



CAREER GUIDE

UNIVERSITY OF ALABAMA AT BIRMINGHAM

Hill Student Center 307
careerservices@uab.edu
(205) 934-4324 | www.uab.edu/cpd

Find us on social media





CAREER AND PROFESSIONAL DEVELOPMENT

Knowledge that will change your world

Letter from the Director

Dear Blazers,

Welcome to the UAB Career Center.

Every year, hundreds of employers visit the University of Alabama at Birmingham to recruit and hire UAB talent. The key to meeting your goals is to have a plan. There are many variables to a successful career, and the UAB Career Center is here to support you. Whether you are seeking full-time, part-time, or on-campus employment, internship, externship, or planning to further your education, the UAB Career Center has you covered.



The UAB Career Center supports your career goals through meaningful career and experiential learning opportunities and resources. A great place to start is by scheduling an appointment with one of the Career Consultants – these consultants have specialized knowledge in the majors they serve and can give you in-depth information about your career options and work closely with you to plan your career every step of the way.

The UAB Career Center offers its resources to all students no matter the major, classification, grade point average or work authorization. Stop by, and we will engage and empower you with the career resources you need to successfully accomplish your goals. Also, the UAB Career Center serves alumni, regardless of the graduation date and level of work experience. We provide career services "for life" to all former UAB graduates.

The UAB Career Center is located in the Hill Student Center Room 307, and I invite you to stop by, no appointment necessary. Visit my staff, and learn about our resources and opportunities. I also encourage you to connect with us on Instagram @uabcareercenter.

We are here to help you accomplish your goals.
Go Blazers!

Sincerely,

A handwritten signature in blue ink that reads "B Wright". The signature is stylized and cursive.

Brandon Wright
Director, UAB Career Center



CAREER AND PROFESSIONAL DEVELOPMENT

Mission

UAB's Career & Professional Development empowers students to take ownership of their futures by providing customized career coaching, professional skills development programming, and connections with employers.

Vision

To help every UAB student realize their educational and professional potential.

Inclusion Statement

UAB Career and Professional Development strives to promote a safe, affirming, and inclusive environment for all students, faculty, staff, visitors, and alumni.

In order to further this mission, UAB Career and Professional Development is committed to empowering all UAB students and alumni to enter the competitive global job market with confidence and competence, regardless of different abilities, ages, colors, creeds, cultures, races, ethnicities, family models, gender identities, gender expressions, health statuses, nationalities, political views, religious, spiritual or philosophical beliefs, sexual orientations, socioeconomic statuses, educational backgrounds, and veteran statuses.

We welcome, expect, and encourage the continued pursuit of knowledge, skills, and abilities necessary to build a more inclusive university community which celebrates diversity and enables all students and graduates of UAB to reach their professional and educational potential.

Values

- **Students first:** placing student development and student success at the core of everything we do.
- **Ownership:** promoting personal responsibility for achieving personal and professional development; setting high expectations, being skilled at assessing needs, and enacting decisions based on data.
- **Inclusion:** championing for our marginalized populations by offering support, counsel, and being agents for transformational education and student success.
- **Authenticity:** providing tailored, personalized, and authentic interactions that demonstrate a commitment to honest and transparency, and by modeling and teaching ethical behavior.
- **Partnerships:** creating intentional partnerships on campus and in the community for the purpose of promoting student success.

Connect with us

Hill Student Center 307
careerservices@uab.edu
(205) 934-4324 | www.uab.edu/cpd



Facebook:
[@UABCareerServices](https://www.facebook.com/UABCareerServices)



Twitter:
[@UABCareerCenter](https://twitter.com/UABCareerCenter)



LinkedIn Group:
UAB Career & Professional Development



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

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What can we do for you?

Individual Appointments

One-on-one appointments can be arranged by calling 205-934-4324, emailing careerservices@uab.edu, or online through HireABlazer.

Topics include:

- Résumé/CV Review
- Mock Interviews
- Career Planning
- Job Search Strategies
- UAB Career Closet

Workshops

You can request a presentation for your class or organization on Career and Professional Development's website.

- Creating Your Resume
- Interviewing Skills: Telling Your Story
- LinkedIn: Building Your Professional Profile
- HireABlazer – An Introduction to Career & Professional Development
- Salary Negotiation
- Networking and Elevator Pitch: Meeting and Talking to Professionals in Your Field
- Social Media & Your Personal Brand

Career Planning Tools

The following resources are available in HireABlazer to help you plan your career and refine your career goals.

- Buzzfile
- Focus 2
- Going Global
- InterviewStream
- myIDP
- TypeFocus

Connect with Employers

Each semester we host a variety of events, allowing students to connect with local, regional and national employers. Log into HireABlazer for upcoming events.



Courses for Academic Credit

Each semester we offer two courses for academic credit:

- UNIV200: Job Search Essentials – 1 hour online course
- UNIV300: Career Mapping – 3 hour blended online and in class format

HireABlazer

Your one stop for:

- Job, Internship, and Work Study Listings
- Events and Workshop Announcements
- Browsing Company Profiles
- Career Assessments
- Career Resources

What Are Employers Looking for in Candidates?

A successful job search requires you to market yourself in a way that convinces employers that you are the best person for their organization. In order to do this, it is important to know which competencies beyond your college degree they want in their potential hires.

Employers rate the essential career readiness competencies



*5-point scale, where 1=Not essential, 2=Not very essential, 3=Somewhat essential, 4=Essential, 5=Absolutely essential

Developing Your Career Plan

1

- Meet with your Career Coach at UAB Career and Professional Development
- Create your HireABlazer profile
- Join a student organization or volunteer
- Join a professional society or organization in your major or desired industry

2

- Look for internships and/or co-ops
- Create a professional resume and have it reviewed by a Career Coach
- Go to career fairs to meet employers and learn about opportunities
- Talk to professionals about careers in your field
- Take a leadership role in a student organization

3

- Complete an internship or co-op
- Attend career events (panels, employer info sessions) and career fairs
- Develop more contacts in your field or industry of interest
- Polish your resume and practice your interviewing skills
- Set up a complete LinkedIn profile and connect with professionals
- Research companies that you want to work for

4

- Meet with your Career Coach to develop a plan
- Complete additional internships/co-ops
- Start applying for jobs or applying for graduate school the semester before you graduate (or earlier for some programs)
- Research companies prior to interviews
- Attend career fairs and networking events
- Increase your professional network

Career Assessments

Our online assessment tools located in HireABlazer are available to help you understand your values, interests, and skills, and help you explore career options that align with your goals and strengths.

FOCUS 2

Jobs and Industries suggested by FOCUS 2:

FOCUS 2 combines self-assessment, career and major exploration, decision making, and action planning. Customized with UAB majors, your assessment results are matched to career options and majors/programs offered at UAB. FOCUS 2 guides you through a decision making process to help you select a major, make informed career decision, and take action. (available through HireABlazer)



TypeFocus

Your Personality Type and key personality traits that might affect your career:

TypeFocus measures three interactive concepts: personality, interests, and values. The combination of these three instruments gives you insight into why you do what you do. This understanding of your motivations can help you make better career choices. TypeFocus helps you narrow your career choices and discover what further training is needed so that you can create educational goals and career plans. (available through HireABlazer)



myIDP

Assessment Takeaways:

Specifically for science Ph.D. students and graduates, myIDP helps you explore career possibilities and set goals to follow a career path that fits you best. myIDP provides exercises to help you examine your skills, interests, and values, a list of 20 scientific career paths with a prediction of which ones best fit your skills and interests, a tool for setting strategic goals for the coming year, with optional reminders to keep you on track, and articles and resources to guide you through the process (available through HireABlazer).

Information to Look for

- Company's Mission Statement
- Locations
- What goods and services do they provide?
- How old is the company?
- Who is the CEO/President?
- What are major trends in this industry?
- How many people work for this company?
- Has this company recently been in the news?
- Who are their competitors?
- What is the company's organizational structure?

Online Resources for a Comprehensive Career Research

- **Occupational Network (ONET)**
www.onetonline.org
- **Career One Stop**
www.careeronestop.org
- **Occupational Outlook Handbook**
www.bls.gov/ooh/
- **Bureau of Labor Statistics**
www.bls.gov/
- **Company Research**
www.glassdoor.com
- **Salary Research**
www.salary.com
- **Companies by Major and Location**
www.buzzfile.com
(Accessible through HireABlazer)
- **Company Research and Networking**
www.Linkedin.com

Industry and Company Research

Researching industries and companies:

- Adds to your understanding of the job market in your field
- Helps you become a more informed decision maker
- Helps you discover organizations that are a good match for you
- Helps you tailor your resume and cover letter and answer interview questions with confidence

Research Tools and Strategies

- **On the Internet:** Use company websites, search engines like Google, industry websites (Hoover's, Dunn and Bradstreet's Million Dollar Directory, Standard and Poor's Corporation Records, etc.), Bureau of Labor and Statistics
- **On Campus:** attend on-campus information sessions and career fairs, meet with your career coach, ask professors for advice on companies
- **UAB Library Resources:** Electronic journals like Lexis-Nexis (ask a resource librarian for help)
- **HireABlazer:** job and internship listings for UAB students, with company profiles
- **Business and Industry Publications:** GuideStar, The Wall Street Journal, Birmingham Business Journal, Forbes, etc.

Your Top 5 Target Companies

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Finding Your Work Values

Read over the list of work values below and place each of them into one of the three categories in the table according to how important they are to you.

WORK VALUES

- | | | | | |
|--------------------------|-------------------------|---------------------------------|---------------------------------|---------------------------|
| 1. Adventure/Risk taking | 7. Fast paced | 13. Independence | 19. Opportunity for advancement | 24. Stability |
| 2. Aesthetics | 8. Fairness | 14. Job security | 20. Personal growth | 25. Status/Prestige |
| 3. Altruism | 9. Flexibility | 15. Leading others | 21. Predictable work duties | 26. Teamwork |
| 4. Competition | 10. Harmony/Tranquility | 16. Location of work | 22. Public contact | 27. Variety of work tasks |
| 5. Creativity | 11. High income | 17. Moral/spiritual fulfillment | 23. Recognition | 28. Work environment |
| 6. Diverse work force | 12. Inclusiveness | 18. Outdoor work | | |

Highly Important

Moderately Important

Not Important

Review the items that you listed as "Highly Important." Choose your top 5 and rank them in order below.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

These are the top 5 items that you want to look for in companies and positions.

All students should research and target industries and companies based on whether they will feel comfortable with that company or industry's values and culture.

When researching a company, here are some questions related to values that you should try to answer:

- Does the company's mission reflect what I believe? Can I find evidence that their mission is real and not just words on a website?
- Does the company have a statement that directly speaks to the issues that are important to me? (a diversity and inclusion statement, sustainability statement, etc.)
- Does the company give back to the community? If so, which organizations do they support?
- What is the work culture like in that organization? Tools like glassdoor.com are very helpful here, as are reports like the Human Rights Campaign Corporate Index.

Informational Interviewing

Purpose: The best way to learn about a career field, job, company or industry is to talk with the people who work in them! Through an informational interview, you can learn how you may fit into a particular organization while developing personal connections with professionals.

Process: Successful informational interviewing requires planning and preparation in order for you to make the most of the experience. This process is not the same as job seeking. You never ask for a job during an informational interview. The interview itself typically lasts about half an hour.

Before

- Meet with a career coach in Career and Professional Development. Discuss your interests and ask for guidance on arranging an informational interview.
- Select an occupation or company you would like to investigate.
- Read all you can about the occupation and company.
- Identify a person to interview.
- Make a list of questions you would like to ask. You may use the ones below and add your own.
- Plan your professional attire to wear to the interview.

During

- Arrive on time, at least 10 minutes before the scheduled interview begins.
- Ask the questions you have planned beforehand.
- Be respectful of the pre-arranged time commitment.
- Express your gratitude for the interview.

After

- Send a thank you letter within 24 hours of completing the interview.
- Answer the reflection questions at the bottom of this page.
- If you received any referrals, begin reaching out to them and scheduling your next round of informational interviews!

Sample Informational Interview Questions

1. Can you tell me about your career path and how you got where you are today?
2. How would you describe your typical workday?
3. What aspects of this career field do you like/dislike?
4. What are the different entry-level jobs in this field?
5. What experiences would make an entry-level job seeker competitive?
6. What is the typical career progression in this field?
7. What would you suggest for someone who is just beginning in the field?

Student Reflection

Now that you have completed your job shadowing experience, take some time to think about your future career plans. You may begin by responding to the following questions.

Who did you interview? _____

Company name? _____

What new information did you obtain from your interview? _____

How would you be satisfied or dissatisfied with what the interviewee described?

What do you need to do to make yourself a viable candidate? _____

What is your reaction to the stresses and anxieties that may come with the job?

How has your view of the job been affected by the information obtained?

What are your next steps? _____

Job Shadowing

Purpose: Seeing what a job entails day to day will help you in your decision to pursue a particular job or career path. You witness firsthand the required occupational skills, the environment, and potential career options. This experience raises career awareness while reinforcing the connections between work requirements and classroom learning.

Process: The job shadowing experience can last from a few hours, to a day, to a week or more, depending on what your arrangement is. Your day will depend on the site, but most likely you will be involved with various activities throughout the day that are typical for the job. These activities could include observing client meetings, research, computer projects, a tour of the facility, and interacting with other departments within the organization.

Before

- Meet with a career coach in Career and Professional Development. Discuss your interest and ask for guidance on arranging a job shadowing experience.
- Research the company's website to find out more about them and what they do.
- Learn the company dress code so you can dress accordingly.
- Expect to arrange your own transportation.
- Plan to carry a photo ID in case you need to check in

During

- Arrive on time, at least 10 minutes before the scheduled experience begins.
- As their guest, be respectful and attentive during your stay.
- Be sure to only ask questions at a time that is convenient to the professional.
- Ask if you may take some notes. Use your own notebook or electronic device.

After

- Send a thank you letter within 24 hours of completing the experience.
- Answer the reflection questions at the bottom of this page.

Student Reflection

Now that you have completed your job shadowing experience, take some time to think about your future career plans. You may begin by responding to the following questions:

Who did you shadow? _____

Company name? _____

Describe the department you visited. _____

What type of work activities did you observe? _____

What did you like best about your job shadowing experience? _____

How does this knowledge align with your interests, abilities, and values?

Would you consider a career in the career area you visited? Why or why not?



What are your next steps? _____

Sample student script for requesting an Informational Interview or Job Shadow over phone or through email

Subject: Job Shadowing or Informational Interviewing

Dear Dr./Ms./Mr. _____:

My name is _____, and I am currently a [year in school] at the University of Alabama at Birmingham. I am in the process of exploring careers in _____ and I am very interested in the field of _____. I am in the process of seeking out opportunities for job shadowing and/or informational interviewing in order to better understand what it is like to be a _____.

If you are willing and your hospital/clinic/office allows students to shadow, I would welcome an opportunity to observe you work.

I would also value the opportunity to have a short conversation to hear more about your experiences and to get your advice on how to prepare for a career in _____.

Thank you for your time and consideration. I look forward to speaking with you soon. If you have any additional questions or concerns, please contact me at 205-555-555 or at Blazedoe@uab.edu.

Thank you for your help.

Kind Regards,

Your Signature

Sample Informational Interview or Job Shadow thank you letter/email

(make sure to use the language that is appropriate for your experience)

Dear Mr./Mrs. _____,

1st paragraph - Use this paragraph to thank the host for taking the time to meet with you.

Thank you for taking the time out of your busy work schedule to (provide me the job shadowing experience /talk to me about your career and industry) on (Date of your visit).

2nd paragraph – Talk about what you enjoyed during the visit/interview and how the visit/interview helped your or was instrumental in solidifying your career goals.

I found the tour/job shadow/career related information you shared to be extremely valuable. Being able to observe/talk with a professional in the field helped me realize my career goals and the kind of company I would like to work for someday. I specifically enjoyed _____. Thank you for answering all of my questions; the information was very educational.

3rd paragraph (optional) – Reiterate your appreciation for their time.

I thank you again for your generosity and patience in helping me explore my career path.

Sincerely

Your signature

Internship Tips

- Students with internship experience have a higher job offer rate than students with no such experience.
- Students who complete internships have a higher median starting salary than students with no internship.

Source: <http://www.naceweb.org/s03232016/paid-unpaid-interns-offer-rates-salary-offers.aspx>

Career Tip: You can find internship opportunities in HireABlazer.

Know Your Rights!

If you get an unpaid internship, make sure that it fits the six criteria for a legal unpaid internship.

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Source: <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>

Career Tip: Some programs give you course credit for your internship experience. To find out how, contact your academic department today!

Tips for a Successful Internship:

Set goals – meet with your supervisor at the start of the internship to find out what is expected of you. Set goals based on these expectations and on what you expect of yourself during the experience.

Manage your time wisely – be sure you also have time to meet other obligations in addition to your internship. These may include your academic course load, a part time job, and roles in student organizations.

Take your work seriously – treat the work that you do on your internship as if it were your real job. This means maintaining a positive attitude, being professional, and doing your best at all times.

Be proactive and stay busy – while at your internship, make sure you stay occupied and on task. If things are slow, speak with your manager about picking up tasks or speaking with another employee to learn more.

Reflect on your experience – once you've completed your internship, reflect on what you've learned during the experience and the connections you've made, as well as how the experience impacts your career path. Be sure to add the internship to your résumé.

Gaining Experience

Experience can come in many forms: internships, volunteering, student organizations, or working.

Employers like to see these experiences on your résumé.

When developing your strategy for gaining experience, look into all of your options, including:

- **Internships** — structured, short-term programs to gain experience in their chosen fields of study and supplement classroom studies. Internships may be paid or taken for academic credit.
- **Cooperative Education (Co-op)** — structured, work-related programs on a long-term basis to gain experience and supplement classroom studies.
- **Volunteering** — one of the best ways for you to gain entry into an organization. There are countless opportunities for you to make worthwhile contributions to an organization while gaining professional experience.
- **Student Organizations** — develop leadership, communication, problem-solving skills and much more! For more information on volunteering and student organizations at UAB, go to the BSync website at www.uab.edu/students/involvement/bsync.

- **Service Learning** — offers students an opportunity to gain experience with a non-profit organization, integrating community service with academic learning. For more information, go to the UAB Service Learning website at www.uab.edu/servicelearning.

- **UAB Office of Undergraduate Research** — in collaboration with a mentor to make an original, intellectual or creative contribution to the discipline. For more information, go to the website of the Office of Service Learning and Undergraduate Research at www.uab.edu/undergraduateresearch

- **Education Abroad** — offers students the opportunity to make progress toward their degree while studying in new places, meeting new people, and enrolling in specialized courses. For more information, go to the website at www.uab.edu/students/academics/education-abroad.

- **Part Time Jobs including Federal Work Study positions** — enable students to gain marketable work experiences and earn wages. HireABlazer is the suggested resource for UAB work study and part time jobs. Students may access it through BlazerNet.

.....

What type of experience(s) will you need? _____

Where will you go to get it? _____

When will you do it? _____

Your Action Plans to Gain Experience

PLAN 1

Type of Experience _____

Date(s) of Experience _____

Supervisor/Leader _____

PLAN 2

Type of Experience _____

Date(s) of Experience _____

Supervisor/Leader _____

Professional Introduction

Your professional introduction, also known as an elevator pitch, is a brief summary of who you are as a professional and what you have to offer a potential colleague or employer. It is intended to be a conversation starter and the first step toward a professional relationship that is mutually beneficial to the parties involved.

It can be used when speaking with employers at career fairs, at networking events, and pretty much any situation in which you find yourself talking about your career goals and aspirations. It should be flexible so that you can tailor the introduction to each person you speak to so that they know how you can benefit them and what you can learn from them.

Professional Introduction Sample:

Introduction: Hello, I am _____. I understand that your company is a leader in the tech industry.

Present:

I am a senior Computer Science major looking to start my career with an established organization like yours.

Past:

As a volunteer, I have created websites for 3 nonprofit organizations. I also enjoy making mobile apps in my spare time. These experiences along with my computer science coursework have given me some good skills that I hope to keep building on.

Future:

I would like to further expand my skills through a tech internship.

Question:

I understand your company hires software development interns. Could you tell me more about that?

CREATE YOUR PROFESSIONAL INTRODUCTION – USE THE BLANKS BELOW:

Introduction: _____

Past: _____

Present: _____

Future: _____

Question: _____

Building Your Professional Network

Why network?

- Many jobs are obtained through the relationships you gain by networking.
- It raises your profile with potential employers and connections.
- Networking allows you to stay informed of current trends in your industry.

Getting started

You should start your network with people you already know. Begin by completing the chart below, keeping in mind you are wanting to connect with people who can help you in your targeted field.

Expanding your network

Having your connections introduce you to their network is an effective way to build your network.

You may also consider:

- Attending local networking events
- Joining organizations related to your targeted career and industry
- Volunteering with organizations related to your field

Authentic networking

Networking is not about filling your phone with contacts. It is about building relationships with other professionals.

- Maintain contact with the colleagues that you meet; don't let networking be transactional.
- Give help to others more than you expect to be helped.

Reflection

- How will I use networking to promote my career goals? _____

- What steps will I take to improve my professional network? _____

Your Network

Family _____

Business Contacts _____

Friends _____

Classmates _____

Professors _____

Coworkers _____

Personal Branding and Social Media

80%

Nearly 80% of employers use social media in their college recruiting. The most popular platform? LinkedIn.

NACE's 2017 Recruiting Benchmark's Survey

Marketing yourself to employers

- What skills, experiences, and qualifications make you unique in the job market?
- How will you brand these items to create a product that employers want?
- How will you communicate the value of your brand to employers?

Your brand should be an authentic representation of who you are as a professional and may include items such as: your email address, business cards, résumé, and social media profiles.

Social media pitfalls in the job search

- Think before you post – even on “private” accounts, information you post can still leak out.
- Don't share details of alcohol consumption – a majority of recruiters will view this negatively.
- Having posts with typos and grammatical mistakes makes your communication skills appear weak.
- Using profanity in posts – just no.
- Minimize your posting of negative/complaining comments or updates.

Using social media to increase your brand value

- Be strategic about what accounts you leave public and what you keep private – you don't have to be on all social media.
- Clean up your public accounts to ensure everything appears professional; set strict privacy settings for private accounts.
- Use social media to promote your volunteer and social engagement work – 76% of recruiters view this positively.
- Follow your targeted employers on Twitter and Facebook.
- Engage in discussions on professional topics with groups on Facebook and LinkedIn.

Career Tip: Google yourself to see what come up. Do the results make you appear to be a competent professional?

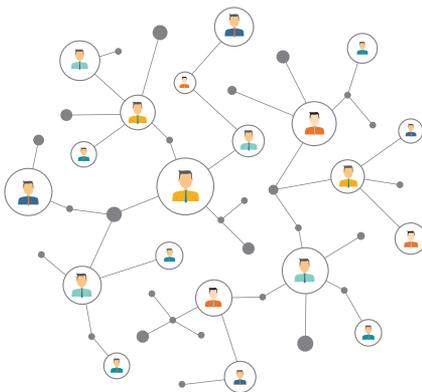
LinkedIn

LinkedIn is a business-oriented social media networking service with over 500 million users. The majority of recruiters use LinkedIn as a primary resource to find outstanding candidates and research job applicants. Additionally, your LinkedIn Profile might be the first impression that many potential employers and industry contacts have of you, so it is important that you have an impressive profile.

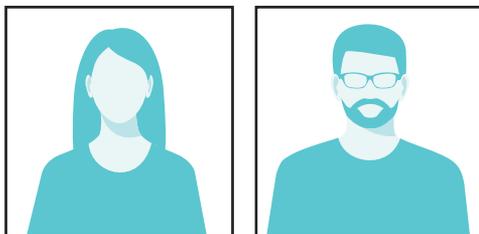
What Can You Do To Create An Effective LinkedIn Profile?

1 Make Sure It Is Complete: The more complete your profile is, the better. Create a brief professional summary, and make sure to include and describe all of your jobs, internships, leadership activities, and volunteer work.

2 Build a Network: You need to have connections in order to fully benefit from your LinkedIn account. Join alumni groups, follow companies that interest you, and make sure to connect with people that you know (supervisors, co-workers, professors, etc.) Recruiters are turned off by people who have a profile but haven't made an effort to create a network.



3 Upload a Picture: Profiles with a professional picture get more views and are more successful!



4 Use Your Groups Wisely: Add groups that are related to your industry—look at the profiles of people you admire and join some of the same groups. You will stay current and perhaps make some great connections.

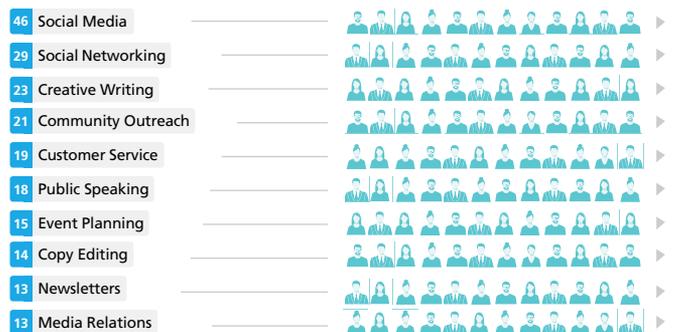
Groups



5 Add Some Skills: Add some skills that you are really proud of and want to be known for, and then ask some co-workers and colleagues to endorse you for those skills.

Skills

Top Skills



(He/She) also knows about...

- 12 Advertising
- 12 Fundraising
- 11 Grant Writing
- 9 Press Releases
- 9 Marketing
- 8 Public Relations
- 8 Editing
- 8 Social Media Marketing
- 8 Marketing Communications
- 7 Nonprofits
- 6 Managing Database
- 5 Copywriting
- 5 Market Strategy
- 5 Facebook
- 5 Blogging
- See 6+



3rd

Angelica Rivas

UAB Class of 2018 - Aspiring HR professional
 University of Alabama at Birmingham • University of Alabama at Birmingham
 Birmingham, Alabama Area • 62 ⁺

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I am a senior at The University of Alabama at Birmingham majoring in Human Resources with a minor in International Business. I am currently the Vice President of the Study Abroad Club, an International Mentor, and a Global Citizenship 101 Facilitator. These programs allow me to be a mentor for incoming students looking to feel more integrated in UAB and their community.

I have recently Studied Abroad in Spain where I was able to visit 9 different countries. This experience opened up my eyes to global issues and gave me the drive to become more deeply invested in my community and the world.

My future plan is to get my masters in human resources and pursue my goal of becoming a director of HR in a large corporation.

Key Skills: Bilingual communication, interpersonal relationships, and team work

Experience



Peer Career Advisor (Career and Professional Development)

University of Alabama at Birmingham

May 2017 - Present • 3 mos

- Review resumes on HireABlazer
- Decline/Approve resumes depending on each student's needs
- Advise students on how to improve formatting



Peer Tutor

College Admissions made Possible (CAMP)

Feb 2017 - Present • 6 mos

- Evaluate each student's study skills and help develop better study skills
- Create and improve lessons based on individual student needs
- Mentor students for ACT exam and college opportunities

Résumé Overview

A well drafted résumé can set you apart from the crowd. Truly strong résumés are not just summaries of your education and work history; they emphasize accomplishments and results, and clearly connect your skills and experience to an employer's needs.

There are no set rules for writing a résumé, because the information you include will depend on your unique skill set and the type of position you are applying for. Ultimately, each time you apply for a position your résumé should be tailored for the specific position that you are applying for.

If you have only a bachelor's degree or less than 10 years of experience, your résumé should only be one page. Here are some tips on how to draft a basic résumé:

Résumé Sample

Name
000.000.0000 name@domain.com

PROFILE or PROFESSIONAL SUMMARY

- Summarize, in 3-5 bullets, the skills, traits and experiences you possess that are the most closely aligned with the job description.

EDUCATION

University of Alabama at Birmingham **Birmingham, AL**

Bachelor of Science/Arts in Major Expected Graduation Date: Month

- Year Minor: Area of Study
- GPA: Include only if it is 3.5 or higher
- Honors and Awards

EXPERIENCE

Employer or Organization Name City, ST

Position/Title Month Year – Present

- This section should be in reverse chronological order, meaning most recent first, working down to the oldest experience.
- Start each bullet with an action verb to demonstrate accomplishments. Use present tense for jobs you still have. Use past tense for past jobs and experiences.

Employer or Organization Name City, ST

Position/Title Month Year – Month Year

- Quantify your experience with concrete numbers; use numbers to demonstrate how many people you supervised, by how much you increased sales, how many projects you managed, etc.
- Be accomplishment driven. Listing "responsibilities included" does not show leadership or initiative. Demonstrate how you improved processes, enhanced the customer experience, or were otherwise outstanding at your job.

Employer or Organization Name City, ST

Position/Title Month Year – Month Year

- Use a variety of verbs. Try to avoid using "helped" at the beginning of your bullets. Using a variety of verbs shows off a variety of skills.
- Do not provide contact information (such as name, address, phone number) for your supervisors.

SKILLS or INVOLVEMENT or HONORS/AWARDS (OPTIONAL SECTIONS)

Skills: Use a skills section to highlight other abilities that might not be part of your experience section. For example, computer skills, language skills, etc.

Leadership and Involvement: Use this section to highlight the skills and abilities you gained while involved on campus. You can format this section just like your experience section, especially if you had leadership roles.

Honors and Awards: Use this section to list awards and honors that demonstrate your academic or professional success.

Résumé Tips

- Use a sans serif font like Arial, Calibri, Tahoma, or Verdana.
- Avoid a two-column format.
- Use 11- or 12-point font size except for your name and possibly section headings, which should be a larger font or bolded so that this information stands out.
- If mailing your scannable resume, print with jet-black ink on high-quality, solid, light paper and do not fold or staple.
- Recruiters spend an average of between 6 and 15 seconds evaluating a résumé during their first review!

Applicant Tracking Systems and Keywords

Why use keywords?

Many employers use programs called Applicant Tracking Systems (ATS) to scan your résumé when you submit it for a position. This software is programmed to recognize keywords and phrases in your résumé and cover letter in order to rate candidates to find the best match for the position. Companies will use these ratings to determine who to interview for the open position. If you do not use the keywords they are looking for, you will not get an interview.

Using keywords will:

- Identify you as a better match for the position.
- Add to your credibility in your targeted field.

How to identify keywords

Keywords are found in the job description. Once you have selected the appropriate job posting, read the description thoroughly, paying specific attention to:

- The job title
- Verbs used in the list of job duties
- Degree requirements – look at the level and the preferred majors
- Words used in required/preferred qualifications
- Words that are repeated throughout the job posting
- Specific titles of brands, computer programs, or fields of expertise

Review your résumé to see what skills and experience you have that matches those keywords. Adjust your wording to match the company's and weave keywords throughout your résumé.

Career Tip: If you put it on your résumé, you must be prepared to discuss it during an interview, so be sure to not stretch the truth or outright lie in your résumé or application.

Tips for using keywords:

- Customize the keywords in your résumé for each job to which you apply.
- Use industry keywords on your LinkedIn profile.
- Spell out industry terms and acronyms before abbreviating them. (Example, B.S. should be Bachelor of Science)
- Even if you already have similar wording in your résumé, it would strengthen your application to use the same language as the employer.
- Don't worry about repeating the same keywords – some systems track keyword frequency as well.
- Contextualize your keywords by incorporating keywords into your descriptions of your experience rather than having a skills list.



Action Verbs

Effective résumés use an active voice in describing experiences. The categories below represent qualities and skills employers often want job seekers to demonstrate on a resume. Use these verbs to describe your experiences.

COMMUNICATION

Address	Communicate	Document	Interview	Persuade	Recruit	Suggest
Advertise	Consult	Explain	Market	Present	Refer	Translate
Author	Convince	Inform	Mediate	Promote	Respond	Write
Brief	Demonstrate	Interpret	Negotiate	Publicize	Solicit	

CREATIVE

Act	Conceptualize	Customize	Direct	Invent	Rehearse	Revise
Adapt	Conduct	Design	Draft	Perform	Remodel	Revitalize
Compose	Create	Develop	Illustrate	Photograph	Renovate	Transform

HELPING/SUPPORT

Advise	Anticipate	Counsel	Ensure	Facilitate	Observe	Resolve
Advocate	Coach	Educate	Evaluate	Foster	Provide	Serve
Aid	Collaborate	Enable	Expedite	Guide	Represent	Support

LEADERSHIP/MANAGEMENT

Administer	Coach	Determine	Evaluate	Implement	Motivate	Propose	Reward
Appoint	Consult	Direct	Execute	Improve	Organize	Recommend	Supervise
Approve	Coordinate	Employ	Generate	Lead	Oversee	Reinforce	Teach
Assign	Decide	Emphasize	Head	Manage	Plan	Reward	Train
Chair	Delegate	Enforce	Identify	Maintain	Prioritize	Revitalize	

ORGANIZATIONAL

Approve	Compile	Integrate	Organize	Purchase	Revise	Validate
Categorize	Generate	Maintain	Prepare	Reorganize	Schedule	
Classify	Identify	Obtain	Prioritize	Revamp	Target	
Collect	Incorporate	Operate	Process	Review	Update	

PROBLEM-SOLVING/ANALYTICAL

Accumulate	Calculate	Collect	Detect	Examine	Investigate	Solve
Acquire	Chart	Compare	Determine	Formulate	Research	Troubleshoot
Analyze	Clarify	Diagnose	Evaluate	Identify	Review	

RESULTS

Achieve	Add	Demonstrate	Establish	Increase	Maximize	Resolve
Accelerate	Complete	Eliminate	Expand	Introduce	Obtain	Standardize
Accomplish	Decrease	Enlarge	Improve	Map	Prove	Succeed

TECHNICAL/RESEARCH

Activate	Calculate	Construct	Design	Formulate	Navigate	Resolve	Survey
Adapt	Compute	Convert	Determine	Implement	Reconfigure	Screen	Upgrade
Apply	Configure	Create	Devise	Install	Remodel	Solve	
Assemble	Consolidate	Define	Experiment	Investigate	Repair	Supply	

Résumé Accomplishment Statements

The bullet points under your experience section should not just list your responsibilities—they should demonstrate your achievements and highlight your success.

When you are considering how to describe a specific experience, think about answering these questions:

1) What skills do I need to demonstrate to prove that I am qualified for this job? (refer to the job description for this)

2) What did I accomplish in the role I am describing that demonstrates those skills?

Writing Accomplishment Statements

Accomplishment statements describe your achievements in the experience section of your resume.

APR (Action + Problem/Project + Result)

“APR” makes highlighting accomplishments easy. Think of a project you completed or problem you solved during a job experience. Choose an action verb that describes your approach. Then describe the results you achieved, quantifying results when possible.

Here’s an example:

Coordinated +
five fundraising events for local animal shelters +
which raised more than \$10,000 (30% over goal) and greatly improved animal awareness in the community.

**Pick a project you have worked on at a job,
as a volunteer, or as a student leader.**

What skill do you want to highlight?

What did you accomplish? Can it be quantified in some way to show impact?

What tasks or strategies did you undertake to complete this project and accomplish your goal? (write the statement using the guidelines at the bottom)

Action + Problem / Project + Result

Marketing Your Part-Time Work

Listed below are some common jobs UAB students hold during college along with bulleted phrases to describe them. These descriptions focus on skills gained rather than on tasks or responsibilities. Always highlight transferable skills based on the job to which you are applying.

Childcare Provider

- Ensured the safety and welfare of 3 children ages 6 to 9
- Implemented fun and developmentally appropriate activities for children
- Transported children to and from school and activities
- Aided children with homework and school projects

Clerk/Cashier

- Completed transactions in a fast-paced customer friendly environment
- Reconciled cash drawer at the end of each shift
- Handled purchases and returns with cash, credit cards and gift cards

Office Assistant

- Acknowledged regularly by leadership for timeliness and attention to details

- Identified areas for improvement in procedures and delivered to office manager
- Scheduled individual appointments for 5 office personnel

Tutor

- Tutored 12 undergraduate students in math and biology
- Explained complex concepts using easy-to-understand terms
- Monitored student progress and provided feedback
- Worked effectively with students with diverse learning needs and cultural backgrounds

Restaurant Server

- Worked approximately 16 hours per week while enrolled as a full-time

student

- Directed customers to meal add-ons and specialty drinks to increase sales
- Handled a daily revenue averaging \$2500
- Consistently praised in customer surveys for friendliness

Retail Sales Associate

- Provided high quality customer service to optimize customer purchasing and satisfaction
- Monitored floor stock and organized merchandise on the sales floor and in display areas
- Trained approximately 3 new employees a month on procedures and store policies
- Increased product knowledge through working in different departments of the store

Marketing Your Other Experience

Listed below are additional common types of experience that employers like to see on your résumé. Like part-time work, the descriptions focus on skills gained rather than on tasks or responsibilities.

Class Project

- Collaborated with a team of 5 peers to resolve a campus traffic bottleneck
- Contributed to the writing of a 12 page paper to describe the project
- Earned a grade of "A" for successful completion

Job Shadowing

- Experienced over 200 hours of direct patient and physical interaction while shadowing registered nurses, nurse practitioners, pharmacists and physicians
- Completed patient assessment forms and assisted in monitoring patient vital signs
- Assisted nurses by providing hospitality services to patients and their families

Research Assistant

- Conducted research for 5 months with the goal of _____
- Recorded results utilizing Excel spreadsheets

- Ordered laboratory supplies, keeping inventory stocked and sterile
- Revised lab protocols with input from team of researchers

Athletics

- Demonstrated leadership and communication skills as team captain for NCAA Division I football team
- Managed time and priorities between varsity athletics and academic course load
- Developed a strong work ethic through consistently leading the team in daily practices
- Commended by 3 coaches on building morale for a team of 38 football players

Student Organization

- Planned and facilitated monthly meetings of 135 members
- Co-managed a \$22,000 annual budget and appropriately allocated funds
- Spear-headed the raising of \$5,000 from a philanthropic engagement

Resident Assistant

- Coordinated monthly educational and social programs for 450 undergraduate residents
- Acted as a liaison between floor residents, hall director and residence life
- Managed duties such as maintenance requests, room transfers and incident reports
- Counseled residents on a variety of academic and social issues

Volunteer

- (You could include this under your work experience, if you had a significant volunteer role)
- Provided ___ hours of service to a free meals program (indicate who the organization serves)
 - Trained new volunteers to follow protocols of the agency
 - Designed a website to raise money for the organization

TAILORED JOB POSTING EXAMPLE

Digital Content Specialist - Birmingham, AL

A strategic **communications** agency seeks a self-starter who is comfortable working on a team within a multi-faceted and fast-paced environment, and possesses an understanding of the role of **digital tactics** within larger, **integrated communications strategies**. Our ideal candidate will have experience building and growing a **digital presence** for B2B and B2C companies and will have worked in a **communications** or **marketing** capacity.

Qualifications and Skills

- **Bachelor's degree** in **public relations**, journalism, **communications**, **English**, or related field
- Proven experience with content creation for blogs, **Twitter**, **Facebook**, **Pinterest**, **Instagram**, mobile apps, etc. and search engine optimization (SEO)
- Proficient in the use of **Google Analytics**
- Understanding of **Facebook Ad Exchange**, **Twitter**, **LinkedIn** and **Instagram paid campaigns**
- Demonstrated abilities in optimization, **analytics**, and **measurement**

- Excellent **editing skills** and a strong knowledge of **AP Style**
- Strong oral **communications** skills
- Serves as an active team player who demonstrates a commitment to excellence and ensuring **client satisfaction**

Responsibilities

- Plan and execute **digital outreach strategies** within the context of a larger **communications strategy**
- Collaborate with account managers and clients to create a **digital media plan**
- **Counsel** clients on establishing and maintaining **digital outreach programs** and infrastructure
- Identify, work with, and explain **social media analytics** to clients
- Develop and implement thoughtful, strategic channel specific campaign strategies and content calendars
- Create relevant, effective **digital content** that is written in a specific client's voice
- Compile and analyze research data
- Assist in the research and preparation for new business pitches

MacBook Pro

TAILORED RÉSUMÉ SAMPLE

Jane Doe

205-555-5555 @ jdoe@uab.edu

Profile

- 2+ years of experience in writing and **editing** content according to **AP Style**
- 2 years of **public relations**, **marketing**, and **communications** experience
- Strong knowledge of **digital platforms** and social media, including experience with: **paid campaigns** on **Twitter**, **LinkedIn**, and **Instagram**, as well as **Facebook Ad Exchange**

Education

University of Alabama at Birmingham
Bachelor of Arts in English

- Minor: **Communications**

Birmingham, AL
May 2017

Experience

Birmingham Marketing Group
Marketing Internship

- Developed targeted **social media** and **digital outreach strategies** for local companies, leading to a 10-20% increase in follows and online interactions for some clients
- **Measured** and **analyzed** the impact of specific **marketing** strategies and presented these findings to upper management
- **Counseled** multiple clients on maintaining **digital outreach programs** and how to effectively interpret social media **analytics** and apply those findings to future campaigns and programs

Birmingham, AL
01/2017-05/2017

UAB Campus Recreation Center
Facility Attendant

- Checked in 100+ patrons during high volume shifts and responded to client questions, concerns, and incidents
- **Communicated** center rules and policies to patrons and potential customers to ensure customer satisfaction and safety
- Appointed to an action team which identified **customer service** issues and proposed solutions to rec center

Birmingham, AL
08/2015-05/2016

Campus & Community Involvement

TEDxUAB

Marketing Team Lead

- Created content for **Twitter**, **Facebook**, and **Instagram** to establish a **digital presence** for the organization
- Utilized **Google Analytics** to **measure** and track website performance
- Contributed to the creation of the **digital media plan** and content calendar

Birmingham, AL
10/2016- 05/2017

Alpha Alpha Sorority

Public Relations Chair

- Planned and executed **digital outreach strategy** to promote the sorority and to assist in recruitment
- Increased **communication** efforts by 20%, which led to the largest pledge class in chapter history

Birmingham, AL
10/2015-05/2016

Kaleidoscope

Reporter

- Pitched and wrote 10 original articles for UAB's student newspaper, addressing issues such as academic achievement, campus climate, Greek life and athletics
- **Edited** my content and other reporter's content for compliance with word limits, grammar rules, and **AP Style**

Birmingham, AL
08/2014-12/2016

Freshman Résumé Example

Terrell Johnson

NFRH Room 325, University of Alabama at Birmingham, 35294
terjohn@uab.edu; 205-555-5525

Education

University of Alabama at Birmingham

Bachelor of Arts in History, Expected Graduation April 2022

Birmingham, AL

Woodlawn High School,

Advanced Diploma, May 2018

Birmingham, AL

Work Experience

Publix – Cashier

Jan. 2017 – present

- Provide excellent customer service to patrons during high volume shifts
- Process payments and accurately balance cash drawer after each shift

Birmingham, AL

YMCA – Life Guard

May 2017-Sept. 2017

- Monitored pool activities and ensured member safety for an average of 100 guests a day
- Enforced all safety guidelines to prevent injuries and accidents
- Taught swim lessons to 3 classes of 10+ children from ages 5-9

Birmingham, AL

Campus Involvement and Volunteer Experience

UAB Freshman Forum, Member

Oct. 2018-present

- Attended and participated in various trainings on student government, university policies, and civic engagement
- Served on the Freshman Academic Engagement Committee, and co-drafted a proposal for a formal study partner program for the New Freshman Residence Hall

Habitat for Humanity, Volunteer

April 2017

- Assisted in construction of a home for a low-income family by completing simple carpentry
- Organized a team of 4 to assemble and install shelving

Children's Hospital, Volunteer

April 2016-March 2017

- Escorted patients and families to and from different departments in the hospital
- Ensured a calm and pleasant environment by entertaining patients, assisting hospital staff with administrative tasks, and running errands for staff and families

Honors and Awards

UAB License to Learn Scholarship (2018)

Woodlawn High School Salutatorian (2018)

Nursing/Clinical Healthcare Résumé Example

Carmen Sanchez

123 Main Street, Birmingham, AL 35203
Carsan@uab.edu, (123) 456 7899

SUMMARY

Recent UAB Nursing Graduate with clinical experience working with newborns and children

EDUCATION

University of Alabama at Birmingham Birmingham, AL
Bachelor of Science in Nursing, April 2018
Minor: Early Childhood Development

CLINICAL EXPERIENCE

Preceptorship: NICU 225 hours (Spring 2018) St. Vincent's Hospital, Birmingham, AL

- Provided critical care to sick and premature newborns including administering medications and monitoring vital signs, under the supervision of an RN
- Interacted with a team of 8 nurses to communicate regarding ongoing treatments to ensure excellent ongoing care
- Offered support to parents including advising them on proper care techniques when taking their child home
- Involved in keeping, maintaining, and updating detailed patient records

Leadership/Management Clinicals; 48 hrs (Fall 2017)	Brookwood Medical Center, Birmingham, AL
Geriatrics Clinicals; 72 hrs (Fall 2017)	Shelby Baptist Hospital, Alabaster, AL
Psychiatric Clinicals; 90 hrs (Fall 2017)	Children's Hospital, Birmingham, AL
Medical/Surgical Clinicals; 108 hrs (Summer 2017)	UAB Hospital, Birmingham, AL
Critical Care Clinicals; 96 hrs (Summer 2017)	St. Vincent's Hospital, Birmingham, AL
OB Clinicals; 74 hrs (Spring 2017)	UAB Hospital, Birmingham, AL
UAB Simulation Center; 15 hrs (Spring 2017)	UAB Hospital, Birmingham, AL
Pediatric Clinicals; 72 hrs (Fall 2016)	Children's Hospital, Birmingham, AL

WORK EXPERIENCE

Sales Associate (May 2015-May 2016) Sephora at the Summit, Birmingham, AL

- Provided assistance to customers, processed transactions at the cash register, and ensured an excellent customer experience
- Completed weekly financial reports for store manager
- Received employee of the month for 2 consecutive months

ACTIVITIES AND SERVICE

UAB Student Nurses Association (2015-2018)
Make-A-Wish Foundation, Volunteer (December 2014 and 2015)
First Methodist Church of Homewood Daycare Program, Volunteer (Summer 2014)

AWARDS AND HONORS

UAB Outstanding Nursing Student, Fall 2017
Maternal and Child Policy and Leadership Scholarship, 2016-2017

Non-Clinical Healthcare Résumé Example

BLAIR SMITH

taylor-smith@uab.edu (205) 555- 5555

PROFILE

- 2 years of experience supporting patients and clinical staff in a healthcare office setting
- Knowledge of HIPPA compliance requirements
- Extensive experience working with electronic medical records
- Committed to improving the patient experience and creating efficiencies in the healthcare system

CERTIFICATIONS

American Red Cross: First Aid, AED, and CPR Certified

EDUCATION

Bachelor of Science in Health Care Management

University of Alabama at Birmingham, May 2019

EXPERIENCE

Cooper Green Mercy Health Services, Birmingham, AL Jan. 2018-Present

Intern

- Assist in moving medical records to a digital, searchable platform
- Propose initiatives to expedite patient check in/check out procedures, reducing wait time in the main waiting area by 5%
- Correspond with insurance company representatives to confirm insurance coverage and payment options for patients

Children's of Alabama, Birmingham, AL Aug. 2016-Jan. 2018

Patient Registration Representative

- Managed and maintained office paperwork for hospital staff
- Designed educational handouts for patients using Microsoft Publisher and Canva
- Aided patients with menu section and obtained and recorded food preference and restrictions from patients, family, and staff

CAMPUS INVOLVEMENT

Phi Gamma Delta (FIJI) Jan. 2017-May 2018

Treasurer

- Created, supervised, and managed semester budgets and served as the primary signer on all fraternity back accounts
- Supported the chapter's fundraising efforts through communication with regular donors and outreach to local businesses

Alabama Student Rural Health Association at UAB Oct. 2017-May 2018

President

- Oversaw all operations for the association, including conducting bimonthly meetings, member recruitment, and supervising fundraising initiatives

Teacher Résumé Example

VICTORIA WELLS

(205) 567-9876
welvic@uab.edu

PROFILE

- Certified elementary education teacher committed to ensuring every child's learning style and abilities are addressed
- Expertise in utilizing Smart Boards, Smart Tables and iPads to create imaginative lesson plans and fun activities
- Experience in collaborating with all members of the school community to meet the needs of students and promote the philosophy of the school

EDUCATION

Master of Arts in Elementary Education with Alabama Class A Certification Expected April 2020
University of Alabama at Birmingham, Birmingham, Alabama

Bachelor of Science in Elementary Education with Alabama Class B Certification April 2018
University of Alabama at Birmingham, Birmingham, Alabama

- Student Alabama Education Association, Treasurer
- Green and Gold Scholarship – Based on ACT score of 32

TEACHING EXPERIENCE

Internship, Helena Elementary School, Helena, AL January 2018-April 2018

- Developed and implemented semester-long first grade classroom lesson plans, meeting all learning objectives
- Performed progress monitoring using DIBELS- collected and analyzed data
- Involved 12 parent volunteers to assist the children in classroom enrichment activities
- Fostered communication with parents through a monthly newsletter detailing topics of study
- Met with parents to discuss students' progress and determine mutual goals for their children

Teacher, Best Day Care Center, Birmingham, AL 2016-2017

- Planned and implemented exciting, developmentally appropriate, child-focused activities for a class of 10 children ages 3 and 4
- Maintained observation-based anecdotal records; monitored children with special needs
- Developed and implemented a systematic program for evaluating student development

VOLUNTEER EXPERIENCE

- Girl Scouts of America - Brownie Scout Troop Leader for 22 girls ages 6-8
- Alabama Safe Adoption Agency - Parenting classes, assistant teacher

IT/Information Sciences Résumé Example

TONI BAXTER

(205) 888-3244; baxjon@uab.edu

SUMMARY OF QUALIFICATIONS

Senior level computer information systems major with proficiency in the following:

- Languages: Assembly, BASIC, C, C++, HTML, Java
- Software: MATLAB, CAD, Dreamweaver, Adobe Acrobat, Mathematica, Microsoft Office
- Operating Systems: DOS, Windows, Macintosh, Linux, UNIX
- Foreign Language: Spanish

EDUCATION

University of Alabama at Birmingham	Birmingham, AL
Bachelor of Science, Computer Science	December 2018

RELEVANT EXPERIENCE

IT Personal Computer Support Intern	2017 - Present
ABC Company	Birmingham, AL

- Resolved software and hardware issues for desktops, laptops, and iPads for over 300 employees
- Secured data from 85 desktop computers before safely recycling them
- Developed the ability to solve problems quickly

Teaching Assistant	2016 - 2017
UAB Computer Science Department	Birmingham, AL

- Provided bi-weekly lectures to students enrolled in advanced programming language courses
- Educated complex concepts in small group settings; graded assignments
- Maintained office hours for individual student tutoring

Computer Teacher	2015 - 2016
YWCA	Birmingham, AL

- Taught computer skills to elderly city residents as part of a community outreach program
- Developed and maintained website

EXTRACURRICULAR ACTIVITIES

- | | |
|--|----------------|
| ▪ Association of Computing Machinery, Member | 2017 - Present |
| ▪ Habitat for Humanity, Participant | 2016 - 2017 |
| ▪ Intramural Football | 2015 - 2016 |

Research Résumé Example

Mikal Rodriguez

(205) 555-5555 | mrod@uab.edu

Profile

- Undergraduate research scientist with experience in genetics and molecular biology
- 3+ years of experience working in laboratories
- Experience with writing and editing grants

Education

University of Alabama at Birmingham

Birmingham, AL

Bachelor of Science in Biology

April 2018

- Ken R. Marion Biology Career Award Scholarship recipient
- Phi Sigma Biological Science Honors Society member

Research Experience

UAB

Birmingham, AL

Research Assistant

01/2016-04/2018

- Contributed to research on the role of oxalate and oxalobacter formigenes in calcium oxalate kidney stone disease
- Collected, recorded, and analyzed data
- Conducted directed literature searches
- Wrote and edited grant proposals

UAB Genetics Research Division

Birmingham, AL

Lab Assistant

01/2015-12/2015

- Input data from experiments into computer systems
- Reagent preparation, DNA isolation, and PCR analysis

Volunteer Experience

1917 Clinic

Birmingham, AL

Research Clinic Volunteer

01/2017-Present

- Assists with clinical trials, including making charts, labeling tubes, charting, and maintain integrity of data

Presentations

Jones, M.B., Smith, R.A., & Rodriguez, M.S. (2017, April). *The effects of oxalobacter formigenes in treating kidney disease in rats*. Poster session presented at the UAB Undergraduate Research Expo, Birmingham, AL.

Publications

Jones, M.B., Smith, R.A., & Rodriguez, M.S. (2016). Preliminary results on the effects oxalobacter formigenes in treating kidney disease in rats. *Journal of Cool Science Stuff*, 893-904.

Affiliations

American Institute of Biological Sciences (AIBS)

2017-Present

American Society for Biochemistry and Molecular Biology (ASBMB)

2017-Present

Communication/Public Relations Résumé Example

Delia Alexander

123 Park Avenue, Birmingham, AL 35203
205-456-7899 | delalex@uab.edu

PROFILE

- Effective verbal and written communicator with sales and outreach experience
- Experienced in creatively developing marketing pieces and event planning
- Proficient in Apple Pages, Google Analytics, Adobe InDesign, and Photoshop

EDUCATION

University of Alabama at Birmingham Birmingham, AL
Bachelor of Arts in Communication Studies Expected Graduation April 2019
 Concentration: Public Relations, Minor: Journalism

EXPERIENCE

UAB Alumni Relations Birmingham, AL
Communications Intern May 2018 – Present

- Design communications and marketing pieces with Adobe Photoshop and Illustrator
- Create social media content/schedule to maintain Facebook, Twitter and Instagram accounts
- Draft press releases for alumni events to increase participation in alumni events
- Plan and execute 6 alumni breakfasts, increasing alumni participation by over 25%

Public Relations Society of America, UAB Chapter Birmingham, AL
President April 2017- April 2018

- Increased membership from 13 to 35 by implementing marketing plan and improving social event and professional development programming
- Managed meetings and delegated responsibilities to members
- Tracked membership and growth with Excel

UAB Office of Admissions Birmingham, AL
Student Recruiter May 2016 - May 2017

- Made calls to prospective students to answer questions and educate them on university programs and opportunities
- Recruited prospective students at 14 events throughout Alabama, Florida, and Mississippi

HONORS AND AWARDS

UAB Public Relations Achievement Scholarship; 2017-2018

Non-Profit Résumé Example

DARLENE CHANG

1234 University Street – Birmingham, AL 35203 - (205) 456-7899 – changdm@uab.edu

SUMMARY

Dedicated to improving the lives of others. UAB Psychology and Philosophy double major with extensive volunteer experience and public service internships.

EDUCATION

University of Alabama at Birmingham — Bachelor of Arts, April 2018

Majors: Philosophy and Psychology

Member of the UAB Honors College

GPA: 3.85

Dean's List: Fall and Spring 2016, Fall and Spring 2017

EXPERIENCE

YWCA — Childcare Coordinator

Birmingham, AL

Summer 2017

- Supported the childcare function for families in need of daycare.
- Identified available daycares and caretakers and matched them with families.
- Assisted parents in completing the necessary paperwork for financial support for their child's day care.
- Facilitated 75 childcare placements over the course of the summer.

Helping Hand Services — Volunteer

Birmingham, AL

Sept 2016-Apr 2017

- Assessed the needs of homeless families and worked with staff to identify temporary housing placements.
- Acted as primary organizer for the organization's yearly fundraiser, which raised over \$10,000 in donations.
- Organized an educational program on conducting a job search and helped 20 clients identify new employment opportunities.

Tutor — TRIO, UAB

Birmingham, AL

Sept 2015-Apr 2017

- Provided writing tutoring to students involved in the TRIO program at UAB
- Received the "favorite" tutor award for the 2015-2016 academic year
- Tutored students consistently improved their EH 101 and 102 scores by a letter grade over the beginning of the semester

HONORS AND AWARDS

UAB Service Learning Scholarship, 2016-2017

Volunteer of the Year, Helping Hand Services, 2017

Certificate of Appreciation for Community Service from Birmingham Rotary Club, 2016

Pre Nursing Résumé

Olivia P. Tate

205-285-6135 OliviaPTate@uab.edu

HEALTH CARE EXPERIENCE

College Volunteer, Affinity Hospice, Birmingham, AL, December 2016-Present

- Work with patients with different illnesses, such as COPD, congestive heart failure, cirrhosis of the liver, and age-related disability.
- Visit patients at Shelby Ridge Rehab Select.
- Provide companionship to the patients, making a difference in their lives.

Nurse Shadow, University Hospital, Birmingham, Al, April 2016-Present

- Shadowed an ATCU nurse at University Hospital.
- Observed nurse administer daily medication
- Observed nurses administer medications, use of good bedside manners, and how to communicate with patients' families.

College Volunteer, Children's Hospital, Birmingham, AL, January 2016-2017

- Volunteered on the 10th floor, which held epilepsy and orthopedic rehab patients.
- Completed any tasks assigned from nurses' station, such as stocking the cabinets with medical supplies, cleaning toys, breaking down and assembling charts.
- Assisted in monitoring patients vital signs.

CAMPUS INVOLVEMENT

- Alternate Panhellenic Delegate Director for Delta Gamma (2017)
- Participant in UAB's Homecoming Event "Stomp" (2017)

VOLUNTEER EXPERIENCE

MLK Day, Birmingham, AL 2017-Present

- Volunteered at shelters in the Birmingham area and clean up areas of Birmingham

Alabama Institute for the Deaf and Blind, Birmingham, AL 2017-Present

- Decorated the lobby and other rooms with Christmas decorations and spend time with the students and staff.

Child Care Ministry through Faith Community Fellowship, Trussville, AL 2015-Present

- Provide care for a group of 8 children from 1 to five years old.
- Teach age-appropriate lessons using an easy to understand teaching method

Outreach through Faith Community Fellowship, Trussville, AL 2014-2015

- Provided meals and other necessities to men and women who are homeless.
- Assisted with meal preparation to ensure that everything was in order and available.
- Collected donated items from the church to distribute to men and women who are homeless.

HONORS AND AWARDS

- UAB Breakthrough Scholarship recipient
- UAB Presidential List

EDUCATION

University of Alabama at Birmingham, August 2016-present

- Dean's Nursing Scholar
- Nursing Foundation GPA: 3.78

Cover Letters

Cover letters are a chance for you to explain your experience to an employer and connect that experience to what the employer is seeking for a particular position.

The important thing is not to just regurgitate your résumé. You want to explain why you are interested in the job, and tell a story about why your skills and experience make you a great candidate.

What should you say?

In Your Salutation:

- Always address your letter to a specific person, if you can (“To whom it may concern” is a no-no). You will probably have to do some research, but the result is much more impressive to a hiring manager. Use your Google skills or LinkedIn to look up the hiring manager’s name—if that doesn’t work, search for the person who runs the department you are applying for.

In the Opening Paragraph (3-4 sentences):

- Identify the position and company, and indicate how you learned about the position.
- Explain why you are interested in the job. Is the company doing innovative things in its industry? Do you admire their philanthropy efforts? Be specific here.

In the Middle Paragraph (5-6 sentences):

- Highlight two or three of your strongest qualifications for the job, and give actual examples from your experiences to demonstrate them. To choose what to highlight, look back at the job description and determine what skills seem the most important to the employer, and focus on those.

In the Conclusion (2-3 sentences):

- Refer the reader to your enclosed résumé (and other documents, if needed).
- Restate your interest in the job or organization.
- Be specific about how you are going to follow up.
- Close with “Sincerely” and type and sign your name at the bottom.

When should you write a cover letter?

You should write a cover letter every time you submit a job application, unless the application directions specify otherwise.

Sample Cover Letter

Emily Byrd

123 6th Avenue South · Birmingham, AL 35200 · 205-555-5555 · byrde1997@uab.edu

September 21, 2017

Lionel Freidman
 Director, Chemistry Lab
 234 Main Street
 Birmingham, AL 35203

Dear Mr. Friedman:

I am writing in response to your lab’s posting for a student assistant position in HireABlazer. I am a rising sophomore majoring in Chemistry, and I am excited to be able to apply for this position so I can learn more about my major and the specifics of daily lab work.

So far in my time at UAB, I have taken two Chemistry classes, CH 115 and CH 117, with the corresponding labs. I received an A in all of my coursework, and received positive feedback from my lab instructors on my attention to detail and procedure. Additionally, when I was in high school, I worked as a retail clerk at my local pharmacy. There I learned to place a high value on customer service. Because this Student Assistant position requires answering the phones, managing email requests, and generally being responsive to the needs of those interacting with the lab, I believe that my customer service experience will be beneficial.

I have enclosed my résumé for your review. Thank you for your time and consideration, and I hope that we can talk soon about my qualifications for this position. If you need any additional information, please contact me at (205) 555-5555 or at byrde1997@uab.edu. I look forward to hearing from you soon,

Sincerely,



Emily Byrd

Cover Letters

Advanced Cover Letter

Career Tip:

Make sure you tailor each cover letter to the specific job you are applying to. "Form" cover letters do not demonstrate any initiative or understanding of the employer's needs, and are much less effective.

Jane Patel

123 6th Avenue South • Birmingham, AL 35200 • 205 - 555 - 5555 jpatel@uab.edu

September 15, 2017

Patricia Smith
Director, Human Resources
Creative Professionals, Inc.
234 Main Street
Birmingham, AL 35203
Dear Ms. Smith:

I recently saw Creative Professionals' account manager posting in HireABlazer, and I am extremely excited to submit my application for this position. As a communications major, I have been following Creative Professionals, Inc. on social media for some time, and I have been impressed by your recent campaign for Birmingham Bank and with the team environment that your business cultivates. I believe that my previous internship experience and my ability to deliver results for clients under pressure make me an excellent candidate for this position.

My recent internship at A1 Marketing allowed me to work with the team that established and maintained client relationships. As an account services intern, I worked with clients and communicated with the creative teams to ensure proper scheduling and budgeting of projects and was held accountable for the health of client relationships. For one client who had an especially time sensitive marketing need related to a customer event, I was able to bring in the proper creative and account personnel to execute a great social media campaign at the last minute, which resulted in a 15% higher attendance than was originally expected. The client was ecstatic and I saw how important responsibility and teamwork was in creating an amazing customer experience. In addition to my internship, I have become adept at various CRM and project management software systems, which means that I will be able to quickly acquire the technical skills to be an effective member of your customer service team.

I have enclosed my résumé for your review. Thank you for your time and consideration, and I hope that we can speak soon about how I can serve Creative Professional, Inc.'s clients. If you need any additional information, please contact me at (205) 555 5555 or at jpatel@uab.edu. I look forward to hearing from you soon,

Sincerely,



Jane Patel

Before the Interview

Just as the purpose of your résumé is to get you an interview, the purpose of the interview is to get the job. Interviews may be done over the phone, online, or in person, and they may be conducted one on one or in a group. Regardless of the format of the interview, you will not get the job without clearly conveying to the interviewer why the employer should hire you and how your skills relate to the position.

The key to a successful interview is preparation. Below are tips to help you prepare for your interview:

- Research the company and the position thoroughly
- Understand how your experiences and qualifications will help the company achieve its goals
- Prepare targeted, relevant stories that demonstrate what you can do for them
- Anticipate the questions you may be asked and practice your answers
- Prepare 3-5 questions to ask the interviewer
- Make an appointment with Career and Professional Development for a mock interview
- Select appropriate interview attire for your industry (if you are unsure, speak with Career and Professional Development); make sure it is clean and fits properly
- Confirm the name and title of the interviewer along with the time, date, and location of the interview
- Practice the drive to the location and also plan an alternate route

Dressing for the Interview

Unless you are told otherwise, assume that you will need to dress in business professional clothing. Below are some tips to help you look your best:

- **Grooming:** Hair should be neatly cut and styled; facial hair needs to be well trimmed. Nails should be clean and trimmed.
- **Cologne/Perfume:** Avoid wearing scents, as the interviewer may be allergic.
- **Makeup:** Makeup should look natural.
- **Suit:** Generally, dark colors work the best, especially in more traditional industries. If wearing a dress or skirt, make sure it is an appropriate length.
- **Shirt/Blouse:** A light colored, button down shirt or blouse in normally worn under the suit jacket. Make sure it is wrinkle free! When wearing a tie, choose a more conservative pattern and color.
- **Shoes:** Your shoes should match your suit and be freshly polished.
- **Accessories:** Keep it simple! Jewelry should be kept to a minimum. For most industries, you'll need to cover any visible tattoos. You can carry a purse, professional bag, or briefcase. Have a padfolio with copies of your résumé.



During the Interview

Your interview begins the moment you walk through the organization’s doors, so you need to be aware of your attitude and body language as you approach the building. Here are some additional tips to help you make a positive first impression:

- Be kind and cordial to any staff that you meet – you never know who is watching or who will have a say in the hiring process.
 - Smile – even if you’re having a bad day, be sure to smile when you are greeted.
 - Have a firm handshake – people will judge you based on your handshake....seriously. Offer a firm, but not too strong handshake.
 - Be aware of your body language – everything from your posture, hand movements, facial expressions, and gestures will be observed. Make sure they are reinforcing what you are saying rather than undermining your words.
-

Questions and Answers

The following page will give you tips for answering specific questions; below are some general tips to improve your interview skills.

- Focus on the employer’s needs – The employer is looking for someone who can fulfill their needs, so keep your answers framed in a way so that they understand what you can do for them in the role, and know what the role would do for your career.
- Answer the question that is asked – Avoiding answering a question will make you seem less credible.
- Use quick stories and anecdotes to back up what you say – It is one thing to say you have a skill, but it is more impactful if you can demonstrate how you’ve used the skill previously in your experience.
- Never speak badly about a previous company, boss, or colleague – no matter how bad they were.

Career Tip: You can make an appointment for a mock interview with Career and Professional Development, or practice from home using InterviewStream, available in HireABlazer.



Common Interview Questions

Tell me about yourself.

- Do not tell your life story. Keep everything relevant to the job and you as a professional.
- Be specific with the skills, qualifications, and experiences you are bringing into the position.
- To answer “Tell me about yourself” break your answer down into present, past, and future (just a sentence or two or each):
 - **Present:** Where are you right now professionally? (example: I just graduate from UAB with a degree in Education)
 - **Past:** What have you done in the past that qualifies you for this job? What makes you stand out from everyone else? (example: I finished my student teaching at Main Street High, where I was able to improve the writing skills of 80 10th graders using innovative lesson planning)
 - **Future:** What are you looking forward to doing? Talk about your career goals and how this job fits into these goals. (example: I’m excited to start my teaching career at a school that has such a great AP English program, because my goal has been to teach AP Literature).

What is your greatest strength?

- Highlight a strength that is crucial to the position and one at which you excel.
- Back up your answer with a short anecdote of how you’ve used or demonstrated that strength previously.
- Don’t make claims you can’t fulfill or promises you can’t keep.

What is your greatest weakness?

- Be honest – everyone has a weakness.
- Don’t give an answer that is actually a strength (i.e. I work too hard in my job) or dodge the question.
- Do not state a weakness that is a core qualification for the position.
- Once you’ve stated your weakness, discuss the steps you’ve already taken to improve on it and what you’ll do in the future to continue working on it.

Behavioral Interview Questions

This type of question seeks to see how you would react in a given situation. Many times they will start with “Tell me about a time when…” or “Give me an example of when…”

You can answer the questions using the CAR method:

C=Context: Explain the situation in which you were required to act.

A=Action: Describe the actions you took to address the situation. Be sure your actions portray a positive image of you.

R=Result: Explain what happened because of your actions. Be sure there is a positive result.

Example question: “Tell me about a time when you dealt with a difficult customer.”

Answer: When I was working at ABC retail, an angry customer came in complaining that the blouse she bought last week had a hole in it, which she didn’t notice at the time of purchase, but she didn’t have a receipt. She was very upset and speaking loudly, and some of my other coworkers froze. I stepped up to the front and took charge by telling her that we valued her business and that we were going to help find a solution. She calmed down and I was able to take her to another register to research her purchase. Eventually I was able to find her purchase and complete a refund, and the customer has been a repeat customer ever since. She even referred some friends to our store based on her positive customer experience.

Do you have any questions for us?

- At the end of nearly every interview, you will be given the chance to ask questions to the employer. You need to always have at least 5 questions prepared to ask because at some point in the interview, one or two of these will be answered.
- Do not ask questions whose answers are easily found on the internet, as this will show you did not do your research into the company. Instead, you can ask questions about aspects of the job or company that are not available on the internet and were not mentioned in the interview.

Here are some examples:

- What has been your experience with this organization?
- Is there anything in my application that is a concern for you?
- What traits made the last person to hold this position successful in it?
- How is success measured in this role?
- What are the next steps in the hiring process?

Add some of your own questions:

- _____
- _____
- _____
- _____

After the Interview

So you had an interview! That's great—but it's not actually over until you send a thank you note and/or email. Hiring managers pay close attention to how quickly and how well you write a thank you note after an interview. In fact, not writing a thank you note might take you out of the running for that job you spent so much time preparing for. These days, many employers expect an email "thank you" after an interview, but it is always nice to put a note in the mail, too. More traditional industries might still expect a handwritten note, so keep that in mind. The important thing is to get your thank you email and note to the people who you interviewed with as soon as possible after the interview.

What Do You Say?

Here is a template for an email:

Subject: Thank You

Dear (interviewer name),

Thank you so much for meeting with me today. I enjoyed getting to know you and your team and learning more about [the company] and [the position]. I'm very excited about the opportunity to join your team and help [serve your clients/create new solutions/whatever else you would bring to the business]. I think that my experience is a great fit for the position, and I believe that [the company] is a perfect place to enhance my skills and become part of an experienced and committed group of professionals. I look forward to hearing from you about the next steps of the hiring process. Please feel free to contact me if you need any additional information.

Best regards,
[Your name]

Tips to Make Your Thank You Note Stand Out

To really impress the hiring manager, add a few lines with some ideas about how you can add value. Think of something from the interview that you discussed where you could play a key role, or offer a creative idea to solve a business problem or need mentioned in the interview. Showing that you are already thinking like a member of the team will make a lasting impression.

Thank you

Salary Negotiation

Many job seekers, even veterans of the workforce, fear the negotiation process. Many people are afraid of losing a job offer, but research shows that most companies (over 80%) expect you to negotiate when you are offered the position.

Why negotiate? - Studies have shown that not negotiating your salary could cost you \$500,000 or more over the course of your lifetime.

Before the negotiation - Just like in so many other things during the job search, research is the key to a successful negotiation, but before you start, you should ask yourself- "Do I have a legitimate reason to request a higher salary?" If you answer yes, be sure to prepare your argument based on accurate and thorough research.

The negotiation process

1. Investigate the salary range for your job in your geographic location.
 2. Determine your monthly expenses using a budget calculator.
 3. Determine the amount of your take home pay using a payroll calculator.
 4. Determine what extra skills, education, and/or experience you will be bringing to the employer to warrant a higher salary.
 5. Plan your request.
- Ask for the offer in writing and request time to review it.
 - State your salary requirements using a range (i.e. \$45,000-\$47,000) rather than a specific figure (i.e. \$46,000).
 - Have your counter offer be a little higher than your actual goal to leave room for you to negotiate. Expect to meet in the middle.
 - If a company will not (or cannot) negotiate on salary, inquire about benefits as well. These may include 401k matches, flextime, moving expenses, insurance contributions, vacation or personal days, and other perks.
 - Keep your negotiations friendly and professional – don't make unreasonable demands.

Tips for negotiation

- Save the salary negotiation until after you have received the offer, and try to have the employer name their price first.

Negotiation toolkit

The following resources will be helpful as you prepare your request:

- Salary information resources
 - Salary.com
 - Bureau of Labor Statistics Wage Data (bls.gov)
 - Onetonline.org
 - Careeronestop.org
- Payroll Calculator
 - paycheckcity.com/calculator/salary/
- Budget Calculator
 - Clearpoint.org
- Student Loan Repayment Estimator
 - Studentloans.gov

What is the salary range for your job in your geographic location?

What is the amount of your monthly expenses?

How much of your salary will you bring home after taxes and other deductions?

What extra skills, educations, accomplishments, and/or experiences do you have that warrants your request for a higher salary?

Based on your research, write out your request for a higher salary based on the information you listed above.

CAREER TIPS:

- Beginning professionals will be at the lower end of the salary range in any given field.
- You are responsible for making smart financial choices. You will not be able to negotiate a higher salary because of your spending habits.
- Keep the focus on how your additional qualifications will benefit the company.

Job Search Strategies

The average time to secure a job is 6-12 months. You should be prepared to dedicate many hours to your job.

The most effective search strategies are targeted and get you in touch with real people in your chosen field. Here are a few reliable strategies:

Networking: Connecting with as many individuals as possible who might be able to help you learn about your industry or target companies. Your contacts might also know about opportunities that aren't published to the general public.

- **How do you do it?**
- Join LinkedIn • Attend networking events on campus • Conduct Informational Interviews
- Job Shadow • Volunteer • Do an Internship
- Participate in a Mentoring Program • Join Professional Organizations in Your Field or Industry

HireABlazer: Thousands of employers post jobs on UAB's HireABlazer system specifically for UAB undergraduate and graduate students.

- **How do you do it?**
- Create a profile and upload your resume.
- Search for jobs and internships, research company profiles, and check the calendar for recruiting events.
- Check job postings regularly, as employers are updating them all the time!

Career Fairs: Attending career fairs and on-campus recruiting events gives you a chance to meet recruiters in person who represent companies who are interested in hiring UAB students.

- **How do you do it?**
- Join HireABlazer and check frequently for recruiting events.
- Follow UAB Career and Professional Development on Facebook and Twitter for news on upcoming events.
- Use HireABlazer to research companies attending events beforehand.

Targeted Job Search: This type of search requires that you research companies or organizations that you would like to work for, after which you work to develop contacts and identify opportunities within those companies or organizations.

- **How do you do it?**
- Use the online resources from page 11 to get an idea of what companies you want to target.
- Follow these companies on social media, check their websites for jobs, attend their events, and ask your networking groups for contacts.

CAREER TIP:
72%

of employers say they first look at internal resources - including Applicant Tracking Systems, talent community/network, and referrals — before posting a job.

Source: CareerBuilder

Create Your Own Job Search Action Plan

What top 3 strategies do you plan to use immediately based on where you are in your career path?

- 1 _____
- 2 _____
- 3 _____

The top five contacts you will reach out to are:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Preparing for Graduate School

Is Grad School Right for You? The time and effort it takes to complete a graduate degree can be immense, so before you decide to enroll for a higher degree, take a moment to reflect and decide if it is the right choice for you.

- 1 First decide why you want to go to grad school. Ask yourself:**
- Will this degree lead to a higher salary or better position in my field?
 - How interested am I in this degree?
 - Are the benefits, either professional or personal, worth the cost and effort of the degree?

- 2 Next decide if you're ready for grad school. Ask yourself:**
- Am I academically prepared for a graduate degree program? If not, what can I do to better prepare myself?
 - Do I need to gain work experience before entering the program?
 - Am I ready to give the effort it takes to do the work for the degree?

Other considerations:

- How long will it take to complete the degree?
- How will I pay for the degree?

Choosing the Right School for You:

Finding a school that fits your interests, abilities, and goals is an important first step to success in grad school. Some of the finer programs in any given field may be at a school with a lesser known reputation, while schools with great reputations may have a weaker department in your field. Use your professors as a resource to pinpointing programs that excel in your field.

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Other considerations in choosing the right program:

Geographic Location

- Would I enjoy living in that part of the country?
- What is the cost of living there? Is it affordable to me? If not, does the school have resources to assist students with living accommodations?

Program Faculty

- Do the faculty research topics interest you?
- What is the faculty/student ratio?
- Do the faculty members represent a variety of viewpoints within the discipline?

University Facilities/Resources

- Are there funding opportunities for your degree/research?
- Does the school help students find employment after completing the degree?
- What types of labs/computer labs does the school have?
- What types of academic support programs does the university have?

Career Tip: You should be researching available graduate programs and exploring financial aid by your junior year.

Applying to Grad School

Management of the application process is key to gaining admission into your targeted programs. During your research, look for application checklists for the programs to which you plan to apply. The basic steps are detailed below.

- Begin your preparation for grad school starting the summer before your senior year, at the latest.
- Take the required standardized tests (e.g. GRE, GMAT, MCAT, LSAT)
- Find which professors are willing to write your recommendations
- Order your official transcripts
- Draft your statement of purpose, personal statements, etc.
- Update your résumé/CV
- Complete the applications
- Apply for financial aid
- Complete interviews (if required)



Tips for Applying

- Send in all of your application materials as early as possible; do not wait to the deadline.
- Follow all instructions exactly.
- If you are able, visit the schools that accept you before making a final decision

.....

Writing Your Personal Statement

The personal statement is your opportunity to sell yourself in the application process. Generally these will fit into two categories:

- 1) A general statement or
- 2) A response to a specific question or set of questions.

Questions to ask yourself before writing:

- What's unique, distinctive, and/or impressive about you or your life story?
- What details of your life might help the committee better understand you or help set you apart from other applicants?
- When did you become interested in your field and what have you learned about it?
- What are your career goals?
- What makes you a stronger candidate than other applicants?

General tips for writing:

- Do your research about the school and program prior to writing.
- Tailor your personal statement to each institution to which you apply to show why you would be a good fit for that program.
- Make your statement fresh and lively by effectively telling your story.
- Be as specific as possible – don't just say you have certain skills or would make an excellent professional, but back it up with specific examples and reasons.
- Avoid potentially controversial subjects like religious or political issues.
- Proofread!

Career Tip: For assistance writing your personal statement, make an appointment with the UAB Writing Center.

Careers in the Health Professions

There are many options for students interested in becoming health care professionals: medicine, veterinary medicine, dentistry, physicians assistant, nurse/nurse practitioner, public health, health care administration, the therapies (physical, occupational, recreational, music and art), pharmacy, optometry, podiatry and more.

Among the health professions, medicine has traditionally drawn the largest number of UAB graduates. While the following page is geared to preparation for a career as a doctor, many other healthcare professional schools share the same prerequisites.



What are health professions schools looking for?

Healthcare work demands a high level of intellectual and interpersonal ability. This means admissions committees at health professions schools evaluate applicants holistically, and are looking for a balance of qualities and attributes. No two schools or programs look for exactly the same things. But, most are searching for evidence of the following:

- **Academic Ability:** Evidence that you are able to meet and succeed the challenging rigor of the academic curriculum.
- **Lifelong Learning:** Do you have the desire willingness for continuous learning and research? Information, knowledge, and discoveries and constantly changing and evolving, it is important to continuously learn to learn.
- **Ability to Work with Others:** It is important to acquire the ability to work in diverse and inclusive environments; this is especially true when working with patients with diverse backgrounds, administrators, professional colleagues, and other stakeholders.
- **Career Motivation and Passion:** There are many more academically qualified medical and healthcare student applicants than there are spaces for them. Students who have demonstrated a strong passion and motivation for the medical and healthcare profession have an edge in admissions. It is important to communicate what you have learned about your chosen field and how you would be good fit in the program.
- **Other Intangible Qualities:** Schools also seek to choose students with: a desire to learn, integrity and ethics, reliability and dependability, resilience and adaptability, service orientation and social, interpersonal and teamwork skills.

Applying to Medical School

If you are considering a career in medicine or a healthcare profession, figuring out how to get started can seem to be a daunting experience. Whether it's reviewing your resume or helping prepare for a mock interview, we can provide assistance in your career preparation.

Application into medical school is a two-step application process:

1 The first step is to complete the centralized application through the American Medical College Application Service (AMCAS). Administered by the Association of American Medical Colleges, the majority of U.S. medical schools (including UAB Medicine) using the AMCAS as the primary application system for students in their first-year entering class into medical school. For more information about the AMCAS and the Association of American Medical Colleges website, go to <https://students-residents.aamc.org>.

2 After your initial, centralized-application has been processed, you will be notified and invited to submit the secondary application for the schools of your choice. After this process, medical schools will invite selected applicants to interview before the final selections are made. Medical school application deadlines vary by school and some offer rolling application deadlines throughout the year. Visit the websites of medical schools that interest you to find their current application deadline dates.

What will you need to apply?

- MCAT: Required scores will vary by school. For example, UAB's required scores are 24 for the older version of the MCAT and 495 for the new.
- GPA: Usually there is no minimum, but you must demonstrate strong evidence of proficiency in the relevant sciences, along with the ability to successfully manage a demanding academic curriculum. You should have no less than a "C" in all required course work.
- A minimum of 90 hours of undergraduate course work from an accredited U.S. college or university
- Completed required courses. For an example of required courses and other medical school admission requirements, go to www.uab.edu/medicine/home/future-students. Some schools may require additional courses, so make sure to check prior to submitting your application.
- Letters of Recommendation, usually at least three. Some schools may require that you have a recommendation from science faculty.
- Personal Essay(s) describing yourself and your motivation to enter the profession.
- Demonstration of volunteering, shadowing, and/or other activities that have provided you with a realistic understanding of a healthcare environment
- Interviews, whether traditional-style, MMI (Mini-Medical Interview), or both

At UAB Career and Professional Development, we can help you explore options for getting the experience you need, as well as providing resume reviews and interview preparation. It is recommended that in order to prepare for MMI-style interviews you come into our office for a few one-on-one mock interview appointments over a couple of weeks.

Curriculum Vitae

A curriculum vitae is a comprehensive document that details all of your past education and professional competencies and experiences. Although it is similar to a résumé, there are several key differences:

Résumé	VS.	Curriculum Vitae
Summary of key experiences that is targeted to a specific field	WHAT IT IS	Complete account of professional and educational history
To demonstrate the skills and experience necessary to fill a specific role	GOAL	To demonstrate academic achievements and scholarly potential
1 or 2 pages, depending on experience	LENGTH	As long as needed, but usually at least 3 pages, depending on experience
When applying for a position in industry, non-profit, or public sectors	WHEN TO USE IT	When applying for positions in academia and research
Should be tailored for each job to which you apply	TAILORING	Tailoring is not needed, but can still be used

The following list are the typical sections that are included in a CV:

- **Contact information** - Include: Name, phone number, and email; address is optional
- **Education** – Degrees should be listed in reverse chronological order (most recent first)
 - Graduate degree: Institution, degree/major, date of completion, thesis/dissertation titles
 - Undergraduate degree: Institution, degree/major, minor(s), date of completion
- **Professional Experience** - This section can be divided into categories, some common ones are listed below – Entries should be listed in reverse chronological order
 - Teaching Experience
 - Research Experience
- **Honors/Awards/Fellowships/Grants**
- **Publications** – List in the citation format that is used in your field (e.g. APA, MLA, etc.)
- **Presentations** – List in the citation format that is used in your field
- **Professional Memberships** – List all professional groups to which you belong and any offices you've held
- **Campus Service** – Include all departmental and university groups, committees, or task forces on which you've served, as well as any student groups you advise.
- **Academic/Research Interests**

Curriculum Vitae Example

Cynthia Chen

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EDUCATION

Ph.D., Psychology, August 2016

University of Alabama at Birmingham – Birmingham, AL

Specialization: Medical Clinical Psychology

Dissertation: “The Effects of Meditation as an Intervention for Chronic Illness Related Anxiety”

Research Mentor: David Smith, Ph.D.; Committee Chair: Diane Trembley, Ph.D.

M.S., General Psychology, April 2012

Auburn University-Auburn, AL

B.S., Psychology, May 2010

Samford University – Birmingham, AL

- Minor: Sociology

RESEARCH EXPERIENCE

University of Alabama at Birmingham – Birmingham, AL

2013-2015

Department of Psychology Graduate Researcher

Anxiety Responses in Children of Returning Veterans, Advisor: John Jones

Served as a facilitator, creating anxiety response behaviors in subjects and conducting clinical assessments of responses

Coded findings from sessions, documented responses, and oversaw data entry and management for 100+ data sets for the study

Prepared and submitted 13 conference abstracts, 5 peer-reviewed manuscripts, and 3 review papers based on findings from the study

TEACHING EXPERIENCE

University of Alabama at Birmingham – Birmingham, AL

2012-2015

Graduate Instructor

Courses Taught: Introduction to Psychology and Developmental Psychology

Received 98% positive responses on student evaluations

University of Alabama at Birmingham – Birmingham, AL

2011-2013

Graduate Teaching Assistant, Developmental Psychology and Abnormal Psychology

CLINICAL EXPERIENCE

Children’s Hospital of Philadelphia – Philadelphia, PA

08/2015-05/2016

Clinical Internship

Performed diagnostic assessments for a broad adult population by conducting clinical interviews with patients and families, and reviewing relevant medical records

Received training for utilizing a wide variety of neurophysiological and other diagnostic instruments while under the supervision of a licensed clinical psychologist

Spain Rehabilitation Center – Birmingham, AL

08/2013-08/2015

Clinical Assistant

Assisted with psychological evaluations and observed psychotherapy sessions and methods

Collected data, maintained records, and prepared reports

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PUBLICATIONS

Chen, C. & Cook, R.W. (April 2014). Treating Anxiety in the Chronically Ill with Meditation: A Guide to Therapy. *Journal of Medical Psychology*, 12, 232-254.

PRESENTATIONS

Chen, C. (June 2014). *Meditation Efficacy for Treating Anxiety in the Chronically Ill*. Poster presentation at the annual convention of the Alabama Psychological Association.

Chen, C. (May 2014). *The Effects of Meditation in Treating Anxiety in Chronically Ill Patients*. Paper presented at the annual UAB Graduate Student Research Days, Birmingham, AL.

HONORS/AWARDS/FELLOWSHIPS

Academic Research Enhancement Award, NIH	2015-2016
Tennant and Susan McWilliams Endowed Scholarship, UAB	2014-2015
UAB Psychology Department Fellowship	2011-2015
UAB College of Arts and Sciences Outstanding Student Award	2015
The Dean's Scholarship, Auburn University	2012-2014
Psi Chi, National Honor Society in Psychology	2010
Staci Elise Carnley Endowed Scholarship, Samford University	2008-2010
Dean's List, College of Arts and Sciences	2007-2010

CAMPUS SERVICE

Graduate Student Government, UAB	2012-2015
<ul style="list-style-type: none"> • President (2013-2014) • Vice President (2012-2013) • College of Arts and Sciences Representative (2011-2012) 	
College of Arts and Sciences, Women in Higher Ed Task Force	2011-2013

COMMUNITY SERVICE

Crisis Center – Birmingham, AL	2009-2013
Volunteer	
<ul style="list-style-type: none"> • Counseled callers on the Crisis & Suicide Lines • Assisted in the Rape Response program to provide resources and information 	

PROFESSIONAL MEMBERSHIPS

American Psychological Association (APA)	2011-Present
Association for Psychological Science	2015-Present
Southeastern Psychological Association	2011-Present
Alabama Psychological Association	2011-Present

RESEARCH INTERESTS

Health psychology	Gerontology
Behavioral medicine	Pediatric psychology
Neuropsychology	

LANGUAGES

Fluent in Spanish

General Tips for Your CV

- Follow the conventions of your field! Different disciplines have different standards, especially in order of categories. Consult with those in your field to ensure you are following its norms.
- Try not to split sections across pages.
- There is no one way to order the headings in your CV. You should have your contact information and education listed first, but after that, you can have the headings in any order you want. Move the headings around when applying to positions in a way that emphasizes your most relevant sections to that institution.
- Include your name and a page number in the header of each page after the first page.

Career Tip: Faculty advisors are the most knowledgeable resource for determining what constitutes effective content in your discipline--always consult with them on the proper format for your field and goals.



Academic Cover Letter

What is an Academic Cover Letter?

The academic cover letter is a key document that communicates your scholarly fit with the academic position, department, and institution you are applying to. Academic cover letters have a different format than business cover letters, and are scrutinized very closely by search committees; therefore, they must address both your research and teaching accomplishments, and highlight your future professional trajectory (and how that fits with the needs of the department).

It is very important to work with mentors in your discipline to align your cover letter and other application materials with your specific discipline's standards and formatting. Our advice here is general, and varies by discipline, so make sure to talk with your mentors!

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- All academic positions will require a cover letter, and sometimes you will be asked to send your CV and cover letter only (eliminating all other application documents, like research and teaching statements). Therefore, the cover letter should be able to stand alone, in case the application process only allows you to submit a CV and cover letter.
 - Consider the cover letter as one piece of the overall picture of you as a scholar created by all of your application documents. How does the cover letter expand on and reinforce the rest of your application?
 - Begin by drafting your longer statements about teaching and research (dissertation abstract, research statement, etc.) Then craft one paragraph summaries of those longer statements for use in your cover letter.
 - Think about the way you want to be perceived as a scholar and a teacher. What is the main takeaway you want the committee to have? Make sure to edit your cover letter to present the image that you want to portray.

Career Tip: Make sure to use university letterhead specific to your department. This is the only document that requires letterhead. Also, if you cannot find the name of the department contact, address your letter to the search committee.

Academic Cover Letter Paragraph by Paragraph

- **Introduction:** State the position that you are applying for, then in 1-2 sentences introduce yourself and include your dissertation title, chair, and degree completion date. Think about ending this paragraph with an explanation of your findings and how it impacts your field.
- **Dissertation/Thesis:** Go into more detail on your main findings—this might include your methodology and explanation of what you are examining. Explain how your work addressed a gap in your field. Describe the trajectory of your research and mention the most impactful publications the resulted.
- **Future Research:** Next, talk about your future productivity and research by describing planned projects and how they can further the department's offerings. Specify journals and presses that you plan to submit projects to. (For teaching positions or shorter cover letters, you might combine the dissertation and future research into one paragraph)
- **Teaching:** Briefly state your approach to teaching and give some examples that demonstrate your teaching philosophy in action. Tailor this to the position, thinking about the size of the classes and the topics you might be teaching.
- **Tailor To the Job Ad:** You need to research the department in order to show how your research and teaching complement the current offerings of the department or its initiatives. You might find that the department is trying to fill a gap in their course offerings or research groups, and you can explain how you can address that need.
- **Closing:** Thank the hiring committee for their consideration and give a specific reason why you are interested in that school or department. Note the materials included in your application and state your availability for interviews (usually at a conference where the interviews will be held).

Research Statement

What is it?

A research statement is usually 1-2 pages (single spaced) that describes your research trajectory as a scholar. It is supposed to highlight your growth and explain your vision for your future research. For academic faculty appointments, especially those at research universities, the focus on your future research productivity is intense. Therefore, you need to tailor your research statement (along with all the other documents in your application package) to emphasize what the institution values—if a university has a strong research focus, emphasize your publications; if it values teaching and research equally, consider mentioning how your research complements your teaching.

When do I need one?

A research statement is used primarily for academic faculty applications, but also may be used for jobs at research institutions, think tanks, and government positions. Sometimes you might have to condense your research statement into a paragraph in your academic cover letter—the level of competitiveness in the academic market has increased, and many hiring committees specify that applicants should only send a cover letter and a CV. But it is always a good idea to have a fully realized research statement for all your applications; it might be asked for later in the hiring process.

Career Tip: The research statement structure varies by discipline! Make sure to talk with mentors in your program about the expectations in your discipline to ensure you are meeting the hiring committees' expectations!

Two Potential Structures for the Research Statement

STRUCTURE ONE

- 1) Introduction** — Introduce your research interests in the context of your field
- 2) Summary of Dissertation/Thesis** — Give more detailed information about your doctoral research project, perhaps by condensing your abstract or expanding on your dissertation paragraph from your cover letter.
- 3) Contribution to field and publications** — Describe the significance of your project for your field and detail publications initiated from your research. You can include any future publication plans, also. Be specific about journals or presses that you plan to submit to, or who might be interested in publishing your work. For longer (2 page) research statements, use more detail in multiple paragraphs.
- 4) Second Project** — Discuss your second project in detail and include publication plans for your work. (Humanities and Social Science scholars may only need to discuss one future project—make sure to know the pacing expected in your discipline) Make sure that your projects flow from your dissertation to your second project to show your cohesion as a scholar and your ability to innovate beyond your dissertation.
- 5) Wider Impact of Your Research** — Describe the broader significance of your work. What ties these projects together and/or what impact do you want to make on your field? Remember that if you are applying to a teaching-oriented position, you want to tie everything back to your teaching.

STRUCTURE TWO

- 25% Previous Research Experience**
Describe your early work and how it influenced your approach to research and/or how it reinforced a commitment to your field. Explain how this work led you to your current project.
- 25% Current Practice**
Describe your dissertation/thesis project. Consider how to incorporate the primary features of your abstract—context, methodology, findings, significance. Mention any grants or fellowships that funded your project, publications that were initiated from your research, and any publications that are in the works.
- 50% Future research**
Talk about how your current work will lead to and inform your future research. Describe the next major project in detail and include a realistic plan for accomplishing it. Keep in mind that future projects should be feasible given the resources, funding, and equipment available at the institution you are applying to. What publications might arise from your future research? Finally, make sure to tie your research plans to the overall research agenda of the whole institution.

Teaching Statement

What is it?

Also sometimes called a “Statement of Teaching Philosophy,” the teaching statement is usually between 1-2 pages and should give your reader a snapshot of your teaching experience and methods. Using first person, explain your approach to teaching and the impacts you have made. Outline some specific strategies, assessments, and evidence of outcomes that are supported by your teaching experience.

When do I need one?

A teaching statement is usually part of the application package for academic positions, teaching positions in K-12 and charter schools, and private schools. Sometimes they may be required for training positions at certain organizations. It is typically part of a more robust teaching portfolio, which will include a record of teaching experiences, evaluations, syllabi, etc.

Questions to ask yourself when writing a teaching statement:

- 1 What are your goals for yourself and your students?
- 2 What was your best teaching experience? Your worst? Pick an example of a time you made a mistake and how you implemented what you learned from it.
- 3 What are your strengths and weaknesses as a teacher? How can you improve?
- 4 What are your philosophies on teaching and learning in the classroom, and how do you implement them? What strategies do you use?
- 5 How do you know when a strategy has worked? What kind of assessments do you use?

Teaching Statement Structure and Example:

First, introduce your teaching philosophy — I believe that my first job as a teacher is to create critical thinkers. Today’s students will be the people challenged with solving some of the greatest problems that humanity has ever faced, and even if my students do not all become scientists, a chemistry class can give students the skills they need to analyze their world from a different perspective. Practicing problem solving and extricating important information from a real world scenario is the best way to give students confidence in their skills and abilities, so they can face the challenges of the future ...

Then, provide examples of teaching strategies and methods that you use that align with your philosophy — I find that questioning leads to more internalized knowledge of concepts. Asking questions hinting at the limitations of a theory can help a student logically deduce the next step in refining it. Sometimes questions need to be asked differently in order to help students think about

the question from a different perspective. This leads to greater understanding and assists in developing critical thinking skills ...

Provide evidence that strategies were effective — I am currently in the midst of running an entire course at UAB, and the process has been both challenging and rewarding. The students constantly challenge my way of thinking as I challenge theirs, and that dialogue helps both the student and the instructor grow as thinkers and as individuals. I have found that if the teacher is excited about teaching, with a goal of keeping the curriculum exciting, the students will follow suit. They should realize that the person standing in front of them is not only interested in science, but also cares about them and their difficulties, strengths and challenges. I have found that my methods have been able to keep students engaged in the process of scientific inquiry, even for students who are not necessarily science majors ...

Diversity Statements

- **What are they?** Diversity statements are short (2 pages or less) documents that explain your experience and capabilities working with people from different backgrounds. Usually this pertains to teaching or service, so most applicants focus on experience teaching students from different backgrounds, participating in service activities that focus on minority issues, or teaching diverse topics. Diversity for this document can include race/ethnicity, religion, age, sexual orientation, gender identity, disability, veteran status, among others.
- **When do I need one?** Some job applications will specifically require a diversity statement. You can also include them as an optional supporting document if it is not asked for, as long as you don't go over the page limits for the application package and it does not replace a document that is more important to your candidacy. Some institutions or jobs may highly value diversity (HBCUs, universities that cater to veterans) and it might be a good idea to include a diversity statement when applying to positions at those institutions.

A Short Example:

(Start with a general statement of your experience--use concrete examples when you can)

The experience of teaching a diverse student population has played an important role in shaping my growth as a teacher in higher education. As a graduate student at UAB, I acted as a lead tutor at TRIO, which was a program designed to support first-generation college students and students from underrepresented populations. This program serves students from a range of ethnic and racial backgrounds, and there were also a number of students who identified as queer, students with various physical and learning disabilities, non-traditional students and veterans. Working at TRIO taught me how to diagnose the difference between rushed academic work and the work of a student with a learning disability. Additionally, as a teaching assistant for BIO 101, I worked in a group setting and had to learn how to encourage students from different backgrounds to contribute to group work and relate to each other through the complex racialized and gendered dynamics that arise in those settings.

(Think about ways to talk not just about teaching. Think also about outreach and research, if appropriate.)

At USG, I would like to continue contributing to campus diversity through my teaching, research, and service. I would like to be able to take on a mentoring role and work with undergraduate and graduate student who are part of underrepresented populations through the Smith Scholars Program and I would be happy to meet with and advise student social groups such as the Muslim Student Association and International Scholars program. Finally, I believe that USG provides rich opportunities for interdisciplinary research and many chances to engage in issues across disciplines — I look forward to sharing my own research and methods with students and colleagues across campus.

The Non-Academic Job Search

Many graduate students pursue non-academic jobs for various reasons. Some choose to pursue academic and non-academic employment simultaneously, while others decide to focus exclusively on non-academic industries. If you are considering a non-academic job search after your PhD or Masters, here are a few things to consider:

Take an assessment of your skills and interests: Focus2, TypeFocus, MyIDP and VersatilePhd.com are assessment tools that can help you find industries that fit your skills, strengths, and interests (see page 9 “Assessments” for details on accessing these). Or, make an individual appointment with UAB Career and Professional Development to talk about how to assess your skills and strengths and find jobs that work for you.

Explore non-academic career options: Use online resources such as ChronicalVitae.com, PhDcareerguide.com, and TheVault.com to explore different industries and browse job listings.

Prepare for your search: Convert your CV to a resume, and review information on cover letters and interviewing for business and industry. Create and leverage your LinkedIn account for maximum impact. The main body of this career guide is dedicated to these topics, and you can make an appointment with a career consultant at UAB Career and Professional Development for individualized advice and support.

On-Campus Career Resources Graduate Students

- **UAB Graduate Career Awareness and Trends (GCAT)**

www.uab.edu/gcat

GCAT is a student-directed organization dedicated to fostering a greater awareness of career opportunities that exist in science for current graduate students and post-doctoral fellows. GCAT hosts a monthly seminar highlighting careers for scientists outside academia. GCAT periodically hosts professional development seminars as well as an annual Career Development workshop.

- **UAB Office of Postdoctoral Education, Ph.D. Careers**

www.uab.edu/phdcareers/

UAB's Office of Postdoctoral Education/Ph.D. Careers aims to offer a variety of programs and services to help UAB postdocs and Ph.D. students. They have a variety of options and resources to help you get prepared for taking that next step and achieving your goals.

- **UAB Graduate Student Government**

www.uab.edu/gsg/

UAB Graduate Student Government often hosts employer panels, networking events, and professional development workshops.

- **UAB Professional Development Program (PDP@UAB)**

www.uab.edu/graduate/graduate-school-quicklinks/professional-development-program-

This unique program offers more than 30 courses and workshops – for graduate elective credit – in essential skillsets, such as ethics, leadership, mentoring, teaching, presenting, team building, writing and publishing, with the opportunity to earn professional certificates. PDP@UAB also gives free instructional workshops to help students speed time to degree.

- **UAB Career and Professional Development**

www.uab.edu/cpd

UAB Career and Professional Development (CPD) supports graduate students by providing one-on-one appointments for résumé and CV reviews, interview coaching, job search strategies and career exploration. CPD also hosts various workshops, career fairs, and networking events throughout the year. UAB CPD also manages the jobs database HireABlazer, which houses hundreds of jobs and employers for UAB students and alumni of all disciplines and experience levels.



Here are some national organizations with helpful career resources for LGBTQ job-seekers:

Human Rights Campaign Map of State Laws & Policies

Since there currently is not a federal law protecting the employment status of LGBTQ individuals, state laws will vary. This map will give you insight into which states support non-discrimination policies and which states do not.

Human Rights Campaign Corporate Equality Index

Human Rights Campaign Foundation’s Corporate Equality Index is the national benchmarking tool on corporate policies and practices pertinent to lesbian, gay, bisexual and transgender employees.

Transemploymentprogram.org

The Trans Employment Program (TEEI) at the SF LGBT Center is a unique, collaborative program designed to help create inclusive workplaces and jobs for trans and gender non-conforming people. They provide a wide range of services including job referrals and career coaching, navigating being out at work or transitioning on the job, resume review and managing references, hiring and community event, mentoring, and legal services.

Out Professionals

Leading gay and lesbian professional networking sites.

Out and Equal

Non-profit organization based in San Francisco that discusses LGBTQ workplace issues.

National Organization of Gay and Lesbian Scientists and Technical Professionals

A professional society that educates and advocates for lesbian, gay, bisexual, transgender, and queer students and professionals in science, technology, engineering, and mathematics.

Lamdalegal.org:

Lambda Legal is the oldest and largest national legal organization whose mission is to achieve full recognition of the civil rights of lesbians, gay men, bisexuals, transgender people and those with HIV through impact litigation, education and public policy work.

Resources for LGBTQ Students

LGBTQ students preparing for entry into the workforce may find themselves faced with additional career planning challenges related to sexual orientation, gender identity and/or gender expression. There are no hard and fast rules about what to include on a résumé, what to mention in an interview, etc. Some individuals may choose to use their résumé as a way to screen out non-supportive employers, and therefore may explicitly list their experience with LGBTQ related organizations. Others may prefer to disclose their sexual orientation or gender identity once they are hired, if they choose to do so at all. The bottom line is that you must decide what is best for you based on your needs and career aspirations. The career consultants at UAB Career and Professional Development are here to give advice and support depending on what you decide is right for your future.

How do I find and research LGBTQ friendly organizations?

When researching companies to assess their level of LGBTQ acceptance, you can start by looking at their non-discrimination policies (usually found on their website). Do companies include sexual orientation, gender identity and gender expression in their non-discrimination clause?

You may also want to check if companies provide domestic partner benefits and whether or not they have an active LGBT employee group. Contact the employee group if there is one and talk to current staff about the organizational climate, which goes beyond the formal policies. What is it really like to work there? Sites like glassdoor.com can help, too, if there is not an LGBTQ employee group.

If your job search takes you to unfamiliar regions, try to find out if the future work site is located in a state, county, city or community that prohibits discrimination based on sexual orientation and/or gender identity. There might be regional or municipal workplace groups for LGBTQ individuals, even if there may not be one for a particular organization; these types of associations are invaluable for networking and learning about particular organizations. Research local LGBTQ nonprofits and community organization. Do not hesitate to contact them and ask about a company

Resources for International Students

Many international students would like to work in the U.S. during or after their studies. In order to be competitive in the U.S. job market, you will need to possess the skills and qualities sought by employers. In addition to the expected industry-specific skills, employers seek candidates who have a number of competencies also known as soft skills. According to the 2016 NACE survey of employers, the top valued competencies include the following: leadership, ability to work in a team, communication skills (both verbal and written), problem-solving skills and a strong work ethic. See page 7 for the complete list.

Although it may be challenging as an international student to find employment, getting involved on campus is another way to acquire more experiences with the competencies. Involvement may include student organizations, volunteer work, class projects, academic research, and service learning.

Along with Career and Professional Development, students have many available resources to find employment both during and after their studies, as well as internships that are required for some degree programs.



International Student and Scholar Services (ISSS)

ISSS advises international students in matters of course enrollment, international travel, immigration, taxation, driver licenses, Social Security numbers, and academic program extensions. If you are an international student here in the US in F-1 or J-1 student status, you must consult with ISSS before you begin working. You can contact the Associate Director for Student Services or the Designated School Official (contact information on ISSS website) to discuss your employment options. ISSS is located in the international center on the second floor of the Mervyn H. Sterne Library, 917 13th Street South, Birmingham, AL 35205.

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Student Organizations

Student organizations are a great way to be active in the UAB community. Here are a few examples of the organizations that are available to students: Gang Green Athletics Fan Club, Student Multicultural and Diversity Programs, and UAB LEAD. For a complete list, refer to the BSync website.

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International Mentors Program

UAB International Mentors is a program that provides incoming international undergraduate students with valuable information about UAB, Birmingham, and the United States. International Mentors serve the UAB international community by offering programming, support, and assistance to better meet the needs of incoming new students. The mentors are chosen through a highly selective process each spring and go through extensive training to offer the best services possible. To learn more, visit the office of Student Multicultural and Diversity Programs in the Hill Student Center or go to www.uab.edu/SMDP.

Resources for International Students

Job Search

- Target companies with a history of hiring international students.
- Look for U.S. companies doing business in your home country. Your degree from a U.S. college, combined with your language skills, will be assets and there may be opportunities to transfer back to the U.S.
- Network with international students who have successfully completed a job search in the U.S. Ask questions about helpful strategies and any advice they may have.
- Explore professional associations related to your field. These provide networking opportunities and specialized career advice for your field of study.
- Individual appointments are also available to discuss your job search. Contact Career and Professional Development at 205-934-4324.
- Don't forget to notify the ISSS office when you obtain a new employer—ISSS must update this information in your student record to help you maintain legal status in the U.S.
- Use the following resource to look for opportunities: Going Global – Database of international jobs and internships including H1B employer listings, corporate profiles, and career resources for 30 countries. This resource is available online through HireABlazer.

Employer Expectations

U.S. employers have certain expectations of all candidates in the job and internship search process that may or may not be different than your home country.

Individual Responsibility

Employers expect you to take control of your job search. You will need to create an effective résumé and practice interviewing. This also means that you must do the appropriate research regarding your visa status and needs. Not every employer has hired an international student before, so you must be able to educate them on the process. The ISSS office can help provide a letter on your behalf if an employer seems reluctant to hire you—it doesn't cost an employer anything to hire an international student!

Fitting with the Company

Employers aren't just looking for someone with the technical skills and background; they are also looking for someone who will "fit" with the rest of the team and the values of the company.

Direct Communication Style

Conversations with employers are often direct and to the point, because recruiters are often trying to meet many candidates in a short amount of time. Maintain eye contact, practice your professional introduction, and provide comprehensive, yet concise responses.

Individual Equity

U.S. employers are committed to providing an equitable hiring environment. To achieve this equity, personal demographic information including age, race/ethnicity, gender, marital status, or country of national origin is illegal to discuss at any stage of the process. However, employers are permitted to ask if you are authorized to work in the U.S. Be prepared to explain that there is no cost to the employer to hire F-1 students in the U.S., and offer to obtain a letter from the ISSS office if the employer seems reluctant.

Career Self-Awareness

Be prepared to talk about your strengths, weaknesses, personal working style, and goals as they relate to your career. These topics will help the employer decide whether you are a good fit for the position and company.

Self-Promotion

You are expected to "sell" yourself to the employer. Talk about your successes, positive attributes, and how you will benefit the company.

WHEN IT COMES TO CARING FOR CHILDREN "GOOD ENOUGH" IS SIMPLY NOT GOOD ENOUGH. Join the BEST!

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Resources for International Students

Working after Graduation

If you plan to remain in the U.S. and work after graduation, there are some additional steps to take. Please contact the Associate Director for Student Services or the Designated School Official (contact information on ISSS website) to schedule an appointment to discuss your employment options. All graduating international students in good standing are eligible for 12 months of post-completion work authorization known as “Optional Practical Training” (OPT). Students who graduate with a degree in certain STEM-eligible fields are eligible for an additional 24 months of work authorization beyond the initial 12 post-completion months. The eligible STEM majors at UAB can be found on the ISSS website. Both types of work authorization require a consultation in the ISSS office.

To be eligible for OPT, students must meet the following requirements:

- Attend one of the ISSS OPT Workshops held each spring and fall (look for announcements in the weekly Globetrotter e-newsletter sent to all international students’ UAB email addresses)
- Be a current student in good academic standing and have maintained F-1 visa status throughout their studies
- Apply for OPT during a vacation period, after finishing a degree or, if they are a graduate student, in the time period between completing all coursework and finishing their thesis or dissertation.



Working while Studying

International students on an F-1 or J-1 student visa are allowed to work part-time on campus (no more than 20 hours per week) while classes are in session and full-time (defined by UAB HR as up to 37.5 hours per week) during breaks, as long as they maintain their F-1 or J-1 status. F-1 students may work on campus without any special authorization, but they will need to visit the Office of International Student and Scholar Services (ISSS) in order to obtain a Social Security number. More information can be found on the ISSS website. If you have received an off-campus job offer, please contact the Associate Director for Student Services or the Designated School Official (contact information on ISSS website) to schedule an appointment to discuss your employment options.

J-1 students must obtain employment authorization (known as “Academic Training”) in advance from ISSS, whether they plan to be employed on- or off-campus. They will also need a Social Security number. More information can be found here on the ISSS website. If you’re interested in working on campus, the best place to start is on HireABLazer. In addition, Career and Professional Development provides a Part-Time Job Fair each fall.

Internships and Co-ops

Continue to build competencies through internship and co-op experiences. These are great ways to gain practical skills and training while building your network. Career and Professional Development offers assistance with finding internships.

Before beginning your search for an internship, there are some additional steps to take in order to work legally as an intern. Please contact the Associate Director for Student Services or the Designated School Official (contact information on ISSS website) to schedule an appointment to discuss your employment options. In order to qualify for F-1 work authorization, the internship or co-op must be either a) required by your program in order to graduate, or b) an “integral part” of your curriculum. Your advisor will need to sign a form acknowledging one of these criteria. More information about this process (known as “Curricular Practical Training”) is available on the ISSS website.

Career Transition Resources For Veterans

Whether you've been retired for years or have just finished your service, rejoining the workforce can be tough. You should have access to adequate guidance and support. There are actually a lot of places you can turn to for assistance in your transition from service to career if you know where to look. Below are available resources from trusted organizations and will connect you to information, advice, tools, and programs that offer real-world help.

Transition Assistance Program (TAP) Links:

DOD TAP resources links for review:
<https://dodtap.mil/resources.html>

Army:
<https://www.sfl-tap.army.mil/>

Navy:
https://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/transition_assistance.html

Air Force:
<http://www.afpc.af.mil/Transition-Assistance-Program/>

Marine Corps:
<http://www.usmc-mccs.org/index.cfm/services/career/transition-readiness/>

Alabama/By Veterans for Veterans Resources:

Alabama Veteran:
<http://www.alveteran.org/>

List of Local Orgs: <http://www.alveteran.org/veteran-resource-organizations8203.html>

Still Serving Veterans: <https://ssv.org/>

National and Local Veteran Organizations: Team Red, White, and Blue:
<https://www.teamrwb.org/>

Local TeamRWB Facebook page:
<https://www.facebook.com/TeamRWBirmingham/>

The Mission Continues:
<https://www.missioncontinues.org/>

Career Tips for Veterans

- 1 Make an appointment with a Career Coach to explore different career paths, identify skills and strengths from your military experience, conduct a mock interview, or go over job search strategies
- 2 Complete an informational interview or job shadowing experience with employers who will be hiring in your field (see Pages 18-19)
- 3 Develop a focused resume that effectively communicates your experience and skills relevant to the job or industry you are entering
- 4 Pursue student employment, internships, and volunteering to try out different work environments and begin to build a professional network
- 5 Build your network and community of fellow veterans, employers, and professionals.



Quick resume tips for veterans:

- On your resume and in interviews, translate military jargon into civilian terms:
 - Assume the hiring manager knows nothing about the military
 - "Commanded" = "Supervised" or "Directed"
 - Quantify your statements by using numbers: "250 personnel," "\$3M budget," etc.
- Focus on skills, qualifications and accomplishments that are valuable in any workplace, like decision-making, resourcefulness, teamwork, performing under pressure, leadership, flexibility, attention to detail, self-motivated ...
- Do not use acronyms and make sure to spell out all affiliations.
- If you've held numerous ranks and duties, choose the ones with the most responsibilities/are most relevant to the position for which you are applying to put on your resume.
- Offer brief explanations for any phrases or titles that may not be self-explanatory
 - Example: if you attended NERS (Navy Enlisted Recruiter School), describe it as an in-depth, three-week sales training course

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