



CAREER READY GUIDE



WICHITA STATE
UNIVERSITY

CAREER DEVELOPMENT CENTER

WICHITA STATE UNIVERSITY

Career Development Center

Nail the resume, land the interview and prepare for the job with the Career Development Center. Build marketable skills and gain professional work experience before and after graduation through targeted internships, one-on-one counseling, special workshops, career fairs and more. Now is the time to develop the right habits and skills for a lifetime of professional success.

Career Counseling and Major Exploration

Make the career choice that's right for you. Begin planning your path by discovering the variety of options available. Through professional career exploration and assessments, you can learn about your interests, personality style and strengths and how they can be applied toward a rewarding career. Get started today!

Real-World Experience

At Wichita State, students get it all. Through our cooperative education and internship program, WSU students can earn work experience, college credit and a paycheck – all while bolstering their resume and getting a leg up on the competition.

Employer Connections

Gain access to top level employers at career fairs, informational sessions, workshops, lunch and learns and other employer outreach events.



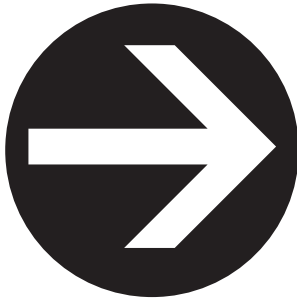


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MISSION STATEMENT

The Career Development Center empowers, educates and serves individuals, leading them to lifelong career success.

VISION STATEMENT

Wichita State University’s Career Development Center is valued as a leader in engaging and equipping individuals to identify and transform their passions, education and talents to find the unique intersection between themselves and where they fit in the world of work.



WICHITA STATE
UNIVERSITY

CAREER DEVELOPMENT CENTER

Wichita State University does not discriminate in its employment practices, educational programs or activities on the basis of age (40 years or older), ancestry, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran. Retaliation against an individual filing or cooperating in a complaint process is also prohibited. Sexual misconduct, relationship violence and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Act of 1972. Complaints or concerns related to alleged discrimination may be directed to the Institutional Equity and Compliance Director, Title IX Coordinator or Equal Opportunity Coordinator, Wichita State University, 1845 Fairmount, Wichita, KS 67260, telephone (316) 978-3187. (Oct. 2019)

ARE YOU CAREER READY?



CRITICAL THINKING/ PROBLEM SOLVING

- Exercises sound reasoning
- Obtains, interprets, and uses knowledge, facts, and data
- Demonstrates originality and inventiveness



PROFESSIONALISM/ WORK ETHIC

- Demonstrates effective work habits and personal accountability
- Demonstrates integrity and ethical behavior
- Able to learn from mistakes



ORAL/WRITTEN COMMUNICATION

- Clearly articulates thoughts and ideas
- Able to express ideas to others
- Writes effectively and clearly



DIGITAL TECHNOLOGY

- Leverages existing digital technologies
- Adapts to new and emerging technologies

Do you possess
these 8
competencies?



LEADERSHIP

- Leverages the strengths of others to achieve common goals
- Uses interpersonal skills to coach and develop others
- Organizes, prioritizes, and delegates work



TEAMWORK/ COLLABORATION

- Builds collaborative relationships with colleagues and customers
- Able to work within a team structure
- Can negotiate and manage conflict



GLOBAL/ INTERCULTURAL FLUENCY

- Values, respects, and learns from diverse cultures, races, ages, genders, sexual orientations, and religions
- Demonstrates openness, inclusiveness, sensitivity and the ability to interact respectfully with all people and understand individual differences



CAREER MANAGEMENT

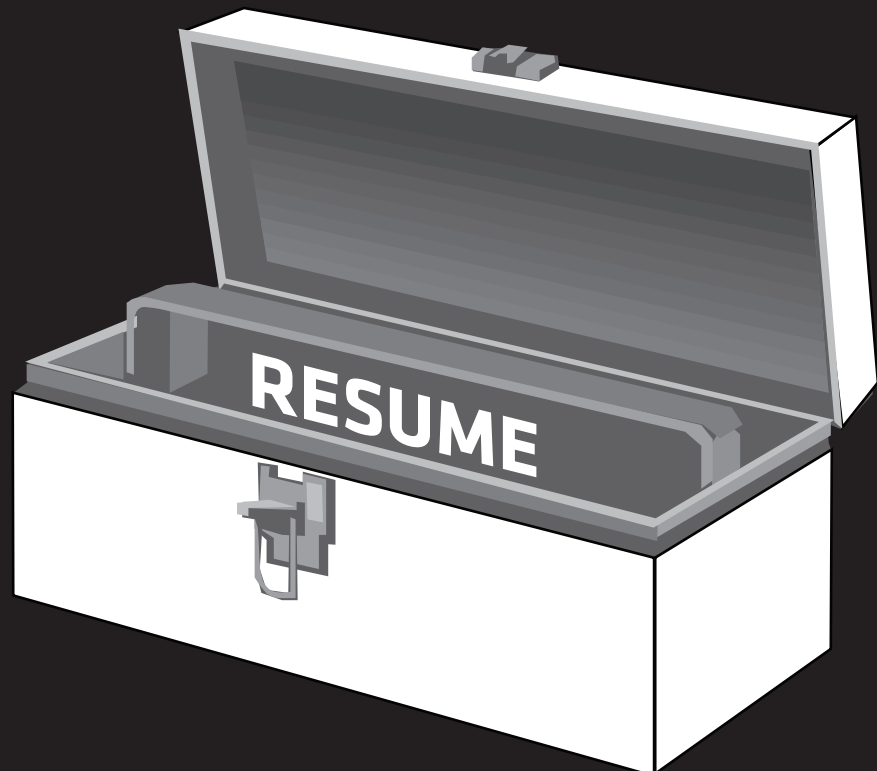
- Articulates personal skills, strengths, knowledge, and experiences
- Identifies areas necessary for professional growth
- Takes the steps necessary to pursue opportunities

*Adapted from the NACE Career Readiness Competencies

MARKETING YOURSELF THROUGH RESUMES

EFFECTIVE RESUMES

- Resumes should be clear, concise, clean and correct.
- Use one-inch margins on all sides of page.
- Select one easily-readable font and maintain font consistency.
- Bold section-headers to ensure employers can easily pinpoint information.
- Do not include any personal information, for example: race, religion, marital status, pictures, gender, national origin, age, sexual orientation, disability or social security number.
- Do not include any information related to high school activities or high school academics.
- Make sure that your resume is error-free.
- Have multiple people review your resume to check for misspellings, grammar inconsistencies and formatting issues.
- Limit to one page.
- Call (316) 978-3688 for a resume review appointment!



LIBERAL ARTS & SCIENCES RESUME EXAMPLE

Susan J. Brown

← name should be bold & larger

123 S. Main St. | Wichita, KS 67213

(316) 976-0034 | sjbrown@shockers.wichita.edu

Objective: ← objective is optional

To obtain a cooperative education position within the field of Criminal Justice.

↗ ALWAYS use wichita.edu email address

Education:

Bachelor of Arts in Criminal Justice
Wichita State University, Wichita, KS

← begin with current college degree

↗ May 20XX
GPA 3.2/4.0

↗ add GPA if it is 3.0 or above
(DO NOT round or estimate)

Relevant Coursework:

Law Enforcement
Criminal Law
Profiling

Scientific Crime Detection
Corrections
Domestic Violence

↗ include unique and advanced classes in which you received an A or B

Work History:

Student Assistant

August 20XX – Present

Cooperative Education Office, Wichita State, Wichita, KS

- Counsel students on enrollment and program policies
- Aid in the development of marketing pieces, including: brochures, handouts and materials for mass mailings
- Assist program coordinators with variety of tasks, including: computer data entry, coordinating students' paperwork and answering the telephone

↗ list work experiences, even if not directly related to major

Cook

January 20XX – May 20XX

Sonic Drive-In Restaurant, Wichita, KS

- Worked in a fast-paced environment preparing food
- Trained 10 new employees on food preparation techniques
- Inventoried supplies and ordered and restocked supplies as necessary

← bullet points should be specific and measurable when possible

Lifeguard

Summers 20XX – 20XX

YMCA, Indianapolis, IN

- Taught swim lessons to eight children ages four to 12
- Tested the water hourly to maintain proper chemical balances
- Worked closely with other staff members to ensure swimmer safety

Volunteer Experience:

Habitat for Humanity, Spring 20XX
Big Brothers Big Sisters, Fall 20XX

↗ only include software you are able to use WELL (other special skills include languages – be sure to indicate level of fluency)

Computer Skills:

Word, Excel, Access, PowerPoint

↗ include professional and student organizations, scholarships, honor roll designations, etc.

Activities & Honors:

Member, Criminal Justice Student Association
Student Ambassador, Wichita State
Dean's List, Spring & Summer 20XX

Recipient, Jane A. Smith Scholarship
Member, Golden Key National Honor Society

ENGINEERING RESUME EXAMPLE

Richard M. Conyers

1086 W. Sawyer St. | Wichita, KS 67213
(316) 976-0034 | rmconyers@shockers.wichita.edu

Objective: ← objective is optional, can be added to fill space

To obtain a cooperative education/internship position in the field of Mechanical Engineering.

Education:

Bachelor of Science in Mechanical Engineering

December 20XX

Minor in Mathematics ← minors should be listed below major

Wichita State University, Wichita, KS

GPA 3.49/4.0

- Dean's Scholar, 4 semesters

Skills:

← for technical majors, computer skills should be near the top

Computer: CATIA V5, MatLab (basic), FORTRAN, Visual Basic, Excel, PowerPoint, Word
Language Skills: Bilingual in Spanish, with the ability to translate (read, write and speak)

Relevant Coursework:

Statics

Heat Exchange

Design of Machinery

Fundamentals of Flight

Computer-Aided Design

Mechanics of Materials

Enrolled in Fall 20XX

Thermodynamics

Materials Engineering

Heat Transfer

can include classes enrolled in currently

Relevant Project:

Team Member, Bronze Propeller Project

Spring 20XX

Wichita State University, Wichita, KS

- Researched aerodynamics, chose airfoil, calculated wing area
- Studied propulsion, researched batteries, motors and propellers as required
- Collaborated with four-member team, coordinated meeting times

← relevant class projects supplement work experience

Work Experience:

Student Assistant

April 20XX – Present

Aging Aircraft Lab, NIAR at Hawker Beechcraft, Wichita, KS

- Inspect airplane's parts and mark their coordinates in 3D system, take pictures and input data into computer database using an Excel spreadsheet
- Help with disassembly of the airplane's parts

← for present positions, bullets should be in present tense

Kitchen Crew Member

January 20XX – May 20XX

Spangles Restaurant, Wichita, KS

- Prepared food, greeted customers, took orders, ran cash register, trained 12 new employees
- Inventoried, ordered and restocked supplies as necessary
- Sanitized kitchen area and informed supervisor of all safety hazards

← for past positions, bullets should be in past tense

Activities & Honors:

Engineering Scholarship, Spirit AeroSystems, Wichita State University, Spring 20XX

National SMART Grant, Wichita State University, Fall 20XX

Membership Coordinator, Tau Beta Gamma Society, Wichita State University, Fall 20XX

Design Lead, Formula SAE Racing team, Wichita State University, Spring 20XX – Present

- Duties: Design, lathe machining, composite fabrication, part testing and team finances

Team Leader, B.E.S.T. Robotics, 20XX and 20XX

- Duties: Design captain, team management and schedule organization

BUSINESS RESUME EXAMPLE

Becky T. Smith

1845 South 1st Street E., Apt. 202, Wichita, KS 67212
316.975.0200

btsmith@shockers.wichita.edu

<http://www.linkedin.com/pub/becky-t-smith/50/5b8/137>

← add LinkedIn address

EDUCATION

Bachelor of Business Administration, Accounting

December 20XX

Wichita State University, Wichita, KS

← professional certificates can be added to education

Accounting GPA: 3.8/4.0

CPA Eligible August 20XX ←

- Barton Scholars
- President, Beta Alpha Psi
- Secretary, Barton Accounting Professionals

RELEVANT EXPERIENCE

Intern

Spring 20XX

Allen, Gibbs & Houlik, Wichita, KS

- Developed the skills necessary to maintain client accounts by working with a successful managing partner
- Coordinated all income statement and balance sheet analyses, cash flow and tax returns for three designated clients

Summer Intern

Summer 20XX

Associated Partners, Newton, KS

- Assisted with income statement and balance sheet analysis, cash flow, budgeting and forecasting
- Learned about aspects of the online brokerage business by working closely with experienced stockbrokers
- Communicated with clients, providing excellent customer service in-person and via phone

Front Desk Assistant

September 20XX – May 20XX

Wichita State University, Wichita, KS

- Maintained a secure lobby environment for students of Wheatshocker Apartments
- Assisted with the delivery of daily mail, outside deliveries and general customer service in-person and on the phone
- Facilitated the development of student activities and events that run bi-monthly during the academic year

COMMUNITY SERVICE

- American Red Cross, special team volunteer for community events 10 hours per week
- Cathy's Soup Kitchen, volunteer for special events and during holidays
- Habitat for Humanity, fundraising event for professionals

COMPUTER SKILLS

- Microsoft Office, Adobe programs and QuickBooks

EDUCATION RESUME EXAMPLE

Sarah W. Shocker

1234 Country Garden Circle | Wichita, KS 67204
(316) 567-8899 | swshocker@shockers.wichita.edu

Objective:

To obtain a cooperative education position within the field of Elementary Education.

Education:

Bachelor of Arts in Education

License: Elementary/K-6 ← add the license information
Wichita State University, Wichita, KS

May 20XX
GPA 3.2/4.0

Associates of Science ← previous degrees should be listed second

Emphasis: Math
Butler Community College, Andover, KS

May 20XX
GPA 3.1/4.0

Relevant Coursework:

Intro to Profession Exceptionalities – In Progress
Statistics Cultural Issues – In Progress
Spanish Art Education

make sure all hyphens are consistent in size

Work History:

Sales Associate

Amy's Hallmark, Wichita, KS

- Run cash register; open and close the store
- Maintain the store's appearance by stocking products, cleaning and organizing

November 20XX – Present

Lifeguard/Swim Team Coach

Reflection Ridge Golf Club, Wichita, KS

- Worked closely with other staff members to ensure swimmer safety
- Taught swim lessons to eight children ages two to 10
- Served as head coach for swim team, coaching 12 children ages five to 18

Summers 20XX – 20XX

Soccer Coach

Sedgwick County Soccer Association, Wichita, KS

- Coached a girls' soccer team, 10 girls, ages four to five
- Taught different techniques and skills by conducting weekly practices

August 20XX – Spring 20XX

Computer Skills:

Microsoft Excel, PowerPoint, Word; SMART Boards; Clickers; Document Cameras

Activities & Honors:

Volunteer Teacher Assistant, Maize Middle School
Volunteer Soccer Coach, Sluggers
Volunteer, Special Olympics
WSU Transfer Student Scholarship

Fall 20XX – Spring 20XX
Fall 20XX
Summer 20XX
Fall 20XX

REFERENCES EXAMPLE

Sarah W. Shocker

1234 Country Garden Circle | Wichita, KS 67204
(316) 567-8899 | swshocker@shockers.wichita.edu

your heading should be the same as your resume

REFERENCES

Steve Moore

Principal
Andale High School
456 Central Avenue
Andale, KS 67001
(316) 444-2607
steve.moore@usd267.com

all references should be professional (no family or close friends!) and always ask permission to use them as a reference

education majors are required to have a reference page with three to five references listed

Natalie Hanson

Sixth Grade Teacher
Maize South Middle School
3701 N. Tyler
Wichita, KS 67205
(316) 773-9192
nhanson@usd266.com

always include email addresses when possible

Don Hill

Reflection Ridge Pool Manager
High School P.E. Teacher
Heights High School
5301 N. Hillside
Wichita, KS 67219
(316) 973-1410
dhill4@cox.net

have this information ready when completing online applications, and bring a copy to interviews

Stan Boone

Swim Team Coach
Wichita Aqua Shocks
1325 S. Hilltop Road
Derby, KS 67037
(316) 641-4301
aquashocks@cox.net

SUMMARY OF QUALIFICATIONS RESUME EXAMPLE

Bob T. Jones

1836 Tamera Drive | Wichita, KS 66702 | (316) 555-3867 | Email: btjones@shockers.wichita.edu

SUMMARY OF QUALIFICATIONS

- Closing skills
- Communication skills
- Conversational Spanish
- Customer service
- Organizational skills
- Presentation skills
- Prospecting and networking
- Strategic market planning

EDUCATION:

Bachelor of Business Administration May 20XX
Major: Management GPA 3.4
Minor: Marketing
Wichita State University, Wichita, KS

RELEVANT EXPERIENCE:

American Properties Wichita, KS May 20XX – Present

Rental Agent/Sales Representative

- Prospect for leads increasing company assets \$20,000; ranked #1 in 20XX
- Show properties, customize selling points and build customer relationships
- Built network of relationships with city landlords
- Developed strategic market plans for area penetration and advertising placements

The Book Place Wichita, KS January 20XX – April 20XX

Sales Assistant

- Aided customers with selections and sales transactions
- Balanced register nightly
- Launched the first local website to market new products
- Designed monthly employee contests to promote video sales resulting in 18% sales increase

Wichita State University Wichita, KS August 20XX – January 20XX

Office of University Development

Phonathon Caller

- Communicated the University's goals and accomplishments
- Promoted financial support; received pledges for \$13,815

HONORS:

- Business Honor Society
- National Merit Scholar

ASSOCIATION:

- American Marketing Association – Wichita, KS

RESUMES – ACTION VERBS

Remember to use these verbs to describe your skills and accomplishments when writing your resume and cover letters to increase the strength of your writing and make potential employers take notice!

MANAGEMENT SKILLS

Administered	Delegated	Increased	Prioritized
Analyzed	Developed	Initiated	Produced
Assigned	Directed	Instituted	Recommended
Attained	Enhanced	Managed	Reorganized
Chaired	Established	Motivated	Reviewed
Consolidated	Evaluated	Organized	Scheduled
Contracted	Executed	Oversaw	Strengthened
Coordinated	Improved	Planned	Supervised

COMMUNICATION SKILLS

Addressed	Directed	Interpreted	Publicized
Authored	Drafted	Lectured	Reconciled
Collaborated	Edited	Mediated	Recruited
Composed	Elicited	Moderated	Resolved
Contacted	Explained	Negotiated	Spoke
Convinced	Formulated	Persuaded	Translated
Corresponded	Influenced	Promoted	Wrote

RESEARCH SKILLS

Analyzed	Diagnosed	Interpreted	Reviewed
Clarified	Evaluated	Interviewed	Solved
Collected	Examined	Investigated	Summarized
Compared	Gathered	Located	Surveyed
Conducted	Extracted	Organized	Systematized
Critiqued	Identified	Researched	Tested

TECHNICAL SKILLS

Adapted	Designed	Maintained	Replaced
Applied	Developed	Operated	Solved
Assembled	Devised	Overhauled	Standardized
Built	Engineered	Programmed	Studied
Calculated	Fabricated	Remodeled	Upgraded
Computed	Installed	Repaired	Utilized

TEACHING SKILLS

Adapted	Developed	Facilitated	Instructed
Advised	Enabled	Focused	Persuaded
Coached	Encouraged	Guided	Stimulated
Communicated	Evaluated	Individualized	Trained
Coordinated	Explained	Informed	Tutored

RESUMES – ACTION VERBS

FINANCIAL SKILLS

Administered	Balanced	Estimated	Projected
Allocated	Budgeted	Forecasted	Reconciled
Analyzed	Calculated	Managed	Reduced
Appraised	Computed	Marketed	Researched
Audited	Developed	Planned	

CREATIVE SKILLS

Acted	Developed	Instituted	Planned
Adapted	Directed	Integrated	Revised
Composed	Established	Introduced	Revitalized
Conceptualized	Fashioned	Invented	Shaped
Created	Founded	Modified	Solved
Customized	Illustrated	Originated	
Designed	Initiated	Performed	

HELPING SKILLS

Advocated	Counseled	Facilitated	Rehabilitated
Aided	Demonstrated	Familiarized	Represented
Assessed	Diagnosed	Guided	Resolved
Assisted	Educated	Intervened	Supported
Clarified	Encouraged	Motivated	Volunteered
Coached	Expedited	Referred	

CLERICAL/DETAIL SKILLS

Approved	Distributed	Prepared	Set up
Arranged	Executed	Processed	Standardized
Catalogued	Generated	Purchased	Specified
Charted	Implemented	Recorded	Systematized
Classified	Inspected	Retrieved	Tabulated
Coded	Maintained	Reviewed	Updated
Collected	Monitored	Routed	
Compiled	Operated	Scheduled	
Dispatched	Organized	Screened	

ACCOMPLISHMENTS

Achieved	Pioneered	Spearheaded	Won
Completed	Reduced (losses)	Succeeded	
Expanded	Resolved	Surpassed	
Improved	Restored	Transformed	

MARKETING YOURSELF THROUGH LINKEDIN

LinkedIn (linkedin.com) is the worldwide, leading professional network with an impressive and growing membership of 430 million members. LinkedIn users are connected to professionals to network, exchange ideas, learn about job opportunities and connect with other professionals with a broader network.

One great benefit of college students utilizing LinkedIn prior to graduation is establishing oneself as an expert and upcoming professional in a chosen major. In today's competitive job market, students now more than ever need to start connecting with fellow peers, alumni and established business professionals and joining groups and organizations to expand knowledge and learning experience.

There are many benefits to creating a LinkedIn profile, including the following:

- Promote yourself professionally online.
- Break the professional networking ice.
- Build and maintain professional networks efficiently and effectively.
- Research an organization or its employees to prepare for interviews.



Tips for a successful profile:

- Don't be a stranger! Employers can be skeptical if you lack a photo. Upload a clear picture of just your head and shoulders.
- Watch your links! It's a great idea to link your website or Twitter account to LinkedIn if it is relevant to your work. If it is unrelated or you wouldn't want potential employers to see a post or Tweet, do not link.
- Be skimmable and specific. Don't ramble in your descriptions. Be to the point, but be sure to include important details. Use numbers and percentages, in addition to bullet points and strong action verbs.

MARKETING YOURSELF THROUGH ELEVATOR PITCHES

An "elevator pitch" is a 30-second overview of your knowledge, skills and accomplishments. The term comes from the time it takes to complete a normal elevator ride from the top to the bottom floor. An "elevator pitch" is an opportunity to get your point across in a timely manner; namely, who you are, what you've accomplished and where you hope to go in the future. It is a short speech that is worth memorizing.

In 30 seconds, you can let those you come in contact with know what your skills, interests and future goals. Realizing the importance of each and every personal encounter you make can often spell the difference between success and failure in securing the ideal position.

Remember, people may not have more than 30 seconds, so make sure to deliver your pitch in that timeframe. A good first impression can open a lot of doors. Make the elevator pitch your verbal resume.



Three tips for a good elevator pitch:

- Position yourself – what is your name, major, class status? This puts you in a category so the employer knows where at their company you might fit in based on your "position."
- Differentiate yourself – what have you done/learned/experienced that no one else has? What are you most proud of? What can you say about yourself that will make you stand out amongst all the other [insert major] students that employer talked to today/interviewed for this position?
- Open a conversation – ask the employer a question. What are they looking for in a potential employee? How can I position myself well for a position with this company? What would a typical employee do in your company?

INTERVIEWING

BEFORE THE INTERVIEW

- Update voicemail messages and social networking sites (Facebook, Twitter, LinkedIn, etc.) to ensure they are professional.
- Research the organization and familiarize yourself with the position description. (You can always view the position descriptions you've applied for in Handshake.) Prepare to describe how your skills, experiences, qualities and accomplishments match the position and organizational culture. Preparation is key! Your interview directly impacts the success of your overall presentation.
- Prepare questions to ask the employer so you can be an active participant in your interview.
- Know the location of the employer and how long it takes to travel to your destination.

INTERVIEW

- Dress professionally; clothes should be clean, pressed and conservative.
- Arrive on time (15 minutes early is on time).
- Introduce yourself with a firm handshake, smile and looking each interviewer in the eye.
- Project a friendly, positive, enthusiastic, confident, polite and professional personality. Remember, anyone you come into contact with may influence hiring decisions.
- Carry a notebook to write down information from the interview.
- Bring several copies of your resume.
- Ask for a business card so you can follow-up with your interviewer(s) with a thank-you note.

INTERVIEW FOLLOW-UP

- Follow up your interview with a thank-you email or letter within 24 hours of your interview (see page 24).
- Note that employers do background checks, including credit, criminal, social networking sites and driving records. Some employers also require drug screens and/or physical examinations.



INTERVIEWING – FORMATS

What do you see in your mind when you picture a professional-level job interview? Do you see one person sitting across the table or desk from you asking questions? Your interview may look like that, or it may look drastically different. It all depends on the employer's hiring preferences.

PHONE/SKYPE INTERVIEW

Employers often use phone, and increasingly-so Skype, interviews to screen candidates prior to choosing who to invite for on-site interviews. In larger companies, the phone interview will often be conducted by a member of the Human Resources team.

- Prepare just as you would for a regular interview.
- Have a few work-related questions ready for the caller.
- Keep your resume in close reach and take notes.
- Speak directly into the phone.
- Be sure you are in a quiet location and will not be interrupted.
- Smile! When you are on the phone, employers can hear it in your voice.



PERSONAL INTERVIEW

This is the most common type of interview. It is typically a one-on-one exchange at the organization's office.

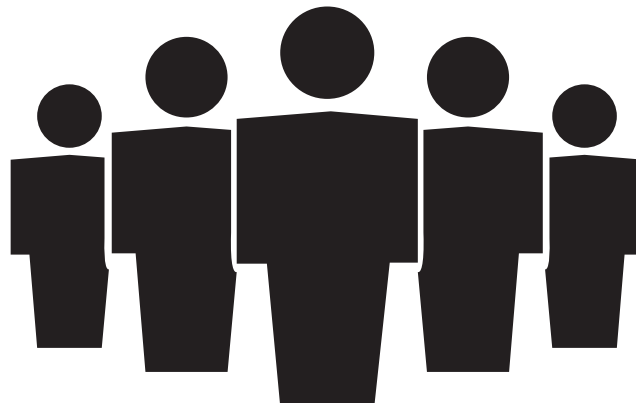
- A slight twist on this may be a series of personal interviews all conducted on one day.
- Sit up straight in your chair, smile and make eye contact.



PANEL INTERVIEW

A panel involves one interviewee being interviewed by multiple interviewers.

- Shake the hand of each interviewer.
- Bring extra copies of your resume.
- When answering a question, begin by looking at the person who asked the question; also make eye contact with the other panel members.
- Thank everyone at the end; send individual thank-you notes/emails.



INTERVIEWING – QUESTIONS

COMMON INTERVIEW QUESTIONS

A good answer includes specific examples from past experiences. Don't lie or exaggerate. When you're finished answering a question, stop talking – don't ramble.

- Tell me about yourself.
- What are your strengths/weaknesses?
- Where do you see yourself in five years?
- Why are you interested in this position?
- What do you know about our organization?
- What motivates you?

BEHAVIOR-BASED INTERVIEWING

Behavior-based questions are structured, open-ended questions. The premise of asking such questions is that past behavior and performance are the best predictors for future behavior and performance in similar situations. You will want to draw from previous work experience, classes, activities, team involvement or volunteer experience.

EXAMPLES OF BEHAVIOR-BASED QUESTIONS

- Recount a time in which you applied your classroom learning to another class or project.
- Describe a situation where you coordinated several people to achieve a goal.
- Recount a time in which you managed a project that had an aggressive goal.
- Describe a time that you had to adapt to a difficult situation.
- Describe the organizational process you utilize when simultaneously juggling several projects.
- Describe a time you worked effectively under pressure.
- Tell me about a time you missed an obvious solution to a problem.
- When did you have to make an important decision with limited facts?
- Recount a time when you were tolerant of an opinion that was different from yours.

TRAITS BEING EVALUATED

- Adaptability
- Attention to detail
- Communication
- Creativity
- Critical thinking
- Customer service
- Decision making
- Flexibility
- Goal setting
- Independence
- Influence
- Integrity
- Judgment
- Leadership
- Listening
- Motivation
- Organizing
- Planning
- Policies and processes
- Presentation skills
- Procedures
- Sensitivity
- Stress management
- Teamwork
- Technical knowledge
- Time management



INTERVIEWING – DRESS



You never have a second chance to make a first impression.

COMMON WORKPLACE ATTIRE



BUSINESS PROFESSIONAL

MEN:

Business suits are best; however, blazers can be worn with dress slacks or nice khaki pants. Wearing a tie is a requirement for men in a business professional dress code. Sweaters worn with a shirt and tie are an option, as well.

WOMEN:

Business suits or skirt-and-blouse combinations are typical. Women adhering to the business professional dress code can wear slacks, shirts and other formal combinations.



BUSINESS CASUAL

MEN:

Wear a combination of a collared shirt (such as a dress shirt or polo shirt) with trousers (such as khakis or blue, green, brown or black trousers) and a belt. Jeans are not acceptable as business casual attire.

WOMEN:

Dress pants or a reasonable-length skirt of a non-denim material, combined with a top (such as a dress shirt or sweater) is considered acceptable. An informal dress with appropriate skirt length is also acceptable.



CASUAL FRIDAY – Be sure to find out if your organization participates!

MEN:

Wear a combination of a collared shirt (such as dress or polo shirt) with jeans and a belt. (Jeans MUST be nice – not too loose or tight, no holes, not faded or shredded.)

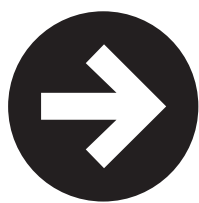
WOMEN:

Jeans, jean capris or a reasonable-length jean skirt, combined with a top (such as a dress shirt or sweater), are considered acceptable. (Jeans MUST be nice – not too loose or tight, no holes, not faded or shredded.)



Never wear the following: jeans (unless your office has casual Fridays), athletic apparel or footwear, offensive T-shirts, distracting jewelry, flip-flops or ripped clothing. Shorts are never allowed. Headwear is not permitted in a business professional dress code, unless it is for religious purposes or to honor cultural tradition.

SUCCESS IN YOUR CAREER



*How to succeed
... by really trying!*

1. Ask questions during training.

If you do not understand certain policies and procedures, ask for clarification.

Make sure you completely understand why organizations have enacted certain policies, so you do not unintentionally violate one. Keep in mind, your conduct at work may be subject to the WSU Student Code of Conduct even though your worksite may be off-campus.

2. Define “success” for yourself.

Ask your supervisor and/or mentor, “How can I be successful in this position?” Determine the behaviors that make certain professionals successful in your organization, and try to model the same behaviors when appropriate.

3. Be on time.

Being late sends the signal, “I don’t respect you enough to arrive on time,” and makes others think you are disorganized and manage your time poorly.

4. Analyze your organization’s culture.

Ask questions like, “What values are important to the people in this organization?” and “What behaviors help this organization be successful?” Reflecting on the work culture can help you determine if this is an organization where you can achieve long-term success.

5. Show initiative.

If you have down time at work, ask for new tasks and the opportunity to learn about new projects.

6. Network.

Try to meet professionals in the organization and engage them in conversation. Seek out individuals who have work responsibilities that interest you, and try to build relationships with them.



SUCCESS IN YOUR CAREER

7. Dress the part.

Dress professionally each day at work. If you have questions about how best to dress, talk to your supervisor about your concerns.

8. Stay positive.

In your position, there may be a steep learning curve. As a result, you may experience frustration at times. Try to stay positive and focus on the learning that is taking place when you are at the organization.

9. Limit your personal time at work.

Do not spend time at work on personal issues, and do not do homework while in the workplace. You have been hired to fulfill an important role in the organization, so you should focus on doing your work well and supporting the other members of your team. Remember, you are representing yourself and Wichita State University when you are at work.

TIPS

- Familiarize yourself with your organization's policies and ask questions to clarify any possible misinterpretations.
- Let our office know immediately if you feel that you experience harassment or discrimination while at your worksite.



SAMPLE COVER LETTER

Name (of person you're writing to)

Job Title

Company

Street

City, State Zip



NOTE: Only send in a cover letter if it is required.

Dear Mr./Ms. Last Name,

I am interested in applying for the scientific research summer position that was listed through Wichita State University's Career Development Center.

I have had a great deal of laboratory experience in chemistry, biology and geology, both indoors and in the field. In the lab, I have performed chemical reactions, and I am currently using microscopes to observe many specimens. In environmental field studies, I have conducted outdoor labs to assess water chemistry.

Last summer, I worked as a conservation assistant at Clumber National Park. I am seeking to complement this outdoor experience with a research position in order to acquire the background necessary for a future career in scientific research.

I believe that I would be an asset to your program. This position would provide me with the ideal opportunity to assist at your organization and expand my research skills.

I will call next week to see if you agree that my qualifications seem to be a match for the position. If so, I hope to schedule an interview at a mutually-convenient time. I look forward to speaking with you.

Thank you for your consideration.

Sincerely,

Signature

First Name Last Name

Wichita State University

Street

City, State Zip

Cell: (555) 555-5555

SAMPLE THANK-YOU EMAIL

Dear Mr./Ms. Last Name:

I appreciate you taking the time to speak to me about the position available at Jones Corporation. I am excited about the opportunity to intern with such a well-regarded organization.

The position, as you presented it, seems to be an excellent match for my skills and interests. I am confident that my coursework in accounting will enable me to be a productive member of your team. In addition to my enthusiasm, I will bring to the position a willingness to learn, both about the company and the accounting field.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you. If I can provide you with additional information, please let me know. Thank you for your consideration.

Sincerely,

Name

Phone

Email



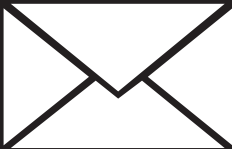
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Brennan III