've finally gotten a job offer and accepted! Though you may feel now is the time to relax before your big career begins, it's important to make sure you're going to get the most out of your new job. How you approach your first 100 days on the job can significantly increase your success on the job by reducing misunderstandings, getting you acclimated to the role and company culture quicker, and building strong connections with your coworkers faster.

Below you'll see a timeline noting which phases of your **100 day success plan** you will enact at each point in time:



Now that we've established a timeline, let's take a closer look at the components of each of these phases:

1. **Week Before You Start** -

Though it may seem like the time to relax, the week before you start is a great time to prep for your first day and get you in the right head space for that first day on the job. Tasks you should be sure to complete include:

- **Review** all paperwork.
- Ensure you've **blocked your work calendar**.
- Create a **travel plan**. Be sure to account for morning traffic and finding parking.
- Keep an eye out for **reporting instructions**.

- Double check you have **clean, appropriate work attire**.

2. **First Day** - In addition to all the first-day jitters, you have to remember you only get one first impression. The best way to calm the nerves, make a great first impression, and find that first-day success is to keep the following checklist of to-do's:

- **Pack a lunch** the night before.
- **Set two alarms** the night before and plan to be early.
- **Get there early**.
- Follow **reporting instructions**.
- Have an **elevator pitch** ready.
- **Smile!**
- Be **flexible**. Keep an open mind.
- **Identify mentors/supervisors** to help you uncover your first tasks and find helpful resources.

3. **First Week** - Now that those initial nerves have settled, you can focus on those important onboarding details such as:

- Pay attention to the **people who take care of you**.
- Practice **humility**.
- Consistently **show up on time**.
- Complete any provided **entry/onboarding checklists**.
- **Connect** with coworkers.
- Make sure you know how to **report your time**.

- **Figure out pay cycles**.
- **Listen** 90% of the time, **question** 10% (this is where your humility comes in handy!).
- Don't assume - **ask questions!**

4. **First Month** - The first month of your new job is all about consistency. Make sure you've completed all your checklists and trainings, have identified and are checking in with your mentor, and create a routine. Use the following checklist to make sure you're hitting all of your first month success points:

- Focus on **learning**.
- Set your **schedule**.
- Learn your **teammates' names**.
- Complete your **training**.
- Request a **check-in with your supervisor** to make sure you're on track.
- Request a **check-in with your mentor**.
- **Find a hobby** outside of work hours. Having hobbies helps give you a well-rounded sense of fulfillment at the end of the day.

5. **Second Month** - Now that you've nailed your job role, found a mentor, and built relationships with your

teammates, it's time to stretch out of this new comfort zone and start looking for opportunities to learn and increase your professional development. Your second month should include the following tasks:

- Begin to **learn the organizational structure**. If you work for a larger organization with multiple teams/divisions, take the time to learn what each of those teams does, what their reporting structure looks like, and if/how your team works with others'.
- Focus on **time management**.
- Don't neglect **self-development**! Continue to look for ways to **broaden your knowledge** or skills.
- **Subscribe** to relevant blogs or professional associations. You never know what you might learn or what opportunities might pop up!
- Strengthen your professional relationships by going to **lunch with your coworkers** and learning your teammates' stories.
- Show off your dependability by **doing a favor for someone** in

your organization.

- **Go home on time!** Work-life balance is critical for a healthy lifestyle and your mental health.

6. **Third Month** - Three months in, you've settled in, learned the basics, solidified your relationships, and found opportunities for self-improvement and professional development. Now it's time to check in:

- **Self-reflect**. How do you feel you're doing? Do you have the tools you need? Have you identified any areas for growth?
- **Check in with the boss**. Is there anything you're struggling with? Ask if there are any growth areas they've noticed for you and how those do or do not meet your own idea of growth areas.
- Check your **performance plan**. Are you meeting your goals?
- **Speak up** when necessary. There's no glory in struggling in silence.
- Make sure you're **delivering results**.
- Look for ways you can **improve a process**, then make those improvements.
- **Stretch your knowledge** by


investigating something outside your typical responsibilities.

7. **Final Tips** - It's easy to try to boil each phase of your new job into neat checklists, but it's important to remember the following action items at every step of your career, whether it's day 1 or you've celebrated your 10-year work anniversary:

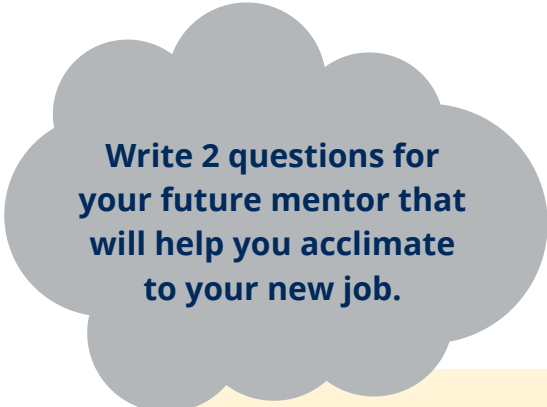

- **Overcommunicate, connect, and establish trust.**
- **Understand timing and expectations** for everything, including daily tasks and special projects.
- Learn the **lingo**.
- Prove you're **dependable**.
- When you make a mistake, tell someone, apologize, and move on. **Admitting to your mistakes** and identifying ways to fix them is far better than ignoring something or sweeping it under the rug, where it can become a bigger problem later.
- Be **flexible**.

Could you reach the same end goals without planning and checklists? Sure. But with just a little bit of planning and foresight, you can significantly increase your professional presence and propel


your career success to new heights in much less time. And preparation also comes with added benefits we've discussed in previous sections, such as recognition for leadership potential, more consideration for promotions, and greater learning opportunities.



What are 3 S.M.A.R.T. goals you can accomplish within your first week at your new job?



Write 2 questions for your future mentor that will help you acclimate to your new job.





Building Connections

The phrase *It's not what you know, but who you know* is thrown around so frequently, it's easy to forget the phrase's truth: it's rare to achieve great heights without a helping hand.

Now that you've built up your leadership skills, perfected your pitch, and earned some real-world experience, it's time to reach out and start building ladders to success with your network of connections.

Learning Objectives

- Continue to develop as a young professional.
- Begin building a professional network.
- Begin displaying a professional presence within and outside the classroom.



Feature Fridays and Industry Talks

Your time in college may possibly contain the most professional development and networking opportunities of your career, so it's important to take advantage of the many opportunities and events TU has to offer. One fun and easy way to network with employers without ever leaving campus is Feature Fridays and Industry Talks.

Feature Fridays are one category of event put on by CaneCareers in which an employer brings lunch for students on Fridays and discusses their company, what they do, and any open positions they might have. Employers attend these events specifically **to recruit students**, so this is a great opportunity for you to bring a resume or business card and politely ask if you could connect with the employer(s) via email or LinkedIn. (These are also great opportunities for you to practice your elevator pitch!)

Industry talks are similar to Feature Fridays in that employers are on campus to recruit students, but these typically consist of several



different employers all within the same industry. Industry talks tend not to focus on one particular company, but instead **discuss broad ideas of what is possible in a specific industry** based on how each company operates. These talks typically end with time leftover for **networking** so students can ask questions of specific companies and exchange information.

Both of these types of networking opportunities are brought directly to you on campus, so don't miss out on the chance to meet employers in your industry and learn more about your future career! All of these events can be found on Handshake, in your coaches' emails, or in the TU event calendar.

Navigating a Career Fair

Career fairs aren't just about showing up and talking to employers (although attendance is the first step!). Making the most of your career fair experience requires preparation, practice, and patience.

The following are **6 tips for navigating a career fair**:

1. **Be Prepared** - Have several copies of your resume printed on resume paper. It's a good idea to keep your resumes in a nice folder or padfolio if you have one. You may also bring business cards if you have them, but this is not required, as employers are expecting resumes.
2. **Research** - Know ahead of time who is coming to the fair, what positions they have open, the majors they're hiring for, and what that company does. The most unattractive greeting to an employer at a career fair is "So, what does your company do?". You can see all the companies that are attending the career fair, the majors they're hiring for, and their open positions on Handshake.
3. **Practice** - Nail down your elevator pitch before you arrive and be prepared to use it - a lot.
4. **Dress for Success** - Career fairs are not business casual events, so be sure to wear your best business professional power outfit (tie included). This will help show employers you're serious about showing up and securing a job.
5. **Network** - Collect the business cards (or if they don't have business cards, the name and contact info) of every employer you talk to. Even if you don't have the right skills or experience yet for a certain employer or position, you may have an opportunity to work with them in the future once you expand your skills. This is



also a great time to network with your fellow students. You never know who could become a critical connection!

6. **Follow Up** - Be sure to send an email to anyone you talked to at the fair within 24 hours. Thank them for their time and express your interest in further discussing any open positions. This is also an appropriate time to ask to connect with the employer on LinkedIn.

Career Fairs can be overwhelming, but with practice, there's no doubt you'll be able to nail it! And remember, you're not alone: CaneCareers has multiple events every semester to help you prepare for every career fair, and our staff are available at the fair for one final pep talk.



Don't Forget!

CaneCareers is available year-round to help you prepare for the fair, interviews, and your first job or internship!



Navigating a Networking Event

While networking events have many of the same elements as career fairs, they come with their own set of dos and don'ts. Networking events can be formal or informal, involve food or alcohol or have no refreshments at all, and can be as productive (or unproductive) as you make them.

Networking Events are opportunities for professionals to **meet, gather, and make connections**. CaneCareers hosts several networking events every year so students can meet employers in the Tulsa community and learn about future job and internship opportunities.

What can I expect from a networking event?

No two networking events are the same, but the one element you can expect from all of them is talking! Be sure you have your elevator pitch ready because this is one of the best times to use it. You can also expect to do a lot of listening. While having and sharing your elevator pitch is important, you don't want to



come across as interested in only sharing your story and not hearing anyone else's.

What should I do to have a successful networking experience?

Networking events can be overwhelming, so it can be helpful to keep a mental checklist of dos and don'ts before and during your networking experience. The following are **7 best practices for successful networking**:

1. **Be Prepared** - Have business cards and your elevator pitch primed and ready.
2. **Have a Goal** - Before you go, ask yourself what you're hoping to accomplish by attending this

event. Is it to make a new connection or find a job lead? Or are you just hoping to practice your elevator pitch and networking skills? Whatever your goals, knowing why you're there will help keep you focused - just make sure your goals are S.M.A.R.T.!

3. **Be Sincere and Yourself** - As always, never try to be someone you're not. You can also make a good impression by asking great questions of people you meet. Great questions evoke conversation, so they shouldn't be "yes" or "no" questions. Examples of great questions* to ask include:

- *How do you like working for your company?*
- *What projects are you working on right now?*
- *How did you get into your field?*

4. **Find the Food/Bar** - Jumping into a conversation can be intimidating. If you're unsure where to start, Forbes suggests** standing near the bar or food. Many of the attendees will pass by you during the event, and waiting for food or drinks is a great time to strike up a conversation. Remember to drink responsibly

(if at all) at these types of events so you can remain sharp and professional.

5. **Be Brief and Specific** - In your discussions, you want to make sure you aren't taking up too much of someone's time (or that they're taking up too much of yours!). Be specific about what you do, the skills you have, and what your goals are.
6. **Take Notes** - Collect business cards from anyone you feel you've made a strong connection with. Once you've stepped away, take a moment to jot some brief notes about your conversation on the back of their business card.
7. **Follow Up** - Within 48 hours after the event, send a personalized email to each person you connected with and thank them for their time. This is a great time to reference the notes you took and mention something specific you talked about with each person. If you offered to connect them with someone from your network, be sure to follow through during this same time frame. If they offered to connect you with their network, you may gently remind them in this note as well.



*"9 Tips for Navigating Your First Networking Event" (Katen, Laura)

**"17 Tips to Survive Your Next Networking Event" (Brustein, Darrah)

Navigating a networking event is not so different from navigating any other kind of professional event. And like every other kind of professional event, there are certain blunders you'll want to avoid. The following are **6 actions to avoid at networking events**:

1. **Drink Too Much** - The worst first impression is a drunk first impression.
2. **Be a Wallflower** - You can't make connections from the corner. The first conversation is the hardest, but once you've done it once, it'll only get easier.
3. **Spread Yourself Too Thin*** - Whether the networking event has multiple speakers or conferences, or you're just working one room, you want to make sure you've given yourself enough time to make meaningful connections with just a few people that will remember you when the event is over, rather than quick connections no one will remember later.
4. **Be a Card Spammer*** - Nothing says "superficial" like giving your business card to everyone. Not only is this a waste of your cards, this isn't

going to make you any meaningful connections. Only give out your card if someone asks, or if you feel like you've made a real connection.

5. **Ask for a Job**** - Networking events are for building connections, not finding jobs. You may hear about opportunities available to you, and you can always ask "How might someone like me go about getting into a position/industry like yours?", but you should never outright ask for an opportunity or interview.
6. **Fail to Follow Up** - You may be excited about the connections you made at a networking event, but if you don't follow up, you run the risk of that connection growing stale or of your connection forgetting who you are or what you discussed. Take action and solidify your connections as soon as possible!

Remember, your career coach is always available to help you prepare for a networking event, and don't miss out on those opportunities from CaneCareers!



*"17 Tips to Survive Your Next Networking Event" (Brustein, Darrah)

**"What Not to Do" (Columbia University Center for Career Education)

Happy Hours

Happy hour with your team or office looks a little different than those with your friends. Here are **4 tips for staying professional and having fun at happy hours:**

1. **Stay Professional** - Happy hours are still business events, so you should expect to play by the same rules you would while at the office. Avoid bathroom humor or inappropriate jokes, and certainly don't dance on the tables. You don't need to be as strict as you would be in an important meeting, but if you're ever questioning if something is appropriate to say, don't say it.
2. **Avoid Gossip and Oversharing** - Gossip is hurtful in every context, and you never know who might be listening, so it's best not to gossip with coworkers even outside the office. You also want to avoid sharing uncomfortable or too many details about yourself and your personal life. It's fine to talk about what you do outside the office, but think about what kind of impression those details will give your coworkers about you.



3. **Know Your Limits** - Happy hours are for socializing, networking, and team bonding, not for a wild night out. Pace yourself and know when it's time to quit.
4. **Network** - If you're at a happy hour with new faces, don't be afraid to introduce yourself and make new connections! Networks are built in all kinds of places.

Thinking about networking can be stressful, but remaining professional, being yourself, and taking risks can help you make connections anywhere. And CaneCareers is here to help! Our annual etiquette dinner is designed to help students learn networking tips and tricks for any situation.

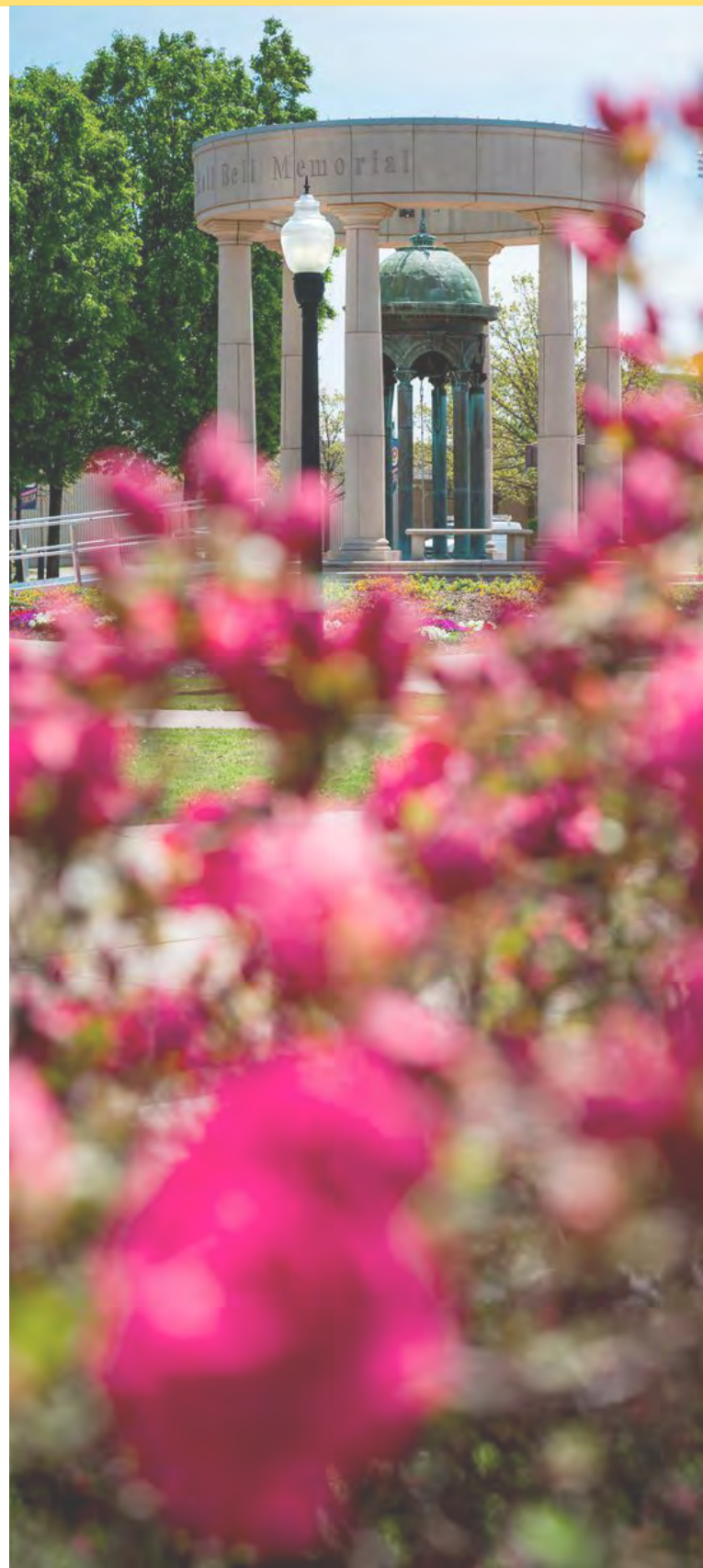


Applying to Graduate & Professional Programs

No matter where or what kind of program you're applying to, every application and process will be different. To discuss specific programs, application materials, questions, or concerns, you'll want to make an appointment with your career coach through Handshake and select the appropriate option (pre-health advising, pre-law, etc.). But whether you're applying to med school or pre-health professional programs, law school, or a graduate program in your field, CaneCareers is here to help guide you through the process.

Learning Objectives

- **Continue to develop as a young professional.**
- **Begin building a professional network.**
- **Begin displaying a professional presence within and outside the classroom.**



Where Do I Start?

Note: In this section, we are going to discuss a broad set of practices that can apply to most graduate programs. For specifics, please set up an appointment with your career coach through Handshake.

With hundreds of graduate programs across the country, it can be difficult to know where to start. If you know you want to go to graduate school, the best first step is to identify your goals. Are you...

- *Looking for a program that fully funds its students?*
- *Looking for the best/most renowned program in your field?*
- *Looking to stay within or relocate to a specific location?*
- *Wanting to study a very specific topic?*

Determining your goals for the above areas can help you narrow down your search and really focus on what you are trying to accomplish by going to graduate school.

Once you're ready for the application stage, you may ask yourself what the best practices are to make your application shine.



The following are **7 best practices for applying to graduate programs**:

1. **Keep Application Numbers Reasonable** - It's never a good idea to apply to only 1 school, but some students find themselves so caught up in the desire to increase their chances that they actually apply to *too many*. When you apply to too many schools, not only are you increasing your cost (many applications come with a fee), but you're unable to put the time and care needed into every application in the rush to get all those applications in on time. Try to keep your application count between 4-8, with absolutely no more than 10.

2. **Research!** - Graduate application committees sort through hundreds or even thousands of applications each year, so you'll want to make sure you stand out. Personalize each of your applications and mention something specific about the program and school you're applying to. You'll also want to research the professors to make sure you can find a mentor whose interests or research aligns with yours, and mention your excitement to work with them. (If you can't find a professor or research topic that matches your interests at the school you're applying to, you might not want to apply!)
3. **Understand the Prompt** - Not all applications are made equal, so you want to ensure you're hitting on all the required information. Even personal statements vary from program to program, so don't make the mistake of using the same essay for every application. Read each prompt several times and make a checklist of each piece of information you need to include in your response. Be sure to reference that checklist when you're reading your final draft.
4. **Know Your Deadlines** - Graduate school applications are typically due six or more months before the start of a program. Some programs also offer early-admission applications, wherein fewer application materials are required if students submit by a much earlier deadline. A good rule of thumb is to start researching programs a year in advance of when you want to start the program.
5. **Build Relationships Early** - All graduate programs require letters of recommendation. Visiting office hours is a great way to start building connections with your professors early. Professors receive many requests for recommendation letters every semester, so you want to ensure you have a professor you feel comfortable enough to ask and that they've spent enough time with you to write a non-generic recommendation.
6. **Respect Other's Time** - Don't wait until the last minute to request transcripts, ask for recommendation letters, or have someone proofread your application materials. Not only is

this stressful for you, but it's disrespectful to expect others to drop everything so your application can be completed by the deadline. Yes, your professors can usually submit recommendation letters after the application deadline, but you don't want to be one of many students asking for that recommendation letter to be sent right around the time professors are grading essays and preparing for holiday breaks. (This also ensures your request doesn't get lost among all the end-of-the-semester emails and requests!)

7. **Ensure Your Materials Are Correct** - In the midst of trying to get every little part of your application ready, it's easy to overlook small but important details. If the application is asking for a CV, don't include a resume. If you need an official transcript, make sure to follow up with your university to have that official transcript sent to the program to which you're applying. If the word limit is 500 words for a prompt, don't assume your words will move the application committee so

much that they'll overlook something way above the limit. When hundreds of applications are submitted to each program in any given year, admission committees need very little reason to toss out an application. Always take the time to check the little details so that, in the case you don't make it into a particular program, you know you put your best effort into the application and were not thrown out for a simple error.

All in all, applying to graduate programs is all about the details. And remember: graduate programs can be highly competitive. Getting rejected from a program does not mean you are not good enough, or that you can never apply again. Try, try again, and don't be afraid to ask for help!



Don't Forget!

You're not alone in this process! Talk with your Career Coach early about graduate school options and application help.



Financial Wellness

Regardless of what your first paycheck looks like, having a financial wellness plan is critical to finding financial security and success both before and after graduation. College tuition is often the first large purchase students make, and managing those payments can be stressful. The Office of Financial Wellness is available to help every student develop budgets, understand loans, find scholarships, and create post-graduation money management plans so you're ready to not only earn that paycheck, but know the best ways to spend and save it.

Learning Objectives

- **Understand the importance of financial wellness.**
- **Create financial action plans.**
- **Develop good money habits both on and off campus.**



Welcome to Financial Wellness!

While the Financial Aid Office helps students find methods to pay for college through loans, grants, and direct payments, the Financial Wellness Office offers students a holistic understanding of good money habits and helps students identify, apply for, and secure scholarships to begin cutting down education costs early. Financial Wellness can assist with a wide range of money-related tasks, including:

- **Paying for College**
- **Borrowing Money**
- **Protecting Money**
- **Effective Budgeting**
- **Saving and Investing**
- **Salary Negotiation**

Loans aren't your only option for paying for college - thousands of scholarships are available, and Financial Wellness can help you find them, all while preparing for a sound financial future!

The best first step toward financial wellness is to create a budget.

Budgets help **evaluate income and expenses** and **determine**



where spending can be increased or cut back. Creating a budget, however, is just the first step - you also need to remember to *stick to it!* Every time you want to purchase something outside of your normal expenses, take a moment to think about your budget and ask yourself the following questions:

- *If I make this purchase, will I still be able to afford my necessary expenses?*
- *If I purchase this now, what will I not be able to purchase later as a result of spent funds?*

These questions aren't meant to discourage you from making any extraneous purchases but simply to remind you of those important monthly expenses, such as car insurance, rent, and groceries, that

can be so easy to forget about when we're excited about a potential new purchase.

Along with your income and expenses, one important budgeting element to remember is to **pay yourself**. This means putting away savings every month in case of emergencies. Ideally, you'll want to have three months' worth of expenses in easily-accessible savings (not investment accounts or 401ks) in case of emergencies, such as losing your job, an unexpected medical expense like an ambulance ride, or necessary car repairs.

Remember, you don't have to save every extra penny every month - you're allowed to treat yourself! Just make sure your budget allows for those fun, extra expenses. You can find a basic budget template on page xxxix of the appendix.



Don't Forget!

Financial Wellness is here to help you create budgets and create financial plans - you're not alone!

Financial Wellness offers **workshops and one-on-one sessions** to explore a variety of topics, such as opening a checking account, building credit, and car buying. Keep an eye out on Handshake for events, and make an appointment with Financial Wellness through your Handshake account for specific questions and information!

Since this workbook is all about career readiness, the final financial wellness topic we'll discuss is **job offer evaluation**. One common misconception about job offers and compensation is that salary is the main focus and is the most valuable part of a compensation package. This isn't always true! Compensation can come in many forms, including **bonuses, commission, stock options, retirement matching, and even paid holidays/vacation days**. Be sure to look at total compensation, including benefits, before determining whether a compensation package is fair and right for you. If salary is lower on one job offer but offers more vacation days, and vacation days are your priority, that might be a better fit for you than the higher-paying option. The next few pages contain a helpful chart for determining whether a job offer is right for you.

Evaluating Your Job Offer

What makes a good job offer?

Remember, compensation isn't everything! So how do you determine if a job offer is right for you? Use the chart below to help evaluate what the company is offering and whether it meets your expectations, needs, and values.

Evaluation	Dos	Don'ts
Your Values	Make a list of 7 to 10 things that are important to you and prioritize them before the interview.	Attend an interview without determining your values first.
Company Expectations (Job Duties, Time Commitment, Etc.)	What does your day-to-day look like? You can typically find this info on a job description; if not, ask the interviewer.	Focus on the title, or assume the title is reflective of the role for every organization.
Opportunities for Advancement	Is there a formal and clearly-defined path for development and promotion? If not, ask how employees advance within the organization.* *Your goals are important! You don't want to be stuck in a no-growth role.	Be afraid to indicate your interest in career growth/advancement or automatically decline a position at a company that doesn't have a clearly-defined growth path.
Compensation	Understand your total compensation package (wage, commission and bonus schedules, stock options, retirement, profit sharing, etc.). Are you hourly or salaried? Is there a probation period?	Accept a position that provides only a vague description of compensation, including information on bonuses, commission, etc.



Evaluation	Do's	Don'ts
Fair Compensation	Know the cost of living for the state and city you would be living in. Does the offered salary allow you to maintain your desired standard of living?	Assume a high salary is a fair offer; the cost of living may far exceed your salary.
Benefits	Understand benefits, including out-of-pocket costs and potential savings.	Assume all companies offer the same benefits.
Trust Your Gut!	When you arrive for your interview, take time to assess the environment. Is it inviting or cold? Do employees appear aloof or welcoming? Can you see yourself working with those employees?	Underestimate or ignore your initial gut feeling.
Is this the job you really want?	Ask yourself if the offered position aligns with your values, vision, and mission. Make sure you're excited about the work you'll be doing!	Accept a position based on salary and benefits alone. Your day-to-day satisfaction with your job is important for your wellbeing.
Negotiate Salary & Benefits	Know your worth! You've worked hard; you don't need to settle for something less. Research compensation for comparable roles/companies and keep your expectations reasonable. Many companies are willing to negotiate - you just need to ask!	Walk away with an offer you believe is unfair. If a company is offering unfair compensation and is unwilling to negotiate, you may want to reconsider if their values and culture align with yours.

*If you're looking to compare multiple job offers against each other, try using the comparison chart located on page xxxx of the appendix. The chart is designed to help you evaluate your priorities and values and rank companies according to your preferences.

Helpful Hint
CaneCareers and Financial Wellness are here to help you evaluate and choose the best offer for you!



Appendix

Thank-You Notes General Structure

General Thank-You Note Structure*	Item	Details
1	Contact Information (If Printed)	If you're sending a printed letter, add your contact information above your greeting. If you are sending an email, add your contact information at the end.
2	Greeting/Salutation	Dear Mr./Ms. [Last Name]
3	First Paragraph	Thank the employer for what they have provided you (interview, information, connections, etc.) in the first sentence. Thank them for the time they took out of their busy schedules and note your gratitude. Overall, you want to convey your gratitude without going overboard on praise.
4	Second & Optional Third Paragraph	In your next 1 or 2 paragraphs, reiterate <i>why</i> you are grateful for their time (ex. "I have always been interested in x industry and am grateful to have had the opportunity to learn from you.") Here is also where you can re-mention the highlights of your previous discussion (ex. "As I mentioned in my interview, I think my internship experience would be an excellent fit for your company.").
5	Closing Paragraph	Reiterate your gratitude with 1 short, final sentence (ex. "Thank you again for taking the time to speak with me.") If relevant, you may mention that you look forward to hearing from them in the future.
6	Signature	End with "Sincerely, [Your Name]". If sending a printed copy, sign below your printed name. If sending an email, add your contact information below your signature.



*"Best Thank-You Letter Examples and Templates" (Doyle, Alison)

Thank-You Notes Templates

Email Template*

Good morning/afternoon [Interviewer Name],

Thank you so much for meeting with me today. It was such a pleasure to learn more about the team and position. I'm very excited about the opportunity to join [Company Name] and help [list 2-3 great skills you would bring to the table] with your team.

I look forward to hearing from you about the next steps in the hiring process. Please do not hesitate to contact me if I can provide additional information.

Best Regards/Sincerely,
[Your Name]
[Your email/phone number/other contact information]

Printed Letter Template**

[Your Name]
[Your Contact Information]

[Long Date]

[Interviewer Name]
[Interviewer Title (if known)]
[Office Address]

Dear Mr./Mrs. [Interviewer Name].

Thank you so much for meeting with me on [date]. It was such a pleasure to learn more about the team and position. I'm very excited about the opportunity to join [Company Name] and help [list 2-3 great skills you would bring to the table] with your team.

As we discussed during the interview, [list 1-2 different accomplishments or skills], and I'm confident my skills and experience will be a good fit for your team.

Thank you again for taking the time to talk with me about the position. I look forward to hearing from you about the next steps in the hiring process. Please do not hesitate to contact me if I can provide additional information.

Sincerely,
[Your Printed Name]
[Your Written Signature]



*"The Perfect Template to Write a Thank You Email..." (Cavoulacos, Alex)

**"Best Thank-You Letter Examples and Templates" (Doyle, Alison)

Thank-You Notes Examples

Email Example 1 - Quick Follow-Up Email*

Hi Jimmy,

Thank you so much for chatting with me today. It was such a pleasure to learn more about the marketing manager role, and I'm very excited about the opportunity to join News Crew and help your team bring a new readership to your amazing content.

I look forward to hearing from you about next steps, but please don't hesitate to contact me if I can provide any additional information.

All the best,

Liz

Email Example 2 - Personalized Follow-Up Email*

Hi Ms. Bernard,

I just wanted to thank you for inviting me to your office today. It was great to hear about 4Apps' goals for streamlining your software and placing an emphasis on quality UX design, and how you see the engineering department playing a role in these initiatives. 4Apps seems like a wonderful place to work—and not just because you mentioned some great summer outings! I really admire the mission that drives your business, and look forward to the opportunity to work with your team to implement some of the ideas I mentioned around redesigning the homepage.

Please let me know if there's anything else you need from me to move the process forward.

Have a great rest of your week,

Kyle Triston



Important Note

The salutations on each of the email samples are not as formal as CaneCareers recommends they be.

Thank-You Notes Examples

Email Example 3 - Next-Level Personalized Follow-Up Email*

Hi Tanner,

Thank you so much for meeting with me today. I really enjoyed learning more about your career trajectory at CarRuns (and hearing what it was like to join as the fifth employee—so impressive!) and where you see the company going in the next couple years.

To follow up on our conversation about churned clients, I've attached a short deck I mocked up on my initial ideas for increasing renewals. Happy to discuss further if you see it being a helpful resource.

I can tell CarRuns is a special place to work, and I would be thrilled to join such an innovative, hardworking, and passionate team of individuals. Please let me know if there's anything else I can provide to make your hiring decision easier.

*Best regards,
Adelaide Jenkins*

Email Example 4 - Thank-You for Internship Email**

Dear Mr./Mrs. [Last Name],

Thank you so much for a rewarding three months as the Environmental Health and Justice Intern at ABC Nonprofit.

I really appreciated your willingness to let me explore all of the departments within the company. I was able to sit in on board meetings, organize fundraising events, collaborate with campaign staff on environment policies, write content for your website, and more. You really allowed me to see how an environmental nonprofit works, from the ground up. I have gained skills in campaign research, writing social media content, and event planning.

I look forward to going back to school and completing my degree in Environmental Studies. This internship has only helped increase my desire to work for a company like yours in the future.

Thank you again for all of your support and for all of the opportunities you have given me.

Sincerely,

[Your Name]
[Your email/phone number/other contact information]

*"The Perfect Template to Write a Thank You Email..." (Cavoulacos, Alex)

**"Sample Thank-You Letter for an Internship" (Doyle, Alison)

Thank-You Notes Examples

Print Example*

Joseph Q. Applicant

123 Main Street, Anytown, CA 12345 • 303-212-1234 • josephq@email.com

September 1, 2018

Jane Smith
Director, Human Resources
Acme Office Supplies
123 Business Rd.
Business City, NY 54321

Dear Ms. Smith,

Thank you so much for interviewing me for the open sales position. I appreciate the time you spent explaining the hiring process and how your training program works. You're clearly very knowledgeable about sales and marketing.

I enjoy working in sales and believe I would be an excellent fit for the position. I love a challenge, and your innovative training program intrigues me.

As we discussed during the interview, my sales numbers at my current job increased by 50 percent over the past three years, and I was at the top of our sales force last year. I'm confident that combining my current experience with your training program will allow me to reach the top of your sales force as well.

Thank you again for taking the time to talk to me about the position. I believe I can benefit your company and look forward to meeting again soon. In the meantime, please let me know if you need any additional information.

Sincerely,

Joseph Q. Applicant.



INFORMATIONAL INTERVIEW GUIDE

BEFORE YOU START ASKING QUESTIONS, SHARE CONTEXT ABOUT YOURSELF (3 MIN)

- What you are doing currently (student, profession).
- A couple quick highlights of what got you here (past experience, major events that set you on your path).
- Current areas of interest, and the topics you would like advice on.
- Why you are interested and excited to speak with them.

SECTION 1: UNDERSTAND THEIR ROLE/CAREER

- What are some of the major focuses of your role? What's in a typical week?
- What is your favorite part of your job?
- What are some of the things you don't like as much about your job?
- What didn't you know about the industry that you wish someone had told you?
- On a scale of 1 -10 how satisfied are you with your role? What would make it a 10?

SECTION 2: UNDERSTAND THEIR PATH

- How did you get to where you are today? Let's walk through your career path.
- How much time did you spend at each stage in your career?
- When did you feel stagnant in your career?
- Was there anything that propelled your career faster than others?
- If I were to pursue this career, roughly how much money should I expect to make at each level?
- If you were to go back in time to when you first entered the working world, what would you do differently?

SECTION 3: ASK FOR ADVICE

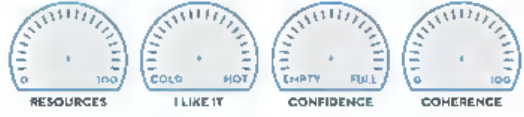
- Based on what you know about my background, what do you see as my weaknesses? What I need to do to present myself in the best light to a potential hiring manager?
- What should I do to build the right skills?
- Who are other people I should talk to in the industry?

Odyssey Life Plan Template

DESIGNING YOUR LIFE

0	1	2	3	4	5

Alternative Plan # _____



6 word title

Questions this plan addresses

0	1	2	3	4	5

Alternative Plan # _____



6 word title

Questions this plan addresses

0	1	2	3	4	5

Alternative Plan # _____



6 word title

Questions this plan addresses

Resume Examples - Arts & Sciences

A&S Example 1

Captain Psychology Cane

(918) 631-2345

careerspecialist@tulsa.edu

EDUCATION

The University of Tulsa, Tulsa, OK

May 2020

Bachelor of Science in Psychology, Minor in Biology

GPA: 3.5

SKILLS

- Build rapport quickly with people from many different cultures and backgrounds
- Creative, self-motivated with a strong will to succeed
- Excellent oral and written communication skills
- Highly organized and efficient with ability to complete individual tasks on a deadline
- Research, writing, proofreading, editing, statistics
- Computer: SPSS, Excel, Access, PowerPoint, Word, Extensive Internet Research

RELATED EXPERIENCE

Leadership and Emotional Intelligence Dr. Cane Research Lab Assistant August 2018 - Present

- Designed questionnaires and distributed to presidents of student organizations and coaches of athletic teams; each “leader” was also asked to distribute questionnaires to three “followers”
- Recorded and analyzed results to measure the correlation between awareness of individual emotions and emotions of others and effective leadership

Cognitive Development Dr. Cane Research Lab Assistant Summer 2018

- Marketed and recruited children for causality cognitive study
- Observed and recorded precise measurements, coded and entered data for over 35 participants
- Established relationships and built rapport with mothers of participants
- Participated in creative brainstorming to select new stimuli for specifically-designed studies

TU Peer Education Program Peer Educator August 2017 - Present

- Research and present programs on identifying symptoms of eating disorders and intervention
- Individual and group consultations explaining different types of eating disorders and long-term physical and psychological effects

TU Housing Development Resident Advisor August 2017 - Present

- Developed mentoring relationships and acted as a confidant for personal and academic issues
- Liaison between residents and administration to set and enforce policies and procedures
- Planned and presented activities to build community and educate residents on adapting to college life and the importance of healthy eating and exercise

LEADERSHIP & AWARDS

- Psi Chi National Honor Society
- TU Psychology “Elite Eight” Award for academic excellence, leadership in and outside the classroom and attitude open to learning
- President - University of Tulsa Residence Hall Association
- University Ambassadors - Outstanding Ambassador
- Big Brothers/Big Sisters - Big Sister

Captain Media Studies Cane

(918) 631-2345

careerspecialist@utulsa.edu

EDUCATION

The University of Tulsa, Tulsa, OK

May 2020

Bachelor of Arts in Communication, Minor in Marketing

GPA: 3.0

SENIOR PROJECT

"Advertising Diversity Awareness on a College Campus"

Fall 2019

- Designed a proposal to develop a multicultural center to promote and support intercultural events and increase awareness of diversity
- Interviewed officers of multicultural centers at other schools and researched existing programs

EXPERIENCE

New Student Orientation Leader

August 2017 - May 2019

TU Enrollment and Student Services

Tulsa, OK

- Worked with orientation team to plan and coordinate community-building activities including ropes courses, community service projects and rafting
- Led workshops outlining university services and contact information
- Developed on-going mentoring relationships and helped build university ties with other students and faculty

Peer Minister

August 2017 - May 2018

Newman Center

Tulsa, OK

- Organized events and activities for groups from 15 to 80 individuals including blood drives, service projects, and community building activities
- Increased participation in blood drive by 800% and donations by 300% through planning and publicity

Sales Associate

December 2015- August 2017

Fleet Feet Sports

Tulsa, OK

- Maintained extensive product knowledge, assessed customer needs and assisted with selection of appropriate running shoes and apparel
- Advised customers on nutritional needs for optimal athletic performance

ACTIVITIES

- National Association of College Activities (NACA) Conference Delegate
- Association of Women in Communication
- Sorority/Fraternity Historian
- Phi Eta Sigma Honor Society

Captain Film Studies Cane

(918) 631-2345 careerspecialist@tulsa.edu

EDUCATION

The University of Tulsa, Tulsa, OK

May 2020

Bachelor of Arts, Majors: Film Studies and English Literature

Magna Cum Laude GPA: 3.975

TECHNICAL SKILLS

- Studio and Location Equipment
- Editing Software - Final Cut Pro
- Audio Mixing Board
- Storyboarding
- Screen Writing
- Directing
- Conversational in Spanish

EXPERIENCE**Production Teaching Assistant**

Arts and Humanities Council

Tulsa, OK

September 2018 - Present

- Demonstrated and supervised use of video cameras and editing equipment
- Led brainstorming exercises and taught storyboarding methods
- Outlined basic organization techniques for video production projects
- Assisted with coordination of student exhibition of final projects

Event Coordinator

Living Arts of Tulsa

Tulsa, OK

August 2015 - October 2018

- Contacted national video artists inviting participation in city-wide arts festival
- Organized exhibition of works and hosted video matinee

Joel McKlosky Short Film Production

Tulsa, OK

September 2017

- Camera operator, sound man, and production assistant

Production Engineer

KWGS Radio

Tulsa, OK

August 2016 - August 2017

- Recorded and edited interview segments to daily one-hour show
- Greeted guest before interviews and performed general office duties
- Assisted with fundraising events for public radio

Documentary Producer

Tulsa Opera

Tulsa, OK

Summer 2017

- Filmed and edited two-part documentary of summer program designed to enhance appreciation of musical theater for students ages 8 and above
- Taught video production and trained students in basic location filming skills

Camera Person

Diorama Arts London

Tulsa, OK

Summer 2016

- Filmed three live musical theater productions for promotional portfolio of featured artist
- Filmed short documentary of theater workshop hosted by featured artist

INDEPENDENT PROJECTS

- *"Transit"* - Video Short, 5 minutes 35 seconds
- *"Untitled"* - Music Video, 3 minutes 30 seconds
- *"The Stiff"* - Video Short, 65 minutes

Resume Examples - Business

Captain Business Cane

918.631.2345 | canecareers@utulsa.edu

Education

The University of Tulsa, Tulsa, OK

Bachelor Science in Business Administration

Expected May 2022

Management (GPA: 3.5)

Experience

The University of Tulsa – Tulsa, OK

Aug 2020 – May 2021

New Student Orientation Leader

- Designing a proposal to develop a multicultural center to promote and support intercultural events and increase awareness diversity.
- Interviewing officers of multicultural centers at other schools and researching existing programs.

Leadership and Emotional Intelligence – Tulsa, OK

Jan 2020 – Aug 2020

Research Lab Assistant

- Designed questionnaires and distributed to presidents of student to organizations and coaches of athletic teams; each “leader” was also asked to distribute questionnaires to three “followers.”
- Recorded and analyzed results to measure the correlation between awareness of individual emotions and emotions of others and effective leadership.

Fleet Feet Sports – Tulsa, OK

May 2019 – Aug 2019

Sales Associate

- Maintained extensive product knowledge, assessed customer needs and assisted with selection of appropriate running shoes and apparel.
- Advised customers on nutritional needs for optimal athletic performance.

Projects

“Comparative Leadership Styles for Start-up Companies”

Spring 2021

- Coordinated team effort to survey diverse group of over fifty organizations with various leadership styles.
- Analyzed and interpreted data to provide consultation services organizations of best practices to pursue their unique strategic goals.

“Advertising Diversity Awareness on a College Campus”

Fall 2020

- Designed a proposal to develop a multicultural center to promote and support intercultural events and increase awareness of diversity.
- Interviewed officers of multicultural centers at other schools and researched existing programs.

Organizations

National Association of College Activities (NACA) Conference Delegate | Association of Women in Communication Sorority/Fraternity Historian | Phi Eta Sigma Honor Society

Skills

Languages: Italian (Intermediate) | French (Advanced) | Arabic (Beginner)

Software: MS Office Suite | MS Project | Python |

Subject Matter Expertise: Project Management | Leadership | Customer Service | Sales

ECS Example 1

Goldie Electrical

Goldie-electrical@tulsa.edu | 918.631.2549

EDUCATION

Bachelor of Science in Electrical Engineering
The University of Tulsa, Tulsa, OK

May 2018
GPA: 3.2

SPECIAL SKILLS

Programming Language: C, C++, SQL

Operating Systems: Windows (7&8), Linux, UNIX, Mac OS X

Software: AutoCAD, MATLAB, SCAD, AWR Microwave Office, Mathematica, PSpice, Origin 8.0

Experience with Research Equipment: Hitachi S-4800 Field Emission Scanning Electron Microscope, SR 830 DSP Lock-In Amplifier, UV-Vis Spectrophotometer, Photoluminescence-Spectrophotometer, X-ray Diffractometer, HP8620 sweep generator, HP437B power meter, HP8753 vector network analyzer, HP415 SWR meter, optical time domain reflectometer (OTDR), optical spectrum analyzer (OSR)

SPECIAL PROJECTS

Satellite Project

Fall 2017

- Managed a team of 9 including budget and schedule management
- Designed and implemented an RF communication system on the spacecraft and the in-ground segment
- Oversaw development of VxWorks driver for radio system
- Debugged component to component communication protocols (RS-232, RS-422, etc.)
- Analyzed subsystem-level risks

Synthesis of Multilayer Ferroelectric Thin Films

Spring 2017

- Grew multilayer ferroelectric thin films using an rf-magnetron sputtering system
- Determined crystal-structure lattice parameters for bilayer samples using x-ray diffraction (XRD) measurements
- Presented research at the OK-LSAMP 19th Annual Research Symposium

Design Project

Fall 2016

- Designed a small-scale batter-operated vehicle capable of completing designated track

RELEVANT EXPERIENCE

Company X, Houston, TX

Summer 2017

Intern

- Developed a bit error rate test for 10/100 LAN cards
- Solved hardware problems on PCMCIA, MiniPCI cards using logic analyzers and oscilloscopes
- Ran qualification tests on a MiniPCI project on 12 Dell laptops and 5 OS's

HONORS & ORGANIZATIONS

- Eta Kappa Nu - IEEE Honors Society 2015 - Present
- Tau Beta Pi - Engineers Honor Society 2015 - Present
- Institute of Electrical and Electronics Engineers (IEEE) 2015 - Present
- Society of Women Engineers (SWE) 2015 - Present

Captain Biogeosciences
 (918) 631-2549
 ENS-CareerSpecialist@utulsa.edu

EDUCATION

The University of Tulsa, Tulsa, Oklahoma December 2018
Bachelor of Science in Biogeosciences; **GPA: 3.7**
 • *Presidential Scholarship Recipient*

Universidad Nacional, Heredia, Costa Rica Fall 2015
Study Abroad Research **GPA: 4.0**
 • Studied marine biology and ecology

EXPERIENCE

Microbiology Research Assistant, The University of Tulsa, Tulsa, OK Summer 2017
 • Assisted in design and implementation of remediation research on an oil spill site
 • Prepared site and collected and processed soil samples
 • Demonstrated skills in culturing, microscopy, DNA extraction, PCR, Southern Blot
 • Developed lab protocol for bulk DNA extraction from soil

Seasonal Naturalist, Oxley Nature Centre, Tulsa, OK Summer 2016
 • Led adults and students on walks, discussing local wildlife, ecology, and the importance of human involvement in conserving biodiversity
 • Maintained trails and improved facilities of nature center

LEADERSHIP EXPERIENCE

Peer Mentor, Orientation Leader Fall 2017 – Present
 • Worked with first year students to coordinate community building experiences and activities
 • Developed on-going relationships and helped build university ties with other students and faculty

Vice President, Geosciences Club Fall 2016 – Present
 • Organize bi-weekly meetings for TU geosciences students
 • Arrange for professionals to attend meetings and give presentations over subject matter related to geosciences

HONORS AND AWARDS

• Member of Lantern Honor Society 2015 – Present
 • Scroll Honor Society 2015 – Present
 • Phi Eta Sigma 2015—Present 2015 – Present
 • Deans Honor Roll Fall 2015, Spring 2016, Fall 2016

Captain Mechanical Cane

(918) 631-2549

resume-help@utulsa.edu

EDUCATION

The University of Tulsa, Tulsa, OK
 Bachelor of Science in Mechanical Engineering

May 2018
 GPA: 3.8

SPECIAL SKILLS

Computers: AutoCAD, Visual Basic, C++, Working Model, Mathematica, Astound, Microsoft Word, PowerPoint, FrontPage, PC systems

Languages: Conversationally fluent in German

SPECIAL PROJECTS

Challenge X, Hybrid Vehicle Competition August 2017 - Present

- Worked with multi-disciplinary team to redesign and build hybrid diesel/electric vehicle from a stock gasoline engine vehicle, improving emissions and performance for June 2017 competition
- Designed HVAC system for continued cooling in ICE and/or electric modes
- As safety officer, ensured compliance with competition rules and submitted progress reports

Failure Analysis Fall 2016

- Analyzed failure of Liston Key bone cutting forceps including method of failure and recommendations for improving quality and reducing future failure

Energy Conversion Analysis Spring 2016

- Analyzed thermal efficiencies, pressures, and temperatures of Rankine- and Diesel-based cycles

Cost / Benefit Analysis Fall 2015

- Examined the design of a "spin cast" fishing reel to determine the approximate cost of manufacture from the types of materials used

Design Project Fall 2015

- Designed a small-scale battery-operated vehicle capable of completing designated track

EXPERIENCE

Residence Hall Desk Worker August 2015 - Present

University of Tulsa, Tulsa, OK

- Monitored activities and provided security and information for over 200 residents and guests
- Continually accept increasing levels of responsibility

Worship Team Technical Crew Member, Volunteer January 2013 - Present

Southpark Community Church, Tulsa, OK

- Prepared and ran Astound and PowerPoint visual and sound presentations for special events; handled lighting programming and design for Christmas programs

Youth Counselor, Volunteer Summer 2015

Southpark Community Church, Tulsa, OK

- Led group activities to build community and mentored junior and senior high youth

HONORS AND ORGANIZATIONS

- Society of Automotive Engineers
- President's Honor Roll, National Dean's List, University Scholarship, International Baccalaureate Scholarship, All-American Scholar, Oklahoma Academic Scholar
- Eagle Scout

Captain Petroleum Engineering

(918) 631-2549

careerSpecialist@utulsa.edu

Education

The University of Tulsa; Tulsa OK

May 2018

Bachelor of Science in Petroleum Engineering and Geosciences

GPA: 3.7

Minor in Mathematics

Special Skills

Language: Fluent in English and Arabic

Computer: Experience with Mathematica, C#, Visual Basic Application

Special Projects

Senior Project for Cimarex in McMullen County, TX

Fall 2017

Capstone Design Class

- Produced and analyzed statistical information about the reservoir
- Determined that drilling a well in McMullen County would generate \$500k per year based on the sensitivity analysis and created an Isopach Map for the McMullen field
- Generated a 50-page report explaining the analysis, assumptions and results of the research
- Presented progress to key members of the company and to professors periodically

Hydraulic Fracturing Design Using Classical PKN Model

Spring 2017

Well Construction & Completion Design Class

- Determined the required injection rate, hydraulic horsepower, proppant amount and total operation time
- Addressed the dimensions of the fracture generated under special conditions.
- Conducted a literature review on this topic
- Made a decision on a suitable algorithm and developed a computer program

Internship Experience

Williams, Co., Tulsa, OK

Summer 2017

Project Intern

- Worked in the Exploration and Production Business Unit with an eight member group, which was a part of William's process optimization efforts
- Prepared, scanned and uploaded paper well files to a new computer application for operating and non-operating basins
- Attended weekly Lunch & Learns during the duration of the project, where various members of the E&P team provided information about Williams and general business topics
- Gained experience with well files and working with active petroleum engineers

Activities

Society of Petroleum Engineers – Member

2014 – Present

University of Tulsa Geosciences Club – Member

2014 – Present

American Association of Drilling Engineers – Member

2014 – Present

Resume Examples - Health & Natural Science

HNS Example 1

Hurricane Athletic Training

canecareers@utulsa.edu | (918) 631-2345

Education

Bachelor of Science in Athletic Training, The University of Tulsa, Tulsa, OK May 2020

- GPA: 3.76
- Computer Skills: ImPACT Concussion Software, Microsoft Office
- Honors: Dean's List

Professional and Academic Skills

- Experienced with First Aid/CPR
- Performed injury evaluations and determined appropriate treatment plan
- Developed rehabilitation plans with protocols established by physician
- Completed over 1,000 hours of hands-on training with Division 1 athletics
- Collected, organized, and catalogued insurance information, injury evaluations and rehabilitation logs

Certifications and Memberships

- NATA-BOC Certification, National Athletic Trainers Association June 2019
- Member, Athletic Training Association – The University of Tulsa chapter August 2014-May 2019
- Kinesiotape Certification, Kinesio Taping Association International April 2017
- Personal Trainer Certification, American College of Sports Medicine July 2016
- CPR/First Aid Certified, American Red Cross Level 1 March 2016
- Member, National Athletic Trainers Association January 2016

Athletic Training Experience

Athletic Training Student, The University of Tulsa, Tulsa, OK August 2017-May 2019

University of Tulsa Football

- Collaborate with The University of Tulsa's Athletic Training staff to gain over 1,000 hours of hands-on training with student athletes
- Perform injury evaluations for 25 football players to determine an appropriate treatment plan
- Develop rehabilitation plans implementing streamlined filing system for insurance information, injury evaluations, and rehabilitation logs increasing office efficiency

Union High School Football

- Coordinated with coaches to establish exercise routines for rehab
- Operated ImPACT Concussion testing software

Randolph College Basketball Team

- Informed student-athletes of all medical requirements in regard to athletic participation as needed
- Maintained communication with students, coaches, staff, physicians, and Athletic Department administration regarding care and prevention of athletic injuries

Tulsa County High School Football

- Developed relationships with lead Athletic Trainer and Athletic Director, submitting comprehensive injury reports
- Addressed specific needs for off season sports such as increasing strength and speed, maintaining cardiovascular fitness, improving flexibility, and strengthening the core

Lynchburg College Cross Country

- Assisted with establishing a calendar for coverage of the Athletic Training Room, team practices, and intercollegiate contests to inform the Athletic Department administration

Captain Speech-Language Pathologist

(918) 631-2345 | canecareers@utulsa.edu

PROFESSIONAL SUMMARY

Highly motivated speech-language pathologist seeking to improve communication deficits in children ages 4 to 18 in a low-income school setting.

PROFESSIONAL EXPERIENCE

ABC Language Lab

Language Pathologist / Specialist

Oklahoma City, OK

June 2020 - July 2021

- Assessed and diagnosed communication deficits, specifically articulation and language disorders
- Conducted IEP conferences and developed IEP goals and progress reports to address education concerns related to SLP
- Created a toolbox for school-age stuttering

Delta Rehabilitation Center

Language Pathologist

Tulsa, OK

August 2019-May 2020

- Evaluated and treated both long-term and short-term geriatric patients
- Administered speech and language evaluations/screenings and created plan of care involving measurable goals
- Treated disorders including dysphagia, aphasia, apraxia, expressive and repetitive language deficits, and cognitive deficits

PROFESSIONAL SKILLS

- Adept with augmentative devices
- iPad, Dynavox, GoTalkNow, Proloquo2go
- Cleft palate familiarity
- Speech and language screenings / evaluations
- Knowledge in Autism Spectrum Disorders
- Social skills therapy competency
- Family and client education
- Clinical supervisor for graduate student clinician

GRADUATE CLINICAL EXPERIENCE

Pediatric Therasource

Tulsa, OK

- Managed caseload involving early intervention and elementary age clients
- Treated children with mild-severe speech, language, and pragmatic delays/disorders using a combination of evidence-based practice, clinical experience, and clients' needs
- Documented daily therapy sessions using acquired data and clinical impressions

IHear Speech and Hearing Center

Tulsa, OK

- Administered speech and language evaluations
- Created plan of care involving measurable goals
- Administered hearing screenings
- Treated patients with a variety of disorders including TBI, fluency disorder, Cochlear implants, and auditory processing disorder

PROFESSIONAL ORGANIZATIONS

- Oklahoma State Speech-Language Hearing Association May 2019 - Present
- ASHA Special Interest Groups 03, 13 May 2019 - Present

EDUCATION

The University of Tulsa, Tulsa, OK

May 2019

Master of Science in Speech-Language Pathology

- Certificate of Clinical Competence (ASHA)
- Oklahoma State Board of Medical Licensure and Supervision
- Research Topic: *The Effects of Social Cognitive Approach on the Social-Language on a School-Aged Child with Autism Spectrum Disorder*

Bachelor of Science in Nursing

May 2017

- Minors in Spanish and Early Intervention
- ASL proficient

Captain Exercise Sports Science Cane

(918) 631-2345

canecareers@utulsa.edu

Education

Bachelor of Science in Exercise Sports Science, The University of Tulsa, Tulsa, OK May 2020

- **Relevant Coursework:** Advanced Spanish Translation, Biomechanics, Advanced Spanish and Grammar, Analysis of Human Movement, Applied Exercise Physiology
- **Skills:** Body Composition Assessment (DEXA, BodPod, Lange Calipers), Fitness Assessment, Indirect Calorimeter, Motion and Force Measurement, Health and Fitness Appraisal, and Strength and Power Assessment

Certifications and Affiliations

- **Certified Exercise Physiologist, American College of Sports Medicine** Anticipated March 2020
- **Group Exercise Instructor, American College of Sports Medicine** September 2018
- **First Aid/CPR Level 1 (Adults, Child, Infant), American Red Cross** May 2017
- **Student Member, American College of Sports Medicine** August 2015-Present

Professional Skills

- Certified ACSM Group Exercise Instructor with experience engaging groups ranging from 5-35 clients
- Effective team development skills utilized to engage multi-generational teams in a variety of settings
- Active ACSM member with an anticipated Exercise Physiologist certification
- Bilingual in Spanish and English

Relevant Experience

Group Exercise Instructor, Curves Fitness, Tulsa, OK September 2018-Present

- Instruct, design, and implement various fitness programs incorporating both aerobic and anaerobic exercise resulting in an increase in client retention by 7% the first year
- Monitor client fitness progression and adapt programs to fit specific client needs
- Develop and lead fitness classes engaging clients in multi-faceted exercise programs for groups ranging from 5-35
- Communicate and translate directives from English to Spanish for clients from diverse backgrounds

Wellness Intern, Gold's Gym, Tulsa, OK May 2017-August 2018

- Participated on a team of 3 to oversee and implement 3 health and wellness programs including a 10,000 Steps-A-Day Challenge, Nutrition Program, and Better Body Bingo
- Developed and maintained newsletter and bulletin board seen by over 500 individuals monthly
- Collected and assessed data from numerous surveys resulting in a comprehensive analysis of programs

Physical Therapy Intern, Rehab Associates of Central Virginia, Lynchburg, VA April 2017-May 2017

- Achieved 35 hours of physical therapy observation with a board-licensed Physical Therapist
- Engaged and established relationships with multiple Physical Therapists

Work Experience

Sales Associate, JC Penney, Tulsa, OK August 2013-Present

- Establish excellent customer service skills through consistently meeting monthly sales goals
- Develop and organize store displays for optimal exposure to incoming customers
- Promoted to team leader within 6 months due to strong customer service and time management skills
- Initiated new team retention and development protocols for multiethnic and multigenerational teams through the JCPU training program

Captain Nurse

(918) 631-2345 | canecareers@tulsa.edu

SUMMARY

Registered Nurse (RN) with specialty experience in cardiac nursing. Developed strong evaluation and treatment-planning skills through Nurse Externship role at Oklahoma Heart Hospital. Knowledge of normal cardiac anatomy and physiology, assessment and monitoring skills, and vast knowledge about cardiac disease and conditions.

PROFESSIONAL EXPERIENCE

Oklahoma Heart Hospital

Nurse Extern, Cardiac Rehab

Oklahoma City, OK

June 2018 - July 2018

- Provided rehabilitative care, education, and support to pre and post cardiac event patients
- Acted as a resource for nursing personnel

St. John Medical Center

Certified Nursing Assistant

Tulsa, OK

August 2017-May 2019

- Assist disabled patients, carefully checking vital signs and gauging pain levels
- Measure and record temperature, blood pressure, pulse and respiration rates, and food and fluid intake and output

PROFESSIONAL SKILLS

- Basic Life Support (BLS) certification
- Advanced Cardiac Life Support (ACLS) certification
- Respiratory assessment, including ABGs and cardiac enzymes
- Medication administration and IV access skills

CLINICAL EXPERIENCE

St. John Medical Center

Tulsa, OK

- | | |
|--------------------------------|----------|
| • Coronary Care Unit | 50 hours |
| • Cardiovascular Recovery Unit | 25 hours |
| • General Medical Unit | 90 hours |
| • Oncology | 45 hours |
| • Labor and Delivery Unit | 40 hours |
| • Progressive Cardiac Unit | 25 hours |

Martha Jefferson Hospital

Tulsa, OK

- | | |
|--------------------------|-----------|
| • Cardiology Diagnostics | 140 hours |
| • Skilled Care Unit | 55 hours |

Martha Jefferson Hospital

Tulsa, OK

Cardiology Diagnostics

Spring 2018

- Provided care to cardiology patients, ranging from 6 months to 90-years-old
- Trained in monitoring and diagnostic testing with an EKG, Echocardiogram, and Holter
- Collaborated with cardiac team to follow proper procedures to ensure patient safety

COMMUNITY SERVICE

The University of Tulsa

Tulsa, OK

Tutor

August 2016 - May 2019

- Accumulated over 60 hours in Nursing Department Lab

EDUCATION

The University of Tulsa, Tulsa, OK

May 2019

Bachelor of Science in Nursing

GPA: 3.7

- NCLEX testing
- Certified Nursing Assistant

Captain Nursing Cane

(918) 631-2345 | canecareers@utulsa.edu

EDUCATION

Bachelor of Science in Nursing

The University of Tulsa, Tulsa, OK

- Student Nursing Association, Member 2014 - 2017

GPA: 3.7

May 2019

SKILLS

- Wound dressing and care
- Phlebotomy
- Assessments
- Vitals
- IV Management
- Administration of IV, IM, SQ, Oral, Topical, Inhalant medications
- Infection Control
- Perform EKG

LICENSURES & CERTIFICATIONS

- Registered Nurse: Oklahoma State Board of Nursing, License #0000000
- Basic Life Support (BLS) certified by American Heart Association

PROFESSIONAL WORK EXPERIENCE

St. Francis Medical Center

Maternal Child Care Unit

Tulsa, OK

Spring 2019 - Present

- Provided complete care to postpartum mothers and newborn infants; managed up to 3 mothers and 3 newborns
- Completed observational shifts in the Neonatal ICU, Labor and Delivery, and Breastfeeding Clinic
- Collaborate with other health care professionals to provide quality patient care

CLINICAL EXPERIENCE

St. Francis Medical Center

Preceptorship Nurse

Tulsa, OK

Spring 2018 - Present

- Monitored five assigned patients, updating information on vital signs and progress of treatment
- Documented data related to patients' care including assessment results, interventions, medications, patient responses, or treatment changes
- Assessed condition of patients, ordering and evaluating diagnostic tests as needed

Standard Hospital

Clinical Practicum in Acute Care

Tulsa, OK

Fall 2016 - 2017

- Collaborated with other healthcare professionals to plan, manage, and assess patient treatments in the acute care unit with a bed capacity of 32 patients
- Administered blood product transfusions or intravenous infusions, monitoring patients for adverse reactions
- Performed emergency medical procedures, such as basic cardiac life support (BLS), advanced cardiac life support (ACLS), and other condition stabilizing interventions
- Discussed illnesses and treatments with patients and family members in a supportive manner

OTHER WORK EXPERIENCE

Campus Computer Labs

Computing Lab Consultant

Tulsa, OK

Spring 2016



JANE HURRICANE

918-555-5555

jane-hurricane@utulsa.edu

PROFESSIONAL SUMMARY

Family Nurse Practitioner-board certified with a variety of clinical experiences in primary care, pediatrics, orthopedics, wound care, and OB/GYN. RN experience across the lifespan with leadership roles. Dedicated to compassionate, holistic patient care using evidenced-based practice with a focus on preventative care and patient education.

SKILLS

- Women's health Exams/Pelvic/Breast
- Endometrial biopsy
- IUD Placement
- Lab Interpretation
- Wound care
- Punch Biopsy
- Cryotherapy

EXPERIENCE

Office Manager, Smith Medical Center, Tahlequah, OK, 2010 - present

- Oversaw accounts payable and accounts receivable duties and interactions with vendors
- Created professional letters, spreadsheets, and emails to support daily business needs
- Assisted with bid estimation and project design

Staff RN/Charge Nurse, Duncan Nursing Home, Duncan, OK, 2008 - 2009

- Coordinated care with multidisciplinary team to carry out successful treatment plans for diverse acute and chronic conditions
- Documentation of progress notes, implementing doctors' orders, discharge plans, dietary changes, treatments, and evaluations
- Evaluated the effectiveness of different nursing interventions and recommended changes to improve patient outcomes
- Educated patients and families on terminal diagnosis, disease processes, coping mechanisms, and pain management
- Supervise and delegated to certified nurse aides

Staff RN/Med-Surg/Dialysis, St. Mary's Medical Center, Enid, OK, 2007

- Delivered care to patients with various acute and chronic conditions as well as managing post-operative care
- Medication administration via oral, intravenous, and intramuscular sites, as well as PCA pump initiation, and IV maintenance
- Accurately documented all elements of nursing assessment, treatments, medication administration, and outcomes of care and treatment responses
- Delivered patient education and discharge instructions
- Initiated dialysis treatment and monitored patients throughout treatment

Director of Nursing, Ponca City Nursing Home, Ponca City, OK, 2004 - 2006

- Audited charts and reviewed all clinical documentation to verify accuracy and completeness, progress towards core measurable targets, and appropriate patient care
- Coordinated and collaborated care of patients with multidisciplinary team of nurses, physicians, social workers, physical and speech therapy, activities director, and registered dietitian
- Managed nursing staff including scheduling of nursing staff
- Implemented risk assessment and program implementation for falls and infection prevention
- Oversaw administration and patient care compliance with Oklahoma State Department of Health

Staff RN/Charge Nurse-Newborn Nursery, St. Francis Medical Center, Tulsa, OK, 2003 - 2004

- Newborn assessment and admission to newborn nursery
- Medication administration via IV and IM
- Completed lab work and routine assessment tests such as glucose monitoring, PKU, and Hearing screening
- Lactation assistance with mothers
- Patient education and discharge teaching with new parents

EDUCATION

Doctor of Nursing Practice, Family Nurse Practitioner

May 2020

The University of Tulsa - Tulsa, OK

- GPA 4.0
- Member, Sigma Theta Tau International Honor Society of Nursing, Zeta Delta At-Large Chapter
- DNP project- Evidence Based Care of Homeless Women: A Protocol for Depression

Bachelor of Science in Nursing

May 2003

The University of Tulsa - Tulsa, OK

- GPA 3.65

CERTIFICATION AND LICENSURE

- OK Registered Nurse License, R0000000, Exp. 1/31/2022
- OK APRN-BC License- R0000000, Exp. 1/31/2022
- ANCC cert. #2020000000, FNP-BC, Exp. 1/31/2025
- Basic Life Support, Exp. 1/2022

CLINICAL EXPERIENCE

- 200 hours-Primary Care at Smith Clinic with Dr. Susan Smith: Evaluating and treating primary care patients across the lifespan with various acute and chronic illness
- 60 hours-Primary Care at Med Clinic-Owasso with Karin Jones, APRN
- 300 hours-Pediatrics with Dr. Fred Lee, MD with and Karen Parker, APRN-CNP with Pediatrics of Oklahoma: Evaluating and treating childhood illnesses, preventative well child exams, immunizations, and anticipatory guidance
- 150 hours- OB/GYN at St. Francis of Broken Arrow, OB/GYN with Dr. Roger Rabbit: Well woman exams with pelvic exams, cervical cancer screening, and STD screening, family planning, acute and chronic pelvic pain, Antepartum care with fetal monitoring and ultrasound exams, postpartum care
- 40 hours-Wound care at Advanced Wound Care, Valley View Hospital with Dr. Tim Brown: Evaluating and treating various wounds, wound treatment including dressing and packing, wound excision, biopsy, and culture
- 40 hours-Orthopedics at Orthopedics Specialists of Tulsa with Dr. John Jelly: Evaluating and treating orthopedic patients, imaging interpretation, joint injections, and ultrasound guided joint injections
- 25 hours-Hematology/oncology with Tulsa Cancer Care with April Showers, APRN-CNP and Misfy Storms APRN-CNP: Evaluating patients with various lab abnormalities, Medication evaluation for cancer patients, genetic testing, and lab interpretation
- 40 hours-Cardiology at Health Heart Cardiology with Jasmine Blooms, APRN and Julie Garwood, APRN: Evaluating and treating patients with cardiovascular disease,
- 30 hours-ENT at General Hospital with Mildred Ratched, APRN and Dr. Hanover
- 30 hours-Podiatry at Just Feet and Ankles with Dr. Takeda Walk

Captain Athletic Training

canecareers@utulsa.edu | (918) 631-2345

EDUCATION

Bachelor of Science in Athletic Training, The University of Tulsa, Tulsa, OK May 2020

- GPA: 3.76
- **Computer Skills:** ImPACT Concussion Software, Microsoft Office
- **Honors:** Dean's List

WORK EXPERIENCE

Sports Medicine First Responder, The University of Tulsa, Tulsa, OK May 2019-August 2019

- Functioned as the primary First Responder for 4 youth summer camps providing medical coverage to campers alongside certified athletic trainers and other first responders
- Reviewed camp registrations, insurance information, and medical alert paperwork
- Assessed and provided first aid for various injuries

First Responder, The University of Tulsa, Tulsa, OK Summer 2018

- Acted as a first responder and practiced under the direction and supervision of a certified athletic trainer for four Men's Basketball Summer Camps as well as summer workouts for the student-athletes
- Supervised various age groups and camp activities and provided immediate care as necessary

Personal Trainer, Collins Fitness Center, Tulsa, OK Spring 2018

- Demonstrated proper fitness techniques and instruct clients to maintain exertion levels to maximize benefits from exercise routines
- Instructed, designed, and implemented various fitness programs for clients incorporating both aerobic and anaerobic exercise

First Responder, Basketball Classic, Tulsa, OK November 2017

- Worked 13 basketball games over the course of 2 days
- Assisted the athletic trainer with games in multiple locations going on simultaneously
- Provided pre-game, post-game and immediate treatment to athletes

VOLUNTEER EXPERIENCE

First Responder, Volunteer Rescue Squad, Tulsa, OK August 2016-Present

- Participate on a team of 3 to run a BLS Ambulance responding to emergency calls
- Manage 2 shifts weekly to ensure public safety and wellness
- Awarded 'Volunteer of the Year' award for 2014

Volunteer, Conference Field Hockey Tournament, Tulsa, OK November 2017

- Facilitated pre-game set up and post-game tear down
- Assisted athletic trainers of visiting teams with basic game day needs

Volunteer, UHS Region 4A Track Meet, Tulsa, OK May 2017

- Provided immediate care and first aid to athletes
- Supervised sprinting, pole vault, and high jump events

Education**The University of Tulsa: Tulsa, OK***Bachelor of Science in Speech-Language Pathology***expected May 2020**

Minor in Spanish

Cumulative GPA: 4.0

Major GPA: 4.0

Professional History**Habilitation Training Specialist****August 2019 - Present***Oklahoma Department of Human Services*

- Assist with building communication and life skills
- Provide support with occupational, communicative, and physical therapies
- Assist in programming and use of an Alternative and Augmentative Communication (AAC) device

Caregiver for a Child with Special Needs**May 2019 - July 2019**

- Supervised and cared for a three-year-old with Down Syndrome
- Assisted in completing at-home therapy exercises given to her by her speech and physical therapist
- Co-created daily activities with the child's family to support and improve the child's communication skills

Speech Therapy Intern**May 2018 - July 2018***The Little Light House; Tulsa, OK*

- Participated in an internal workshop about routine-based intervention with assistive technology tools for children with Cortical Vision Impairments
- Helped to plan and organize lesson plans for weekly language groups to facilitate speech and language development
- Assisted in the planning and running of the annual summer therapy camp where students receive services in speech therapy, occupational therapy, and physical therapy
- Assisted in screenings of new students by data collection and analysis to determine acceptance and placements
- Worked hands-on daily with children ages two to six years old with diagnoses of various neurocognitive, motor, and speech-language impairments as well as their families

Relevant Skills and Certifications

- Proficient in Spanish
- Pediatric and Adult CPR/AED/First Aid Certified

Campus and Community Involvement

- **Secretary** - Tulsa University Student Speech, Language, and Hearing Association (TUSSHLA) (2019 - present)
- **Member** - Tulsa University Student Speech, Language, and Hearing Association (TUSSHLA) (2016 - present)
- **Public Relations Chair** - Delta Delta Delta Sorority (2019)
- **Historian Chair** - Delta Delta Delta Sorority (2020)
- **Member** - University United Methodist Church (2018 - present)
- **Member/Volunteer** - Little Lighthouse and Junior Board (2018-present)

Honors and Awards

- **President's Honor Roll**: Oxley College of Health Science - Fall 2016, Fall 2017, Spring 2019, Fall 2019
- **Dean's Honor Roll**: Oxley College of Health Science - Fall 2018
- **Presidential Leaders Fellowship** - Fall 2016 - Fall 2019

Resume Examples - Pre-Health

Pre-Health Example 1

Captain Cane

(918) 555-5555

captain-cane@univulsa.edu

Education

The University of Tulsa, Tulsa, OK
Bachelor of Science in Biochemistry
President's Honor Roll
President's Recognition
GPA: 3.74/4.0

Expected May 2022

Spring 2020

Fall 2018

Relevant Projects

"Visible-light photocatalytic activation of N-chlorosuccinimide by organic dyes for the chlorination of arenes and heteroarenes", Tetrahedron 2019, The University of Tulsa, Tulsa, OK May 2020 – March 2021

- Awaiting publication for continuation of listed article
- Investigated a variety of structure-specific food dye catalysts to create a library of dyes for N-centered radical reactions involving a variety of reaction pathways
- Utilized tools such as GC-MS and NMR to create a standard curve against adamantanes to characterize the purity and net yield of products formed from photocatalytic chlorination or bromination
- Tabulated fluorescence and reduction potential data of substrates and dyes to formulate a table used for calculating product yields for various reaction conditions

Relevant Experience

The University of Tulsa, Lamar Research Group, Tulsa, OK
Research Lab Assistant

May 2019 - Present

- Synthesized intermediate chemical products in retrosynthetic schemes to formulate pharmaceutically relevant molecules using light and chemical catalytic techniques to promote single electron transfer
- Assessed molecular structure and relative purity of synthesized products using GC-MS, FT-IR, and NMR to determine the efficacy of reaction schemes
- Presented initial and final findings of data at research group, department meetings, and as part of receiving the CSURP (Chemistry Summer Undergraduate Research Program) research stipend
- Planned on presenting cumulative research at the National American Chemical Society meeting held in Philadelphia, PA in the Spring of 2020, but was restricted from doing so due to COVID-19
 - If possible, expected to present research in Spring 2021
- Expended 300+ hours gaining experience with various lab techniques and equipment related to synthesis and analysis of chemical products

Leadership Experience and Accolades

The University of Tulsa, Tulsa, OK

May 2019 – May 2021

- Former assistant captain of the men's club soccer team
- Initiated member of Beta Beta Beta, Alpha Epsilon Delta, and Phi Lambda Upsilon
 - Participated in local science fairs, exploration of biological, physiological, and chemical research, and discussion of findings regarding pharmaceutical and medical advancements in industry and academia
- Beneficiary of Blue-Ribbon Scholarship award for academic and research achievement, as well as CSURP and TURC research stipends

Computer Based Skills

- Hands-on experience with Microsoft-based programs for instruments such as NMR, IR, GC-MS, Fluorescence, UV-Vis, DLS, FAAS, and various other analytical tools
- Familiar with various graphing software including Excel and Mathematica

Captain Cane

(918) 555-5555 • captain-cane2020@utulsa.edu • linkedin.com/in/captaincane2020

EDUCATION:

The University of Tulsa, Tulsa, Oklahoma

Bachelor of Science in Biological Sciences, Minor in Biochemical Engineering, May 2020

Cumulative GPR: 3.789

Relevant Coursework Topics: Biomedical Engineering, Interaction Design, Medical Informatics, Bioinformatics, Signals and Linear Systems, Data Structures

EXPERIENCE:

Teacher and Assistant Volleyball Coach at Deer Creek High School

August-December 2020

- Collaborated with fellow teachers to create an efficient and student-driven classroom
- Coached the junior varsity volleyball team to a winning season while assisting the head coach with the varsity

Development of Process Controls Lab

Research for Professor, Spring 2020

- Aided my professor with designing course material for a new application of process controls course and delivered feedback to create supplemental material for students
- Determined controller tunings for feedforward control by analyzing data from a distillation column

Anhydrous Ammonia Plant Design

Plant Design, Spring 2020

- Recommended a preliminary design for an anhydrous ammonia plant that included parallel modular manufacturing methods: used HYSYS for system modeling and contacted companies to develop estimations for the cost of equipment and utilities for the upstream production of Hydrogen and Nitrogen
- Provided material and energy balances, technical design optimization, and an economic analysis for the proposed design
- Included environmental, health, and safety design considerations in the report to ensure a smaller footprint

Bacterial Interactions with the Immune System Project

Interaction Design, Fall 2020

- Designed and compared interactions between microbiota and immunity in health and disease
- Provided examples of molecular mechanisms orchestrating interactions in the intestine and extra-intestinal organs
- Demonstrated challenges and perspectives of microbiome targeted treatment therapies

The University of Tulsa Women's Volleyball Team

NCAA Division I Student-Athlete, Fall 2016-Spring 2020

- Developed time management and organizational skills while carrying a full-time student course load and training 40 hours per week, including conditioning, and competition, and travel
- Served as a leader for younger players and as an advocate for all team members as a representative of The University of Tulsa's Women's Volleyball Team
- Learned valuable communication and coaching skills as a member of a team

SOFTWARE EXPERIENCE AND CERTIFICATIONS:

- | | | | |
|---------------|--------------------|--------------|---------------------------------|
| — Aspen HYSYS | — MATLAB | — Simulink | — Visual Basic for Applications |
| — Mathematica | — Microsoft Office | — SolidWorks | — CPR/AED/First Aid Certified |

PROFESSIONAL ORGANIZATIONS & HONORS:

Tulsa Women's Volleyball, Team Captain

The Society of Omega Chi Epsilon, Member, Fall 2019

Wilbur L. Nelson Award in Chemical Engineering, Recipient, Spring 2020

Ultimate Team Member Award, The University of Tulsa All-Athletic Award, Spring 2020

American Athletic Conference All-Academic Team, Recipient, Fall 2016 - Spring 2020

CAPTAIN CANE

captain-cane@utulsa.edu
(918) 555-5555

EDUCATION

<i>The University of Tulsa</i>	May 2020
<i>Bachelor of Science in Chemical Engineering, magna cum laude</i>	
GPA: 3.97	
<i>Fundamentals of Engineering, Chemical</i>	November 2019

WORK EXPERIENCE

<i>GasTech Engineering LLC, Engineering Intern</i>	2018 - 2020
VBA Programming to automate design and cost estimation for oil and gas filter separators	
Automated recommended sizing based on cost minimization	
Reduced preliminary engineering time by 75%	
Automated connection between engineering and estimating departments	
Creation of automated capacity curve program	
<i>The University School, Work Study</i>	2016 - 2018
Academic support for algebra, geometry, and science classes	
Coach for FLL Robotics teams	

ACTIVITIES

<i>American Institute of Chemical Engineers, The University of Tulsa</i>	2016 - 2020
President 2019 - 2020	
Junior Representative 2018 - 2019	
Outreach Chair 2018 - 2019	
<i>ChemE Sports</i>	2019
AICHE National Simulation Competition Team Captain	
<i>Chemical Car Team</i>	2019
Co-Team Captain	
Leader of the Stopping Mechanism Team	
<i>ChemE Jeopardy</i>	2019
Team Member	
<i>TU Two Step</i>	2016 - 2018
Social Chair and Secretary 2018	

AWARDS AND HONOR SOCIETIES

<i>NOVA Fellowship Award, The University of Tulsa</i>	2019
<i>Tau Beta Pi, The University of Tulsa</i>	2018
<i>Omega Chi Epsilon, The University of Tulsa</i>	2018
<i>Phi Eta Sigma, The University of Tulsa</i>	2017

SKILLS

Visual Basic for Applications Programming (VBA), HYSYS, CATT3, Microsoft Office, MATLAB, Mathematica, Leadership, Communication

Jane Hurricane

jane-hurricane@utulsa.edu (918) 555-5555

Education

The University of Tulsa

Aug 2017- May 2021

- Bachelor of Arts in Psychology, Biology Minor
- Cumulative GPA: 3.66

Research

Institute for Biomedical and Psychological Study of Individual Differences

Research Assistant

Aug 2017- Jan 2019

- Administered self-report batteries, collected genetic information from research participants, and organized and input data as directed by faculty lab supervisors

Oklahoma Psychological Society Presentation

Poster Presentation

Apr 2019

- Hurricane, J., Achee, M. C., Sitz, A.L., Harkness, A.R., McNulty, J.L., (2019, April). *Measure of Individual Differences from The Ptd-5 Psychoticism Against the Chapman Magical Ideation Scales.*
- Poster session presented at the Oklahoma Psychological Society, Tulsa, OK
- Led research project including data preparation, data analysis, poster arrangement, and conference presentation

TURC- Tulsa Undergraduate Research Challenge

May 2019 - July 2019

- Participated in mentor-lead research project in the field of aerobiology involving microscopy, data collection, and statistical analyses on local pollen cell types
- Worked alongside my faculty mentor creating the study design, implementation, data collection, and the ensuing analyses

The University of Tulsa Student Research Colloquium

Oral Presentation

Apr 2019

- Arranged the findings from an aerobiology research project at The University of Tulsa
- Presented the results to my peers and faculty in the Biology department gaining public speaking experience and exposure to methods used to evaluate posters at professional conferences

Clinical Experience

OU Bedlam-E Clinic

Volunteer/Shadower/Translator - 200 hours

May 2018 - Current

- Job shadowed multiple physician providers in a variety of specialties including internal medicine, ophthalmology, and dermatology
- Worked as a volunteer with uninsured population providing information to community resources
- Served as translator for multiple patient-physician interactions

OSU Medical Center - Wound Care and Hyperbaric Center

Shadower - 50 hours

August 2018

- Observed surgical and non-surgical practices of wound care including ERCP procedure, a skin graft operation, and hyperbaric treatment

St. John Medical Center

Emergency Room Volunteer - 110 hours

Jan 2017 - Jan 2018

- Transported patients or equipment to various locations in the hospital
- Assisted patients with needs including bedding, food or drink, and conversation

Extra-Curricular Activities

True Blue Neighbors Youth Mentoring Program

Aug 2018- May 2021

- Served as a mentor for elementary aged children in a disadvantaged, largely minority school

- Helped student improve reading efficacy and other areas of academics

Med-X Student Organization Co-Founder

Treasurer (Jan 2018-May 2018) Vice-President (Aug 2018-May 2019) President (Aug 2019-May 2020)

- Co-founder and executive officer of organization designed to broaden pre-med students understanding of the medical profession
- Helped arrange monthly lectures from a variety of physician specialties for over 100 student members

Circle K International TU Chapter

Vice President and Member Aug 2018 - May 2020

- Organizing monthly member meetings and local service projects throughout Tulsa; over 100 hours served
- Responsible for recruitment of new members

Night Lights Tulsa

Volunteer Jan 2019 - Jan 2020

- Served Tulsa's homeless community providing warm meals, clothing, essential items, books, and other grooming items

Work Experience

Work Study

Jan 2019 - May 2019

Animal Care Facility Assistant

- Assisted in maintenance and housekeeping of the animal care facility in the Biology Department

Grader

Jan 2019 - May 2019

- Graded assignments and exams within a timely manner for an undergraduate laboratory course

CVS Pharmacy

Pharmacy Clerk

July 2017 - Aug 2018

- Assisted in distribution of medications
- Relayed patient concerns to pharmacist
- Provided information and customer service to a diverse patient population

Organizations / Awards / Honors

Oklahoma Psychological Society

Since April 2018

Phi Eta Sigma

Dean's Honor Roll

Fall 2017, Fall 2018, Spring 2020

President's Honor Roll

Spring 2019, Spring 2021

• Certified Pharmacy Tech

Relevant Skills/Interests

• Fluent in Spanish

• Piano

Resume Action Verbs

Accomplishments

Achieved	Enacted	Shattered
Amplified	Endeavored	Sparked
Attained	Established	Spearheaded
Capitalized	Exceeded	Steered
Chaired	Founded	Stimulated
Consolidated	Pioneered	Streamlined
Deciphered	Outperformed	Strengthened
Decreased	Overhauled	Supervised
Discerned	Sharpened	Surpassed
Drove		

Responsibilities

Accelerated	Developed	Increased
Accomplished	Executed	Initiated
Analyzed	Expanded	Implemented
Assembled	Facilitated	Instituted
Built	Finalized	Operated
Charted	Forged	Organized
Created	Guided	Produced
Constructed	Handled	Reached
Coordinated	Headed	Simplified
Delivered	Improved	Volunteered

Communication Skills

Briefed	Convinced	Presented
Campaigned	Documented	Promoted
Collaborated	Enlivened	Spoke
Composed	Instructed	Trained
Conveyed	Performed	

Creative Experience

Authored	Drafted	Published
Brainstormed	Edited	Redesigned
Communicated	Illustrated	Researched
Conceptualized	Imagined	Strategized
Curated	Influenced	Storyboarded
Customized	Inspired	Translated
Derived	Intensified	Transformed
Designed	Modeled	Visualized
Diagrammed	Proofread	Wrote

Sales Experience

Acquired	Earned	Negotiated
Boosted	Gained	Outpaced
Captured	Generated	Won
Conserved	Maximized	Yielded
Converted		

Leadership & Management

Advised	Formalized	Predicted
Aligned	Formed	Reconciled
Arranged	Fostered	Reduced
Augmented	Furthered	Refocused
Centralized	Hired	Renovated
Championed	Identified	Reorganized
Cultivated	Implemented	Replaced
Differentiated	Integrated	Resolved
Directed	Leveraged	Restructured
Empowered	Mentored	Revitalized
Enabled	Merged	Shaped
Endorsed	Motivated	Supervised
Enforced	Orchestrated	Sustained
Ensured	Optimized	Trained
Forecasted		

Finance

Audited	Evaluated	Maintained
Calculated	Dispensed	Minimized
Classified	Halted	Recognized
Collected	Investigated	Secured
Equalized	Lowered	

Technical Experience

Advanced	Engineered	Programmed
Architected	Enhanced	Remodeled
Automated	Expedited	Rewrote
Coded	Formulated	Refined
Deployed	Installed	Tested
Detected	Launched	Troubleshoot
Devised	Modified	Updated
Diagnosed	Networked	Upgraded
Discovered	Planned	

Center for Career Development and Professional Engagement

800 South Tucker Drive
Hardesty Hall, 2nd Floor
Tulsa, OK 74104
918-631-2345
canecareers@utulsa.edu



Cover Letter Structure Guide

General Cover Letter Structure	Item	Details
1	Header	<p>The header at the top of the page should include the same contact information on your resume (i.e., name, phone number, email, etc.). You can include a link to your LinkedIn profile, but your physical address is not necessary. Include the date of submission, and below the date include the company name and mailing address.</p>
2	Greeting/Salutation	<p>Dear Mr./Ms. [Last Name]</p>
3	First Paragraph	<p>Paragraph one declares your application intent and introduces you and your decision to apply for the position. It should include:</p> <ul style="list-style-type: none"> - The position's specific title. - The company's formal name. - How you heard of the position. - 2-3 skills that will allow you to succeed in that role.
4	Second & Third Paragraphs	<p>The body paragraphs open with specific criteria from the job responsibilities and utilize your unique experiences to demonstrate how you could satisfy the requirements. Select one position requirement per paragraph and select from the methods below to explain your qualifications:</p> <ul style="list-style-type: none"> - Describe how you would add value to the position and company through your skills and abilities. - Draw connections from past experiences (internships, experiential learning, etc.). - Discuss your education and how it relates to the position.
5	Closing Paragraph	<p>Convey your interest in an interview as well as your appreciation for consideration. Indicate that you are available to answer any additional questions through your contact information.</p>
6	Signature	<p>End with "Sincerely, [Your Name]". If sending a printed copy, sign below your printed name.</p>



Captain Cane

918.631.2345 | canecareers@utulsa.edu | linked.in.com/in/captain-cane

June 1, 2021

ABC Company
123 South 199th East Avenue
Tulsa, OK 74321

Dear Hiring Manager,

I am pleased to submit the attached application for the Sales Development Coordinator position at ABC Company. My interest developed instantly upon hearing about this position from my career coach at The University of Tulsa. In my experience, I had the opportunity to work in marketing and selling dynamic products, managing high-level relationships, and substantially increasing revenues. I understand shareholders' value and maximizing market shares. My background spans business administration, team development, contract negotiation, and marketing.

Your job listing indicated that the Sales Development Coordinator position builds and maintains partnerships with customers while driving custom satisfaction through excellence in execution. Over the past two years, I have identified new business opportunities, cultivated relationships, and managed effective sales techniques for XYZ LLC as a Product Management Intern. Additionally, in my role as a True Blue Neighbor Volunteer, I developed and maintained relationships with not-for-profit organizations to offer and expand opportunities to serve the local Tulsa community.

You also indicated that this position works on a well-trained team to develop new strategies for effective sales. During my time with XYZ LLC, I worked directly under the Director of Operations, receiving strategic planning and team dynamics training. In my experiential learning project during my sophomore year, I participated in a large group effort to develop strategies for an international coffee business based in Panama. This afforded me the unique experience of visiting the business over spring break to help implement my team's strategy.

It would be my pleasure to become a part of the ABC Company community. Thank you so much for your consideration of my application materials, including my attached resume. If you have any questions, please contact me at any time.

Sincerely,

Captain Cane

**Center for Career Development
and Professional Engagement**

800 South Tucker Drive
Hardesty Hall, 2nd Floor
Tulsa, OK 74104
918-631-2345
canecareers@utulsa.edu



Common Interview Questions

The Basics

- Tell me about yourself and how your background qualifies you for this position.
- Why are you interested in this role/working here?
- Explain what you know about the company and position so far.
- Describe a challenging project or effort you worked on. Discuss your role, contributions, and outcome.
- Describe a group project or effort where you faced a significant roadblock and how you overcame it. Discuss your role, problem-solving method, and outcome.
- Give an example of a time you showed initiative and took the lead.
- Give a specific example of a time you had to conform to a policy with which you did not agree.
- What software, tools, or technology do you utilize regularly?
- Describe a situation in which you were able to successfully persuade someone to see things your way.
- Describe a time when you were leading a project or team. What did you learn?
- Describe a time when you had to go above and beyond expectations to complete a job or task.
- Describe a time you needed to make a split-second decision. What was the outcome?
- What are your greatest strengths and weaknesses?
- Describe a time you had too many things to do and were required to prioritize your tasks.
- How do you stay organized?
- How do you handle stress on the job?
- How did you prepare for this interview?
- Why should I select you for this position?

- Describe a time you experienced conflict with a coworker/manager. How did you handle the situation?
- What will you bring to this position?
- What do you do for fun?
- What questions do you have?

Pandemic-Specific Questions

- Have you worked remotely?
- How much of an adjustment for you was working from home?
- When working remotely, how do you manage your day?
- What are your preferred communication methods when working remotely?
- Did COVID-19 change how you view your career?
- How did COVID-19 affect your job search?
- What lessons, if any, have you learned from the pandemic?

Questions to Ask Interviewers

- What is the culture of the company?
- What do you like most about working for this company?
- What does a typical day in this role look like?
- What are the challenges of this position?
- Is there anything important I should know about working here that we haven't already discussed?
- What is your decision timeline, and when can I expect to hear back from you?
- Is there anything else I can provide to help make your decision?



Internship Best Practices Guide



Internship Best Practices

What is an internship?

The National Association of Colleges and Employers defines an internship as “a one-time work or service experience related to the student’s major or career goal.” The internship plan generally involves students working in professional settings under the supervision and monitoring of practicing professionals. Internships can be paid or unpaid, and the student may or may not receive academic credit for performing the internship.

Internships can last anywhere from four to fourteen weeks and usually encompass one semester or summer term. According to NACE, the average internship pay in 2020 was \$20.76/hr. TU student internships usually consist of hourly wages between \$9.00 to \$25.00 an hour or more. Interns who work during the fall or spring semester should not be expected to work more than twenty hours a semester if enrolled as full-time students at TU. Interns who work during the summer can be expected to work full-time up to forty hours a week. Interns may or may not be eligible for full-time employee benefits like vacation, health insurance, PTO, etc.

TU students traditionally apply to four types of internships:

1. **Internships for pay** - This is considered a traditional internship. The company or organization hires the intern for a set period and pays either a flat stipend or a predetermined \$/hr. All internship Department of Labor regulations applies to these positions.
2. **Paid internships for credit** - Students who accept these positions can earn credit and get paid. *Paid internships for credit must be approved by your academic advisor and the head of the respective academic department.*
3. **Unpaid internships for credit** - Some TU degrees require an internship to graduate. Others offer independent study hours or an elective opportunity for a student to take an unpaid internship. These internships are frequently offered by non-profits or companies with the intent to work with the student for them to receive credit. These are also subject to Department of Labor laws regarding unpaid work. *Please see Appendix A. Unpaid internships for credit must be approved by an academic advisor and the head of the respective academic department. Students may also receive credit through the Public Service Internship course at True Blue Neighbors (for nonprofit organizations*



only). Please email true-blue@utulsa.edu for more information on the **Public Service Internship**. It is recommended that the student secure approvals well before their start date.

4. **Unpaid internships for no credit** - While rare, students occasionally take an unpaid internship for no credit. These will traditionally come from nonprofit organizations. Unpaid internships are not heavily advertised on Handshake and are subject to the Department of Labor laws regarding internships. *Please see Appendix A. Students who apply for unpaid internships with a nonprofit may also choose to partner with True Blue Neighbors for the opportunity to create an internship position for credit if they choose. Students may email true-blue@utulsa.edu for information regarding nonprofit opportunities at TU.*

**In all instances, the company or organization would be liable for the intern while the intern performs their responsibilities.*

***Students completing internships for credit must pay tuition for those credit hours (this includes SUMMER INTERNSHIPS FOR CREDIT).*

I Have Accepted an Internship. What Now?

Congratulations on securing your internship! All your hard work and preparation have paid off. What can you do now to ensure that you will have a highly effective learning experience for the duration of your internship? The following information will guide you on setting your learning objectives, keeping a reflective journal, your rights as an employee, and best practices for interns.

Setting Goals

By setting goals for yourself before your first day at your internship, you provide yourself with a roadmap for success. You should review your goals with your faculty mentor and your employer supervisor. They can help you make sure each goal is realistic and feasible within the timeframe and structure of your internship. Make sure your goals are SMART goals. What is a SMART goal?

SMART! – Specific Measurable Attainable Realistic Timely

Use the questions below to help you create 3 SMART goals for your internship:

What is a specific goal for your internship? *This goal should state what you want to accomplish during your internship time.*

What are the measurable milestones you plan to reach? What is the process of achieving your goal? *This should be your plan with clear targets and landmarks you can see to make sure you are moving in the right direction.*



What are the smaller, *attainable* action steps you plan to use to achieve any goal? *To ensure your overall goal is attainable, you should break it down into smaller steps that are more easily achievable within a smaller timeframe and help you move towards the result.*

How is my goal *realistic*? *This goal can be feasibly completed with the resources available to you during your internship.*

What is the specific *timeline* for my goal? *A SMART goal is achievable in a set amount of time and has small deadlines for each step in the goal.*

Skills Inventory and the Eight NACE (National Association of Colleges and Employers) Career Readiness Competencies

Take time to write down skills that you know you already possess. This can help when collaborating with a team on a large project. It also helps to take note of the 8 NACE competencies. How are you doing in these areas? What do you want to improve? Where do you need to seek experience? *See Appendix B for the eight NACE competencies.*

Reflection Journaling

Reflection is an essential part of any learning experience. By allowing yourself time to reflect and write down your experience promptly, you will be able to grow and learn from both positive and negative experiences. Spend time at the end of each day or week to write down your experiences and how you reacted to them - even take time to write out what you learned from them. This will also be helpful when meeting with your intern supervisor. You will have time to go over your reflections, acknowledge what you did well, and seek advice on some things you may not understand. This may also be a requirement from your faculty supervisor, so make sure you are following through frequently with your journaling.

Intern Best Practices

Remember, you are not only representing yourself but also The University of Tulsa AND the company you are working for as an intern. Always professionally present yourself. Always follow company guidelines for dress code and always be on time (early) to work and meetings.

Make sure that you present a professional image on all social media platforms and follow privacy guidelines set forth by your company when posting on your pages. Before posting, it is always good to discuss potential social media postings regarding your internship with your intern supervisor.

Personal communication (texts, social media, emails, phone calls, games, etc.) should be limited to lunch breaks or handled after the workday is complete. It is not "best practice" to spend company time managing personal business.

As an intern, you may be required to sign copyright or nondisclosure agreements. These agreements are legally binding, and your internship site may retain the rights to work you may have completed when you were an intern. **Be sure to consult with your intern supervisor if you need to use confidential or copyrighted material for papers, journals, or presentations.**



Last but not least,....Be An Overachiever, Go Above and Beyond, Display Energy and Enthusiasm, and Network Network Network!

Intern Rights and Responsibilities

All interns have the right not to be discriminated against. If you feel your rights are being violated, you have several options. First, you may want to contact the human resources department at your internship. They will be able to help you navigate the situation formally. You should also contact your career coach at The Center for Career Development and Professional Engagement (canecareers@tulsa.edu) for advice on how to proceed.

The University of Tulsa is committed to providing students with internships free from illegal and unwelcome harassment. Sexual harassment is prohibited under both Federal and State law. We expect all organizations that hire our student interns to provide a work environment for students free of harassment.

A student who believes they have been harassed is encouraged to promptly report the incident to the faculty supervisor, their career coach, and the Title IX coordinator at The University of Tulsa. The University of Tulsa has internal policies and procedures regarding harassment. It will take appropriate steps as required in the policy, including contacting the Center for Career Development and Professional Engagement about whether a complaint has been asserted. The University of Tulsa's policy and definitions are available at: <https://tulsa.edu/title-ix/title-ix-policy/>.

The University of Tulsa Title IX Coordinator:

Kathleen Smith, Email: kathleen-smith@tulsa.edu, Phone: 918 631-2321

If you are working in a non-profit and getting credit through the public service internship, please contact Melissa Abdo (Melissa-abdo@tulsa.edu) for advice on how to proceed.

If this internship is also for credit through your major, please notify your faculty mentor/advisor so they may help you navigate the process.

Acknowledgments

The Center for Career Development and Professional Engagement would like to thank The University of Tulsa College of Law for sharing many of their resources to provide information for this manual, the National Association of Colleges and Employers (NACE) for delivering the 8 NACE competencies, and the U.S. Department of Labor.

Appendix A

**U.S. Department of Labor
Wage and Hour Division**



(Updated January 2018)

Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns and students working for “for-profit” employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act (FLSA).¹

1 The FLSA exempts certain people who volunteer to perform services for a state or local government agency or who volunteer for humanitarian purposes for non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation, for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships for public sector and non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible.

2 E.g., *Benjamin v. B & H Educ., Inc.*, --- F.3d ---, 2017 WL 6460087, at *4-5 (9th Cir. Dec. 19, 2017); *Glatt v. Fox Searchlight Pictures, Inc.*, 811 F.3d 528, 536-37 (2d Cir. 2016); *Schumann v. Collier Anesthesia, P.A.*, 803 F.3d 1199, 1211-12 (11th Cir. 2015); see also *Walling v. Portland Terminal Co.*, 330 U.S. 148, 152-53 (1947); *Solis v. Laurelbrook Sanitarium & Sch., Inc.*, 642 F.3d 518, 529 (6th Cir. 2011).

Background

The FLSA requires “for-profit” employers to pay employees for their work. Interns and students, however, may not be “employees” under the FLSA—in which case the FLSA does not require compensation for their work.

The Test for Unpaid Interns and Students

Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA.² In short, this test allows courts to examine the “economic reality” of the intern-employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.

6. The extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

Courts have described the "primary beneficiary test" as a flexible test, and no single factor is determinative. Accordingly, whether an intern or student is an employee under the FLSA necessarily depends on the unique circumstances of each case.

If analysis of these circumstances reveals that an intern or student is actually an employee, then he or she is entitled to both minimum wage and overtime pay under the FLSA. On the other hand, if the analysis confirms that the intern or student is not an employee, then he or she is not entitled to either minimum wage or overtime pay under the FLSA.

Where to Obtain Additional Information

This publication is for general information and is not a regulation. For additional information, visit our Wage and Hour Division Website:

<http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

U.S. Department of Labor Frances Perkins Building
200 Constitution Avenue, NW Washington, DC 20210

1-866-4-USWAGE

TTY: 1-866-487-9243 **Contact Us**



Budget Template

		Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
STARTING INCOME	Starting Balance					
	Gifts					
	Savings					
	Total Starting Income	\$0		\$0	\$0	\$0
UPFRONT EXPENSES	Laptop					
	Dorm Supplies					
	Clothes					
	Travel					
	Books					
	Tuition					
	School Supplies					
	Total Upfront Expenses	\$0		\$0	\$0	\$0
MONTHLY INCOME	Monthly Net Income					
	Savings					
	Other					
	Total Monthly Income	\$0		\$0	\$0	\$0
MONTHLY EXPENSES	Subscriptions (ex. Netflix)					
	Cell Phone					
	Car Payment					
	Car Insurance					
	Gas/Maintenance/Repair					
	Frat/Sorority					
	Sport Events					
	On-Campus Fun					
	Dining Out					
	Off-Campus Fun					
	Hair Care					
	Supplies					
	Laundry					
	Other					
Total Monthly Expenses	\$0		\$0	\$0	\$0	
MONTHLY BALANCE		\$0		\$0	\$0	\$0

Multiple Offers Comparison Table

Criteria	Job # 1 (Yes or No)	Job #2 (Yes or No)	Score (1-5)
Does the company match your priorities and values?			
Do you like the company culture?			
Can you see yourself working with and growing under the manager's leadership?			
Does the role open future opportunities for you? Will it prepare you for your next position?			
Does this role/company align with your long-term goals?			
Do you see yourself enjoying your work every day?			
What is negotiable? (Salary, benefits, flexibility, etc.)			



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