CAREER PLANNING GUIDE
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The Collat School of Business at the University of
Alabama at Birmingham and College Recruitment Media
express their gratitude to the advertisers listed above
for their generous support of the Career Planning Guide.
Dear UAB Collat School of Business Student,

Welcome to the inaugural Career Planning Guide for the UAB Collat School of Business. This is an exciting time at the University of Alabama at Birmingham and the UAB Collat School of Business. In August, we moved into a $37 million building and the Business Career Center is located on the first floor. Our new space is equipped for you to receive help with your resume, interviews, elevator pitch, and other career information.

As you begin this academic year, please take advantage of all the tools we have to offer in order to build your professional brand, engage with industry professionals, and prepare for the world of work. I invite you to review this Career Planning Guide and explore the tailored business career-related programs that will introduce you to opportunities for professional experience in your field.

Those of you completing your degree 100% online have access to the UAB Collat School of Business virtual career office through your Canvas account. Please make an appointment to receive one-on-one coaching from our online career coach. We encourage all students to set up a career coaching appointment, attend an employer event, and visit us in our brand new space in suite 152 of the UAB Collat School of Business.

We are committed to your success. We are ready and eager to help you prepare for your desired career path.

Sincerely,

Rita Stewart-Hampton, MBA
Director, UAB Collat School of Business Career Center

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Hours of Operation
Monday - Friday
8:00am – 5:00pm

Office: Business School
Interviewing Location
Collat School of Business (CSB)
1st Floor Room 152
710 13th Street South
Birmingham, AL 35294-1460
Connect to Collat Programs

Employer in the Foyer

We’re excited to host Employer in the Foyer each Thursday from 12pm-2pm in our new Collat School of Business lobby! Companies will promote their job openings. Students, please come and meet with employers between your classes.

Career Fair (Fall and Spring)

Career Fairs are designed to expose business students and alumni to various employers from the private sector, non-profits, organizations, educational institutions, and government agencies. Also, throughout the year there are small niche fairs for targeted groups of students.

On-Campus Recruiting

Collat business students will be able to interview in our three brand new world-class interview suites located directly in the Career Center space on the 1st floor. There is no need to try and set up a virtual interview in your dorm room. We will be equipped with technology for Skype and video interviewing.

Employer Tours

Do you ever wonder what it is like to work for a certain company? During the semester, you will be able to sign up for employer tours. Collat students will be able to get a first-hand look at the workplace and culture. Contact careermgt@uab.edu to find out more.

Career Studio

Do you prefer to meet in a group session to work on your resume or career related information? You can meet our Career Coach or our career peer mentor in our new Career Studio. You can discuss tips and challenges with people just like yourself. Contact careermgt@uab.edu to find out more.

Brew With the Crew

On Wednesdays from 1pm-3pm, students can come by and have a cup of coffee on us, and you meet with one of our staff members one-on-one. These are 15-minute quick sessions that require no appointment. We can help with resume reviews, elevator pitches, and more.

Follow us on Instagram @ uabbiz to #ConnectToCollat!
#ExploreCollat
Keep up with the happenings in the UAB Collat School of Business and follow as we highlight student success.

My Four-Year Career Plan

Freshman Year

Fall

• Register in HireABlazer; create your profile and upload your picture
• Come by the Career Center in the Collat School of Business, introduce yourself and make an appointment for your resume review
• Upload your resume in HireABlazer
• Please wait for your resume to be approved before sending it out to perspective employers
• Develop and practice your elevator pitch
• Research companies of interest before the career fair
• Attend the Fall Career Fair and other career-related events to start building your network with employers for summer internships

Spring

• Practice your interviewing skills
• Sign up for mock interviewing
• Continue to search for summer internships
• Attend the Spring Career Fair and other career-related events such as Employer in the Foyer
• Join a business student organization
• Introduce yourself to your respective Internship Coordinator

Summer

• Secure your first general internship or part-time job relating to your major
• Update your profile on HireABlazer
• Assess your computer skills
• Make revisions to your resume with the most current and accurate information

Sophomore Year

Fall

• Search career opportunities by reviewing the qualification section for each posting in HireABlazer
• Participate in career-related events on campus
• If you have not joined a business student organization, please join one
• Consider applying for a leadership role in a business student organization
• Practice your elevator pitch
• Research companies of interest before the career fair
• Attend the Fall Career Fair and other career-related events
• Update your LinkedIn profile
• Practice your interviewing skills
• Sign up for mock interviewing

Spring

• Practice your interviewing skills
• Sign up for mock interviewing
• Continue to search for summer internships
• Practice your elevator pitch
• Research companies of interest before the career fair
• Attend the Spring Career Fair
• Research HireABlazer for summer internships
• Start to build your career networking list
• Participate in Employer Tours
• Attend company meetups and networking events
• Build and maintain rapport with professors and administrators—you will soon need letters of recommendation for jobs and/or graduate school applications

Summer

• Start your second internship related to your major
• Conduct informational interviews with people in careers that interest you
• Evaluate your career plan
• Review and update your career network list
• Make revisions to your resume with the most current and accurate information
What is meant by the term internship?
“Internship” usually refers to a one-term work assignment, most often in the summer but not always. Internships can be full or part-time, paid or unpaid, for credit or not-for-credit depending on the employer and the career field. These experiences help you try out and confirm your career interests, develop real world skills that enhance your qualifications for future employment, make contacts in your field, and possibly gain offers of full-time employment.

How can you get this experience?
• Internships
• Externships
• Job Shadowing
• Part-time/Seasonal Jobs
• Research Opportunities
• Student Activities/Clubs

What are employers seeking when they hire an internship student?
• Internships
• Externships
• Volunteering
• Job Shadowing
• Part-time/Seasonal Jobs
• Research Opportunities
• Student Activities/Clubs

Communication: Articulate thoughts and express ideas effectively using oral, written and non-verbal communications skills to instruct,
Internship Program continued

- Global Perspective: Respect the viewpoints of those from diverse cultures, races, ages, genders, religions, and lifestyles to build collaborative relationships and communicate effectively. The ability to appreciate, value, and learn from other cultures and perspectives to move beyond tolerance.

- Creativity & Problem Solving: Exercise sound reasoning to analyze issues, synthesize information, make decisions, and solve problems. The ability to think critically and strategically to develop original ideas and innovative solutions.

How to Get Started?

Steps to Participate in the Internship Program

1. Register in HireABlazer—complete your profile and upload a current resume.
2. Find an internship—meet with an Internship Coordinator or Career Center staff member if you need assistance with a targeted job search.
3. Meet Deadlines
   - Always assume the responsibility to ask when an assignment is due. This will help you to understand your supervisor’s priorities and manage your time accordingly. Alert your boss in advance if you will be unable to meet expectations. This will show respect and professional maturity.
4. Set Realistic Goals and Expectations
   - Invest actively in the most critical element of your internship—that is, the learning agenda which you set up with your supervisor at the beginning of the assignment. Your learning agenda should target specific skills and competencies that you wish to acquire and demonstrate. After all, the learning agenda is what distinguishes a short-term job from an internship. It is up to you to establish a correlation between your learning goals and the daily work you are asked to perform.
5. Communicate Respectfully
   - Assure that everyone else knows more than you do. However, don’t be afraid to present useful ideas that may save time or money or solve problems. Make sure, however, that your style does not come across as cocky. Employers value assertiveness but not aggressiveness. Find out the proper way to address individuals, including customers. Maintain a pleasant and respectful demeanor with every person, regardless of his or her rank.
6. Be a Team Player
   - Learn how your assignment fits into the grand scheme of things and keep a keen eye on the job done. In today’s work environment, success is often defined along the lines of your ability to get along with and interact with others. You’re a winner only if your team wins.
7. Seek Regular Reviews from Your Supervisor
   - Ask your supervisor to assess your performance and reinforce the fact that you mean business.
8. Be Yourself
   - Your reputation will be an initial learning curve and will last long after the internship. Your internship supervisor knows that there will be an initial learning curve and will make allowances for mistakes. Learn from your errors and move on to your next task. From there, your responsibilities and the expectations of others are likely to grow.
9. Be Flexible
   - Accept a wide variety of tasks, even those that may not relate directly to your assignments or those that may seem like grunt work. Your willingness to go the extra mile, especially during “crunch time,” will help you carve the way to assuming greater responsibilities.
10. Maintain Your Internship Passport
    - Your internship—getting your foot in the door by turning your career dreams into a passport to future employment—is that it can serve as your ticket to the future. As an intern, you will generally begin by performing small tasks, asking a lot of questions, and learning the systems. Your internship supervisor knows that there will be an initial learning curve and will make allowances for mistakes. Learn from your errors and move on to your next task. From there, your responsibilities and the expectations of others are likely to grow.

Turning Your Internship Into a Full-Time Position continued

• Global Perspective: Respect the viewpoints of those from diverse cultures, races, ages, genders, religions, and lifestyles to build collaborative relationships and communicate effectively. The ability to appreciate, value, and learn from other cultures and perspectives to move beyond tolerance.

• Creativity & Problem Solving: Exercise sound reasoning to analyze issues, synthesize information, make decisions, and solve problems. The ability to think critically and strategically to develop original ideas and innovative solutions.

How to Get Started?

Steps to Participate in the Internship Program

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LOOKING FOR A JOB is seldom easy for any student. For you, the international student, the job search process can be especially confusing. You may lack an understanding of U.S. employment regulations, or perhaps you are unaware of the impact your career choice has on your job search. You may also be unsure about your role as the job-seeker and the resources used by American employers to find candidates.

The following is an overview of the issues most relevant to international students in developing a job search strategy. Additional information about the employment process and related topics can be found through the Career Center and on the Internet.

Bureau of U.S. Citizenship and Immigration Services Regulations

As an international student, you should only obtain employment-related information from an experienced immigration attorney or your campus USCIS representative. Advice from any other resource may be inaccurate. Once you have decided to remain in the United States to work, contact the international student services office or the office of human resources on your campus and make an appointment with your USCIS representative. In addition to helping you fill out necessary forms, the USCIS representative will inform you of the costs associated with working in the United States.

Importance of Skills and Career Field
Find out if your degree and skills-set are currently in demand in the U.S. job market. An advanced degree, highly marketable skills, or extensive experience will greatly increase your job prospects in the United States. However, you are expected to be able to demonstrate strong communication skills, self-promotion, and explain your credentials and why you are suitable for the position.

Role of Employers

The employer through hiring managers, human resources staff, or employment agencies will most likely use several resources to find workers, including:

- College recruiting
- Campus or community job fairs
- Posting jobs on the company website or on national job posting sites on the Internet
- Posting jobs in major newspapers or trade publications
- Posting jobs with professional associations
- Resume searches on national online services
- Employee referrals
- Regional and national conferences
- Employment agencies (“headhunters”)

Are you accessible to employers through at least some of the above strategies? If not, develop a plan to make sure your credentials are widely circulated. Notify as many people as possible in your field about your job search.

Strong Communication Skills
You can help the employer make an informed hiring decision if you:

- Provide a well-prepared resume that includes desirable skills and relevant employment experiences.
- Clearly convey your interests and ability to do the job in an interview.
- Understand English when spoken to you and can effectively express your thoughts in English.
- It’s important to be able to positively promote yourself and talk with confidence about your education, relevant skills, and related experiences. Self-promotion is rarely easy for anyone. But, it can be especially difficult for individuals from cultures where talking about yourself is considered inappropriate. When interviewing in the United States, however, you are expected to be able to explain your credentials and why you are suitable for the position.

Be sensitive to the interviewer’s verbal and nonverbal cues. Some international students may not realize when their accent is causing them to be misunderstood. Interviewers are sometimes too embarrassed or impatient to ask for clarification.

If your English language skills need some work, get involved with campus and community activities. These events will allow you to practice speaking English. The more you use the language, the more proficient you will become. These activities are also a great way to make networking contacts.

Business Career Center & INTO UAB Center

The Career Center can be a valuable resource in your job search. Be aware, however, that some employers using the Career Center won’t interview students who are not U.S. citizens. Though this may limit your ability to participate in some campus interviews, there are numerous ways to benefit from the Career Center:

- Attend sessions on job search strategies and related topics.
- Work with the career services staff to develop your job search strategy.
- Attend campus career fairs and company information sessions to inquire about employment opportunities and to practice your networking skills.

Contact Us

Our welcome desk is available from 8:00 am to 5:00 pm, Monday through Friday to help with general questions.

INTO UAB Center

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Adapted from article by Rosita Smith.
Get Started Networking!

What Is Networking?
Did you know that networking is consistently the number one or two way that University of Alabama at Birmingham graduates find jobs? Networking is the process of developing relationships with others. So who is in your network? Start with those close to you—friends, parents, professors, advisors, supervisors. You are not trying to get a job from them instead the information for a contact to add to your network who might have opportunities!

Elevator Pitch/30-Second Commercial
If you were stuck in the elevator with the CEO of your dream company, what would you say? This is where the term elevator pitch comes from. An elevator pitch allows you in 30 seconds to tell someone who you are, why you are qualified, and what you can provide. Elevator pitches can be used while networking, at a career fair, or to answer the interview question “tell me about yourself.”

30-Second Commercial Components
Here are some components to consider in developing your unique introduction; choose a combination of the following:

- Greeting
- Hello, my name is ______(include your first and last name).
- I am currently a ______(freshman, sophomore, junior, senior).
- I am majoring in ______(current major or job-related interest).
- I am looking for ______(internship, co-op, summer, full or part-time position).
- When you’re available ______(summer, fall, spring) of ______(year).
- Strengths/Abilities
- My strengths are ______ and ______.
- Accomplishments
- I have ______ and ______.
- Relevant Activities
- I am involved in ______ and ______. Would you tell me more about ______?

Example of an Introduction:
“Hi, my name is Jane Blazer and I am a sophomore majoring in marketing. I am currently a Resident Advisor on a hall of 33 students. This past semester I managed a project where a group of 15 students provided a two-hour field day for two fourth grade classes at a local elementary school. I managed the planning meetings, as well as solving two logistics problems. The project involved twice as many students as the one from previous years. I am seeking an internship this coming summer in marketing to use my planning and problem-solving skills in service to your company. Would you tell me more about your internship program?”

Get Started Networking! continued

The Informational Interview

1. Know What You Want to Accomplish
The primary purpose of informational interviewing is to:
- Investigate a specific occupational field.
- Gain insights into a career field.
- Narrow options.
- Solicit advice on where you may fit in.
- Learn the jargon and current trends in the field.
- Expand your network for future reference.

Note: An informational interview is to request information, not a time for you to request job listings or interview for a job.

2. Prepare for the Informational Interview

Before:
- Learn as much as you can about the organization.
- Dress professionally.
- Bring copies of your resume. Only distribute them if requested.

During:
- Arrive 10-15 minutes early.
- State your purpose and why you are meeting with this particular person.
- Keep in mind that the informational interview is not an interview for employment.
- Be prepared to lead the conversation, since you are the interviewer.
- Always ask if you can keep in touch.
- Send a thank-you note and keep the individual posted on your progress.

After:
- Thank the individual for their time.
- Always follow up with your thank-you note.
- Ask for referrals to other appropriate individuals in the field or organization.
- Evaluate the information you received. How does it relate to your goals?

3. Use These Sample Informational Interview Questions as a Guide

A) Questions about the career field:
- What is your job title? What are the associated duties and responsibilities of this job?
- What was your career path prior to obtaining this position?
- What preparation is required to qualify for a job like yours?
- What do you like most about your job? Least?
- Would you describe a typical day/month/season/year?
- What other personnel and/or departments work closely with you?
- What college courses or experience would help you gain additional knowledge to prepare me for a position like this one?
- What is a typical career ladder in this field?
- What salary range could I anticipate in this field?
- How would someone with my background fit into this organization?
- Can you refer me to others in this field with whom I might also discuss this career field?

B) Questions about the organization:
- What is the philosophy of this company? What are its long- and short-term goals?
- What are some of the benefits of working for this organization in comparison to others?
- What types of training programs are available?
- How would you rate the working environment in this company (physically, socially, professionally)?
- What is the outlook for the future of this company?
- What are some of the problems faced by this company?
- Can you refer me to others in this organization with whom I might be able to speak?

Informational interviewing is an effective tool in both career planning and the job search process. It may be one of your most valuable strategies in gathering information and establishing a network. Like all other facets of career planning, informational interviewing requires prior planning and preparation on your part. Make the interview open doors for you and your career.
Career Fairs: Are You Ready?

Do Your Research
- Find out which employers will attend the career fair.
- Visit HireABlazer for a list of campus job fairs and links to employer websites.
- Create your ABC list of employers you plan to talk with:
  - A = Wow—really interested.
  - B = Good opportunities
  - C = Not my 1st choice, but okay
- Talk with B and C list employers to practice your 30-second commercial
- Move on to A list employers and deliver your 30-second commercial with confidence

Leave Backpacks at Home
- They’re cumbersome
- They get in the way
- They scream “student,” not “candidate”

Participate in the Fair
Be prepared to talk with employers.
- Ask meaningful questions
- Develop and practice your 30-second commercial
- Ask recruiters for business cards for follow-up notes

Attire—Professional or Business Casual
Unsure? It is better to be overdressed. First impressions are important. Do some research on the job fair you plan to attend or the industry itself. A business suit is considered business professional. Business casual is a more relaxed yet structured ensemble of separate pieces.
- Attire should be clean, pressed, professional, and fit you properly
- Wear professional, yet comfortable shoes because you will be on your feet and walking around the fair.

Stop, Look, & Listen
Listen to questions asked and answers received by other attendees. You might:
- Pick up valuable information
- See real-life career search “dos and don’ts”

Ask Questions Based on Your Goals
- Interested in a particular career field?
  Ask questions about working within the industry.
- Interested in opportunities with a specific employer?
  Ask questions about the application and interview process.
- Avoid asking “What does your company do?” You should know this from research you completed before the career fair.

Build a Stellar Profile
Profile Heading
- Gives a short, memorable way to understand who you are in a professional context. Use 120 characters to make an employer want to read more. Ex: Recent UAB Honors grad seeking marketing position

Appropriate Photo
- A headshot, professional-looking picture of just you.

Show Off Your Education
- List all institutions attended. Include majors or minors. Highlight your activities, including study abroad programs. If you have a strong GPA, share it.

Professional Summary
- A summary of your career search “dos and don’ts.”

Benefits
- Provides online professional presence.
- Houses electronic business card, resume, cover letter, and references all in one location.
- Increase the number of people in your network of contacts, including alumni.
- Access to job listings.
- Research companies or people you are going to meet using company profiles.

LinkedIn Connection Message
- When connecting with someone on LinkedIn, always personalize the connection request. Give the person context for why you are asking them to be a connection. Never use the default message.

LinkedIn Student Jobs Portal
- Access entry-level jobs and internships at some of the best companies worldwide at the student and recent grad job portal:
  http://www.linkedin.com/studentjobs

Sample Approach Email
Dear Mrs. Stewart-Hampton,
My friend Rusty Jones said to contact you about my interest in marketing research. I am a junior marketing major at UAB trying to learn more about the field.
Besides focusing on academics, I am also actively involved in the Student Government Association where I serve on the marketing committee and am a member of the basketball team.
I was hoping that you would have a few moments in the next week or two to discuss my career path, and share some knowledge on how to break into the marketing research field. You can contact me at 205-555-1111 or Noahill@uab.edu. Thank you for considering my request.
Sincerely,
Noah Hill
What to Wear: Unlocking Dress Codes

When deciding what to wear for an interview, career fair, business meeting, or professional event it is always best to research the organization, industry, and event to determine which dress code is expected or most appropriate. Here are some general guidelines about common dress codes for business and professional occasions.

**BUSINESS PROFESSIONAL** is appropriate for most interviews—particularly in corporate, legal, and business settings, as well as education and health professions—career fairs, formal networking events, and some work environments.

- Attire should be professional, conservative, and timeless. Stay consistent with both your brand and the company’s image.
- Suits should be neat, clean, ironed/pressed, stain-free, in good condition, tailored to fit you properly, and a current cut and style.
- Choose a dark neutral suit color such as black, navy or charcoal gray.
- For skirt suits, skirts should be knee-length and skin-toned pantyhose are encouraged (especially during colder weather).
- White or light colored long sleeved button down shirt, as well as a blouse or shell, should be worn under your suit jacket.
- Wear either low-heeled, closed-toe pumps/flats or classic leather lace up with dark colored socks that match your pants. All shoes should be polished and in good condition.
- Belts should match your shoe color and choose a tie with a conservative pattern.
- Hair should be neatly trimmed or pulled away from your face. Nails should be clean and wear natural make-up and simple accessories. Avoid overpowering perfume and cologne.

**BUSINESS CASUAL** is the most common office dress code and is appropriate for most business functions, meetings and other events when indicated. The emphasis is still on business, not casual, and should be a more relaxed version of business professional. It may be appropriate for some interviews.

- Business professional should imitate the look of a suit using separate pieces.
- Ties, blazers, jackets and cardigans may be worn. Sweaters, blouses, button down shirts and polos are also appropriate.
- Neatly pressed dark colored or khaki pants, skirts and dresses may be worn.
- Heels, flats, booties/boots and loafers are appropriate. Open toed shoes are also considered acceptable.

**SMART CASUAL** (sometimes referred to as “dressy casual”) is appropriate when explicitly mentioned and found in many office environments.

- Think business appropriate, but with a few casual cues. You should look polished, stylish, and neatly put together. Gauge what others in the office are wearing.
- Mix up shades. This attire allows you to get a bit more expressive.
- Dress shoes may be exchanged for loafers, booties, or flats.
- Dark jeans are often acceptable.

**CASUAL** is appropriate when explicitly mentioned.

In a business environment, be sure to keep your casual look polished and office appropriate. Some companies encourage casual attire on Fridays. Sweats, yoga pants, and shorts are not appropriate in a business environment. Tennis shoes (if worn) should be clean and in good condition.
The Resume Puzzle: What Pieces Fit You?

**Objective**

If you have prior experience or are seeking an advanced degree, you may prefer to use a Summary of Qualifications or Profile rather than an objective.

**Education**

Provide in reverse chronological order, starting with the most recent degree first. Make sure the name of our university is correct. List locations for each institution and the month and year you graduated or expect to:

- B.S. in Economics, University of Alabama at Birmingham, Birmingham, AL. Expected Graduation May 2019

**Skills**

Skills can be listed in several categories such as Computer Skills, Language Skills, Laboratory Skills, or other areas. If you lack career-related experience, various skill sets can be shared. If you worked on projects in classes that are relevant, add a Projects section to your resume.

**Experience**

Relevant Experience and Leadership Experience are key items employers like to see. Emphasize results and accomplishments rather than sounding like a job description. Use numbers in your experience descriptions to add impact.

**Honors & Activities**

Share academic or other honors you have received including scholarships or other awards. As you list organizations no need to list the word member, but add the dates of your membership. Be sure to emphasize leadership roles you have taken.

---

### Top 5 Tips for Applicant Tracking Systems

Applicant tracking systems are the computer systems used by organizations to manage the flood of applications they receive. The ATS will read your resume, and then rank and score your qualifications vs. the job descriptions. Only those applicants who receive high scores will get a call for an interview. If you follow these formatting tips, you will greatly increase the likelihood that your resume will rise to the top of the list.

**Top 5 Tips**

1. **Do not use templates**: Use a standard Word document, and save in .doc format; File/Save As/Word 97-2003. Not all ATS systems can read .docx, PDF, RFT, and JPEG formats.
2. **Use simple formatting**: Do not use headers (including for contact information), footers, templates, borders, lines, symbols (bullet points are fine), or shading.
3. **Customize each resume for the specific position being sought**: Using language from the job description: “One-size-fits-all” does not work with applicant tracking systems. Incorporate relevant, targeted keywords and phrases for the position being sought. Be specific—i.e., “Adobe Photoshop” instead of “image-editing software.”
4. **Use keywords and phrases in context**: Incorporate them into descriptive achievement-oriented bullet points; do not just include them as a list of skills or competencies.
5. **Edit carefully**: The ATS will not recognize misspelled words. And, if your resume survives the ATS screen, it will next be reviewed by human beings, so it must be error-free.

**Source**: careers.uic.edu

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### Resume Do’s and Don’ts

**DO’S**

- **Do stick to one page for your resume unless you have an advanced degree or several years of experience. Your resume should be a concise and succinct document that summarizes your background and experiences. However, a curriculum vitae can be used to help describe expansive detail on research or publications, which can allow you to use multi-pages. Additionally, federal job application resumes are expected to be longer than one page.**
- **Do include the following: your full name, cell phone number, email address, and current and permanent addresses. Add your LinkedIn if it is updated.**
- **Do include your major(s), minor(s), list your school(s) name—University of Alabama at Birmingham—city and state, and expected graduation date.**
- **Do be sure to order your resume in reverse chronological order, meaning from most recent to least recent in regards to dates.**
- **Do utilize bullet points to describe the skills and responsibilities you gained during the experience. Additionally, do not forget to use present tense verbs for current positions and past tense verbs for prior experiences.**
- **Do include your other campus involvement. These could range from being a team captain for the big event, or playing for the club soccer team. Be sure to include any positions you have held, as well as the dates you have been a part of the organization.**
- **Do use italics, bolded font and underlining to emphasize different points on your resume. For example, bolding your name, major, or titles of significant experiences you have held.**
- **Do be sure to stay consistent with punctuation and formatting throughout the resume.**
- **Do utilize as much white space as you can on the document. You can go down to 10 point font if needed, as well as 0.5 margins on each side.**

**DON’TS**

- **Don’t include references on a resume. A reference list should be on a separate document and would be asked for by your inquiring employer.**
- **Don’t use fonts that are difficult to read. Be sure to stick to fonts like Times New Roman, Cambria, or Georgia that are easy to read.**
- **Don’t simply list your duties under experiences. You want to utilize bullet points to emphasize the skills you gained by working and key accomplishments.**
- **Don’t list “soft skills”, which may include communication, organization, and listening skills. You would want to include these soft skills through explanation in your bullet points. You could list language skills and technical skills, which would include computer programs or laboratory procedures.**
- **Don’t use the same resume for every application. You want to tailor your resume per application and edit based on what you are applying for.**
## Power Skills for Your Resume

### Working With PEOPLE

<table>
<thead>
<tr>
<th>Administration</th>
<th>Management/ Supervision</th>
<th>Teaching</th>
<th>Performing</th>
<th>Counseling/Healing</th>
<th>Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>monitor</td>
<td>coordinate</td>
<td>educate</td>
<td>create</td>
<td>listen</td>
<td>create</td>
</tr>
<tr>
<td>track</td>
<td>schedule</td>
<td>tutor</td>
<td>present</td>
<td></td>
<td>lead</td>
</tr>
<tr>
<td>assess</td>
<td>delegate</td>
<td>stimulate</td>
<td>play</td>
<td></td>
<td>encourage</td>
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<td>organize</td>
<td>medium</td>
<td>instruct</td>
<td>interpret</td>
<td></td>
<td>manage</td>
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<tr>
<td>requisition</td>
<td>medium</td>
<td>facilitate</td>
<td>act</td>
<td></td>
<td>organize</td>
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<tr>
<td>access</td>
<td>medium</td>
<td>awaken</td>
<td>sing</td>
<td></td>
<td>compare</td>
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<td>dance</td>
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<td>inspire</td>
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<td>perform</td>
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### Persuading

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<th>Clearly</th>
<th>Challenge</th>
<th>Negotiate</th>
<th>Inquire</th>
<th>Reason</th>
<th>Influence</th>
<th>Convince</th>
<th>Arbitrate</th>
<th>Mediate</th>
<th>Reconcile</th>
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### Selling

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<th>Assess</th>
<th>Analyze</th>
<th>Peruse</th>
<th>Provide</th>
<th>Assist</th>
<th>Serve</th>
<th>Trade</th>
<th>Vend</th>
<th>Handle</th>
<th>Present</th>
<th>Sell</th>
<th>Convince</th>
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<th>Problem solve</th>
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<th>Assist</th>
<th>Design</th>
<th>Guide</th>
<th>Counsel</th>
<th>Survey</th>
<th>Serve</th>
<th>Contribute</th>
<th>Motivate</th>
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### Research & Development

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<th>Explain</th>
<th>Prepare</th>
<th>Recommend</th>
<th>Conclusion</th>
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<th>Appraisal</th>
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<th>Plan</th>
<th>Control</th>
<th>Develop</th>
<th>Acquire</th>
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### Analysis

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<th>Interpret</th>
<th>Design</th>
<th>Discern</th>
<th>Conceptualize</th>
<th>Discover</th>
<th>Infor</th>
<th>Illuminate</th>
<th>Clearly</th>
<th>Quantify</th>
<th>Qualify</th>
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### Information

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<th>Analyze</th>
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<th>Category</th>
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<th>Process</th>
<th>Manage</th>
<th>Program</th>
<th>Link</th>
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### Editing

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<th>Check</th>
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<th>Correct</th>
<th>Reverse</th>
<th>Revise</th>
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<th>Improve</th>
<th>Initiate</th>
<th>Investigate</th>
<th>Advise</th>
<th>Read</th>
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### Organizing/Legacy

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<th>Classify</th>
<th>Organize</th>
<th>Assist</th>
<th>Maintain</th>
<th>Liaison</th>
<th>Support</th>
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<th>Systematic</th>
<th>Schedule</th>
<th>Coordinate</th>
<th>Streamline</th>
<th>Simplify</th>
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### Working With DATA

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<th>Assess</th>
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<th>Manage</th>
<th>Forecast</th>
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### Working With IDEAS

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<th>Interpret</th>
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<th>Communicate</th>
<th>Negotiate</th>
<th>Compare</th>
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<th>Comprehend</th>
<th>Proficiency</th>
<th>Fluency</th>
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<th>Tutor</th>
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### Selling

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<th>Assist</th>
<th>Serve</th>
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<th>Vend</th>
<th>Handle</th>
<th>Present</th>
<th>Sell</th>
<th>Convince</th>
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### Program Development

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<th>Strategize</th>
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<th>Persuade</th>
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### Marketing

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<th>Review</th>
<th>Analyze</th>
<th>Design</th>
<th>Develop</th>
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<th>Formulate</th>
<th>Recommend</th>
<th>Persuade</th>
<th>Implement</th>
<th>Advertise</th>
<th>Advance</th>
<th>Boost</th>
<th>Improve</th>
<th>Conclude</th>
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### Writing

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<tr>
<th>Writing</th>
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<th>Construct</th>
<th>Integrate</th>
<th>Capture</th>
<th>Abstract</th>
<th>Express</th>
<th>Advertise</th>
<th>Inform</th>
<th>Summarize</th>
<th>Conclude</th>
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### Investigating

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<th>Pursue</th>
<th>Interrogate</th>
<th>Question</th>
<th>Analyze</th>
<th>Intuit</th>
<th>Seek</th>
<th>Search</th>
<th>Probe</th>
<th>Examine</th>
<th>Explore</th>
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</thead>
</table>

### Resume Bullet Formula

**POWER VERB (SKILLS) + DEMONSTRATED ACCOMPLISHMENT/CONTRIBUTION**

**Example:** Answered phones.

1. **Skill:** Communication skills
2. **Structure:** I learned communication skills while answering phones.
3. **Verb:** Developed communication skills while answering phones
4. **Clarify:** Developed communication skills addressing up to 50 customer’s billing concerns per shift by phone

### Consider the following actions:

- **Purpose:** Initiated a team of five students to work after hours to implement marketing demos.

### Method

- Created engaging and interactive lesson plans by using Prezi and PowerPoint.

### Result

- Organized extensive aircraft article database creating easy research and file access.

### Power Skills for Your Resume continued

### Transferable Skills

- Critical Thinking
- Problem Solving
- Decision Making
- Active Listening
- Technical Skills
- Communication Skills (Oral and Written)
- Interpersonal Skills
- Detail and Follow-Through
- Taking Initiative
- Leadership/Teamwork
- Instructing/Guiding/Mentoring
- Planning and Management
- Organizational Skills
- Analytical/Evaluative Skills
- Creativity
- Supervision
- Motivating/Persuading Others

### Example:

- Organized extensive aircraft article database creating easy research and file access.
**Freshman Year**

**My Name**

715 13th Street South
Birmingham, Alabama 35204

**Education**

University of Alabama at Birmingham
Bachelor of Science in Finance

**Work Experience**

Client F&A

- Bachelor of Science in Finance
  
  - Involved business leaders in various advisory roles and integrate the use of business tools into classroom activities.
  - Coordinated special events and catering orders with managers.
  - Estimated claim costs and the financial impact of business decisions.

Hospitality Professional  June 2017 – April 2018

- Educated customers on RED card benefits (i.e., save, pay, and shop)
- Resolved guest concerns in a helpful manner
- Offered a fast checkout service with genuine communication

Target

- Answered inquiries from customers regarding store policies and promotional menu choices
- Coordinated special events and catering orders with managers
- Estimated claim costs and the financial impact of business decisions

Finance Associate Internship  May 2018 – August 2018

- Prepared students to perform well in upper level finance, economics, and accounting courses
- Exemplified leadership qualities to effectively manage twelve employees

- Conducted research in support of product development, coverage for new business, and changes in rates for existing customers
- Collaborate with industry professionals to schedule professional outreach meetings

- Estimated claim costs and the financial impact of business decisions
- Estimated claim costs and the financial impact of business decisions

**Activities**

Future Business Leaders of America (FBLA)

- Competed in global business events at the regional and state levels in 2013-2015
- Competed in global business events at the regional and state levels in 2013-2015
- Competed in global business events at the regional and state levels in 2013-2015

**Sophomore Year**

**My Name**

715 13th Street South
Birmingham, Alabama 35204

**Education**

University of Alabama at Birmingham
Bachelor of Science in Accounting

**Work Experience**

Portfolio Manager August 2018 – Present

- Utilize statistical techniques to perform portfolio analysis and stock valuation
- Apply finance, accounting, and economic knowledge to evaluate company financial data (SWOT analysis)
- Secure quarterly professional development opportunities within the Birmingham community

Emerging Leaders Training Program  May 2021 – Present

- Utilize statistical techniques to perform portfolio analysis and stock valuation
- Apply finance, accounting, and economic knowledge to evaluate company financial data (SWOT analysis)
- Secure quarterly professional development opportunities within the Birmingham community

**Activities**

University of Alabama at Birmingham

- Business Development Internship
  
  - Certified Financial Analyst (CFA) Level 1
  - CFA Certified for equity and fixed income

- Beta Gamma Sigma—Business Honor Society
  
  - Beta Gamma Sigma—Business Honor Society
  
  - Beta Gamma Sigma—Business Honor Society

- Emerging Leaders Training Program  May 2021 – Present
  
  - Emerging Leaders Training Program  May 2021 – Present
  
  - Emerging Leaders Training Program  May 2021 – Present

**Junior Year**

**My Name**

Call: 205-970-7232  Email: Junior@uab.edu

**Education**

University of Alabama at Birmingham
Bachelor of Science in Finance

- Business Development Internship
  
  - Certified Financial Analyst (CFA) Level 1
  - CFA Certified for equity and fixed income

- Beta Gamma Sigma—Business Honor Society
  
  - Beta Gamma Sigma—Business Honor Society

- Emerging Leaders Training Program  May 2021 – Present
  
  - Emerging Leaders Training Program  May 2021 – Present

**Senior Year**

**My Name**

1150 10th Ave South, Birmingham, AL 35205, Cell: 205-934-9202, Email: senior@uab.edu

**Education**

University of Alabama at Birmingham
Bachelor of Science in Accounting

- Business Development Internship
  
  - Certified Financial Analyst (CFA) Level 1
  - CFA Certified for equity and fixed income

- Beta Gamma Sigma—Business Honor Society
  
  - Beta Gamma Sigma—Business Honor Society

- Emerging Leaders Training Program  May 2021 – Present
  
  - Emerging Leaders Training Program  May 2021 – Present

- Emerging Leaders Training Program  May 2021 – Present

College to Career

Tips on how to make the transition into the world of work.

10 Ways to Develop and Practice Professionalism
1. Use your time productively at work. Focus on your job responsibilities and avoid getting pulled into social media, web browsing, and phone activity while on the clock.
2. Project a professional presence and dress appropriately. A good rule of thumb is to dress for the position you aspire to have.
3. Take the initiative. Ask for more projects to be given to you or think of assignments that will meet your organizations goals. You don’t want to be under-utilized.
4. Maintain effective work habits. Prioritize, plan, and manage your assignments and projects.
5. Manage your time efficiently. Establish priorities, set goals, and create action plans to meet deadlines.
6. Be accountable for your work and actions while behaving ethically at all times.
7. Produce work and results that reflect a sense of pride and professionalism, often exceeding expectations.
8. When you run into problems and obstacles take the time to brainstorm a few solutions and alternatives before you meet with your supervisor.
9. Be resilient. Develop coping skills to manage setbacks and challenges with a positive and constructive attitude.
10. Practice professionalism online and in-person, and interpersonal communication skills.

Tips on How to Be Successful at Your New Job or Internship
- Follow the rules at all times. Read through your employee manual (if there is one) and make sure you understand all the policies and procedures.
- Prove yourself to be dependable and trusted early on through consistency in your actions.
- Pay attention to office culture. Observe how others behave, interact with others, and communicate with each other. Model those who do this well.
- Attend all business functions and participate in office events and traditions. For example, contribute to the office pot luck and join in on office games and activities.
- Take your work and assignments seriously even if it seems like a menial task, recognize how it plays into the bigger picture of organizational goals.
- Ask for feedback and use it. Make it easy for your supervisor to give you constructive feedback because this is how you will learn, grow and improve through your experience.
- Own up to your mistakes and don’t make excuses. Everyone makes mistakes.

Develop Your Emotional Intelligence
Emotional Intelligence is described as “your ability to recognize and understand emotions in yourself and others, and your ability to use this awareness to manage your behavior and relationships.”
Bradberry and Greaves

The four skills that make up Emotional Intelligence are:
- Self-awareness
- Self-management
- Social awareness
- Relationship management

The development of your Emotional Intelligence skills can have a huge impact on your career success.

Five Key Points About References

Three to five people is a good number of references to have. Who should you ask? Current or former supervisors, faculty members, coaches, or advisors. Family or close personal friends are not recommended.

Always ask permission before listing someone as a reference. As you ask, provide your references with a copy of your resume or CV, and any other materials that may be relevant like a job listing, cover letter, or graduate school essay.

Keep your list of references in a document separate from your resume. Usually references are not needed at the initial time of application. Bring copies of your reference page to your interview. If you have a CV, references are often included in an academic job search.

Share the contact information for your references including their job titles, employers, mailing addresses, phone numbers, and email addresses.

Keep your references up to date on your progress and be sure to thank your references after your job search or your graduate school application process is complete.

Sample Reference List

LEAH BIGBEE

References:

Dr. Jane Doe
Professor
University of Alabama at Birmingham
UAB Collat School of Business
710 13th Street South
Birmingham, AL 35294
(205) 934-9202
jandoe@uab.edu

Mr. Walter Randolph
Supervisor
Mead Paper
2715 Market Street
Alabaster, AL 35007
(419) 555-2045
wrandolph@mead.com

Ms. Jane Wilson
Department Manager
Johnson Controls, Inc.
4027 Appleton Drive
Guntersville, AL 35976
(205) 555-8211
jwilson@employer.com
Cover Letter 101

Letter of Application

E-2 Apartment Heights Dr
Birmingham, AL 35202
(205) 934-9202
donaharr@uab.edu

February 22, 20XX

Chad Hampton, Manager of Paint Shop
Mercedes-Benz
One Mercedes-Benz Drive
 Vance, AL 35007

Dear Mr. Hampton:

I enjoyed our conversation on February 19 at the Mercedes-Benz training center. I appreciated your personal input about how long you have worked at Mercedes and the different learning opportunities you have experienced. This letter is to follow-up on the business analyst position that we discussed at the seminar. I will be completing my Bachelor of Science Degree in Information Systems from the UAB Collat School of Business in May of 20XX, and will be available for employment at that time.

Last semester, I was able to complete an internship with Alloc. In addition, I participated in an externship at CGI. These valuable experiences have afforded me the opportunity to:

• develop skills on a wide range of topics and varying levels of academic ability,
• observe and participate in effective team building exercises,
• assist with analyzing data, and
• present to the leadership team the results of our business project.

I look forward to hearing from you soon. I can be reached at (205) 934-9202 for any additional questions.

Sincerely,
Donna Harrington

Letter of Application Sent via Email

Dear Mr. Jackson:

I am writing to apply for your sales representative position (number sdr-324-782) for Birmingham and Tuscaloosa. I found the position posted on HireABlazer. I am very interested in a position with Acme Pharmaceuticals because I know your reputation through a former classmate, Joan Abrams, who now works in your Southeast region. I believe that my education and employment background are appropriate for the position.

While working toward my master’s degree, I was employed as a sales representative with a small dairy foods firm. I increased my sales volume and profit margin appreciably while at Farmer’s Foods and hope to couple that success with the challenges and rewards of the pharmaceutical industry. I have a strong academic background in industrial distribution and marketing, and think that I could apply that knowledge and my experience to the health industry.

My resume, which more fully details my qualifications for the position, is attached and below.

I look forward to talking with you. I will call you within the next week to answer any questions you may have.

Thank you for your consideration.

Sincerely,
Lynn A. Johnson

5542 Hunt Club Lane, #1
Birmingham, AL 35294
205-555-8888
lajohnson@uab.edu

Attachment: Resume included below and attached MS Word document

email:
• There's obviously no need to leave space for your handwritten signature; not applicable in email.
• Your address block follows your name, at the end of the text.
Email Letter of Inquiry About Internship Possibilities

Dear Ms. Range:

I am completing my junior year at the University of Alabama at Birmingham and am seeking an internship working with small businesses. I am double-majoring in Economics and Information Systems and have a strong interest in entrepreneurship. I learned about your business by working in the ASBA program.

My background and coursework have supplied me with some understanding of the difficulties and challenges of owning a successful small business. I would love the opportunity to learn more.

My attached resume provides additional details about my background.

I will be in the Marion area during my Spring break, March 1 - March 8, and plan to contact you at that time to inquire about an opportunity to meet with you to discuss your program.

Thank you for your consideration.

Sincerely,
Stacy Lee Gamble
Attachment

Follow Up to Meetings (information sessions, career fairs, etc.)

Sample Email

Dear [Recruiter/Contact Name],

Thank you for speaking with me at [event name]. I enjoyed our discussion about [opportunities with company or memorable portion of conversation]. I am writing to follow up with you about [the opportunity we spoke about]. I have read more about the opportunity [or applied online as you suggested] and I am very excited about the opportunity to join the team as an [intern/position title]. I would like to maintain contact with you about this position and/or other opportunities with [company name]. If there is any additional information required from me or if there is any additional information you would like to share with me, please contact me either by phone at [phone number] or via email, [email address]. I will also send you a LinkedIn connection request as another means to maintain contact.

Thanks again for speaking with me and I look forward to communicating with you further.

Best regards,
[Your name]

Sample Voicemail

Hello my name is [your name] leaving a message for [recruiter/contact name]. It is [time] on [day, date]. I am calling to follow up with you regarding the conversation we had at [event name/location and approximate time frame (last week, a few weeks ago)]. I appreciated you taking the time to talk with me about [opportunity]. I have applied online as you instructed. I was hoping to talk with you further about the opportunity. When you have a moment, please call me back at [phone number]. Or if email is more convenient for you, feel free to email me at [email address and then spell out email]. Again this is [your name] calling for [recruiter name] following up from our conversation at [event name and location]. Thank you.

Interviews: Tips, Types, and To Do’s

Types of Interviews to Prepare For

- Phone
- Video
- Face-to-face
- Group

Sell the employer on how you fit the opening. How will you add value?

What you need to know:
- Yourself
- The Employer
- Interview Process

Interview Do’s
- Arrive 10 minutes prior to your scheduled interview appointment.
- Dress appropriately and conservatively.
- Know the exact time and location of your interview; some employers may schedule interviews at other locations.
- Know the name and pronunciation of your interviewer’s name.
- Address the interviewer by his/her title—Mr., Ms., Mrs., Dr. Listen closely to the introduction so you will know his/her title.
- Offer a firm handshake at the beginning and conclusion of the interview.
- Maintain good eye contact with the interviewer.
- Sit still in your seat. Avoid slouching, twisting, and fidgeting.
- Have questions prepared to ask the interviewer. Research the organization prior to the interview in the Business Career Center and Sterne Libraries or online.
- Be concise with your answers, yet be complete.
- If you are given an application form, complete it factually and neatly.

Interview Don’ts
- At the conclusion of the interview, inform the interviewer that you will be pleased to supply additional information if needed.
- Express your appreciation to the interviewer for taking the time to talk to you.
- Show enthusiasm and initiative.
- Portray self-confidence.

Follow up after your meeting. Find out before you leave your interview when to check in.
Research Employers Before Interviews

About the organization
- Mission/culture
- NEWS: valuable source to create questions
- Products or services
- Market share/stock price/number of employees/annual sales
- Competitors
- Financial outlook

About the position
- Job duties
- Career path
- Training

About the people
- Who is interviewing you? Ask if you don’t know
- Knowing about your interviewer will make you more at ease
- Visit CareerShift to find articles mentioning your interviewers
- Use Google and LinkedIn to learn about your interviewers

About the location
- GainGlobal for information on over 40 U.S. cities and 30 countries
- Best places to live: www.bestplaces.net

Resources to tap into
- Glassdoor.com
- LinkedIn.com
- GainGlobal
- Google

Interests Are a 2-Way Street

Questions Asked by Interviewers
You will be asked many questions during a job interview. Below is a list of questions that may help you prepare and be more at ease during the interview.

General Interview Questions:
- What are your long-term and short-term goals?
- How would this job or graduate program help you to achieve your career goals?
- What was your easiest, most difficult, and most interesting class? Why?
- Why are you interested in this position, our organization, or this graduate program?
- How do you think a friend or professor who knows you well would describe you?
- What are your strengths, weaknesses, and interests?
- What motivates you to put forth your greatest effort?
- Tell me about your greatest accomplishment.
- What led you to choose your major or field of study?
- How has your school and work experience prepared you for this job or program?
- Do you think your grades are a good indication of your academic achievement?
- What makes you unique? Why should we hire you?

Job Interviews:
- In what ways do you think you can make a contribution to our organization?
- In what work environment are you most comfortable?
- How do you work under pressure?
- In what previous part-time, co-op, or summer jobs have you been most interested? Why?
- What two or three qualities or criteria are most important to you in a prospective job?
- What criteria are you using to evaluate the organization for which you hope to work?

Graduate School Interviews:
- What do you believe your greatest challenge will be if you are accepted into this program?
- What do you plan to specialize in?
- What are your research interests?
- What will you do if you are not accepted into graduate/professional school?
- What skills or abilities are you hoping to gain through this program?
- What are some current trends in your field of study?
- What other schools are you considering?

Questions to Ask Interviewers
- I expect to hear back?
- What does the process look like from here? When can I expect to hear back?
- What are some research projects current students are pursuing?
- What kind of work can I expect to be doing the first year?

To learn more about our Emerging Talent Programs, including internships, or our new graduate opportunities, visit regions.com/etc.
Video and Phone Interviewing Tips

Tips on Phone and Video Interviews

- Be sure to find a quiet place for your interview, where no one will be able to interrupt. The less distractions around you, the more likely you will be invested in the interview. You can reserve a room in the Collat School of Business Career Center to conduct your interview.
- Try to sit at a table or desk. This will help you to stay organized, as well as keep you attentive during the interview.
- Take time to prepare for certain questions.
- Be sure to also have questions prepared to ask your interviewer. Note that some questions you prepare may be answered during the interview.
- For all types of interviews, be sure to do some research about your company or organization before the interview. This will show your interviewer your dedication to the application process and for the organization.
- Be sure to slow down and breathe during your interview. Take a breath between the interviewer asking you a question and when you start answering.
- Send a thank you email or thank you letter after your interview. Let interviewers know you appreciated them taking time to talk to you and that you enjoyed the meeting, as well as are invested in the application process.

Phone:

- Do not write out answers for prepared questions to read verbatim. You want to have a conversation and not simply have robotic, rehearsed answers.
- Have your resume and job description posting printed out in front of you. If the interviewer asks about something specifically on your resume, you can reference it easily.
- You may also want to write out keywords maybe on Post-It notes to help you if you are caught off guard. These key words could include some of your strengths and weaknesses.
- In addition to your tips, you may want to print out information about the job or application you are applying for, as well as the company.
- When answering questions, be sure to speak clearly into the phone.

Video

Camera should be at the same height as the top of your head
You look better when the camera looks down on you. Looking up gives definition to your chin and that is a visual indicator of strength and character. Having the camera sit slightly above your hairline will help you maintain good posture while giving you the most attractive camera angle.

Look directly into the camera
Make eye contact with the interviewer. This means looking at the camera and not the screen. Making eye contact with the camera is critical. People read a lack of eye contact as an indicator of untrustworthiness.

Watch your posture
Because the interview will be done in some place that you are comfortable, it’s easy to forget that it’s a formal interaction. You should not slouch, squirm, look away from the camera for more than a brief moment, look bored, or yawn. When you are in the interview, you have to act like you are in the interviewer’s office, not your bedroom.

Manage the background
The interviewer isn’t interested in your books or other collectibles. Find a simple background and set your camera up to capture it. The best image is your head and shoulders against simple backgrounds (not white). The image shouldn’t show any of the table.

Two Basic Types of Video Interviews

- Live Interviews: talk to the interviewer from your video device
- Taped Interviews: respond to prompts, written or in an application

Group Interviews: Are You READY?

Some interviews involve multiple interviewers, while other interviews may include multiple candidates in one interview together. Consider these tips as you prepare for your group interview.

Multiple Interviewers

- Before your interview, research your interviewers. Titles or bias on the company website or LinkedIn can be helpful.
- Include everyone in the conversation. Make eye contact with each person, not just the person asking the question.
- When you are asked questions, your interviewers will probably take turns asking questions.
- When asking your interviewers questions, make sure to pause long enough for multiple answers.
- With multiple interviewers a variety of experience and viewpoints will be represented. Use this as an opportunity to get diverse information about the job, location, or other important considerations.
- Ask for everyone’s business card at the end of the interview to help as you send thank you notes. Send a unique thank you note to each interviewer.

Multiple Candidates

- Don’t let the other candidates intimidate you. Focus on what makes you a great candidate.
- Include everyone in the group discussions. Know when to lead and when to follow.
- Build on other people’s ideas to show that you are listening.
- Be yourself. Don’t force characteristics because you think they are what the company seeks.
- Speak with a purpose. Go beyond paraphrasing what others have already said.
- Make your interactions with other candidates personable and professional. Stick to non-controversial conversation topics.
- You might end up working with some of the other candidates, so get to know them. However, don’t let getting to know other candidates distract you from why you are there: to get a job.

Be sure to also have questions prepared to ask your interviewer.

- Be sure to also have questions prepared to ask your interviewer.

HUBBELL

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Behavioral Interviews

Behavioral Interviewing
Behavioral interviewing is a technique used by employers in which the questions asked assist the employer in making predictions about a potential employee’s future success based on past behaviors. In behavior-based interviews, candidates are asked to give specific examples of when they demonstrated particular behaviors or skills.

The candidate must describe in detail a particular event, project, or experience, how he/she dealt with the situation, and what the outcome was.

**Effective Formula for Answering Behavioral Interviews**

S. Describe the Situation you were in or T. the Task you needed to accomplish;
A. describe the Action you took and R. the Results of your experience.

**Prepare for Behavioral Interviews**

Use the STAR formula for responding to behavioral questions: S Situation, T Task, A Action, R Result. To help you prepare, use the STAR formula to come up with a story you would tell for each skill area below:

<table>
<thead>
<tr>
<th>SKILL</th>
<th>YOUR STAR STORY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Teamwork</td>
<td>Situation: Task: Action: Result:</td>
<td></td>
</tr>
<tr>
<td>Decision Making</td>
<td>Situation: Task: Action: Result:</td>
<td></td>
</tr>
<tr>
<td>Persuasion</td>
<td>Situation: Task: Action: Result:</td>
<td></td>
</tr>
<tr>
<td>Communication Skills</td>
<td>Situation: Task: Action: Result:</td>
<td></td>
</tr>
<tr>
<td>Time Management</td>
<td>Situation: Task: Action: Result:</td>
<td></td>
</tr>
<tr>
<td>Multitasking</td>
<td>Situation: Task: Action: Result:</td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td>Situation: Task: Action: Result:</td>
<td></td>
</tr>
<tr>
<td>Problem Solving</td>
<td>Situation: Task: Action: Result:</td>
<td></td>
</tr>
<tr>
<td>Adaptability</td>
<td>Situation: Task: Action: Result:</td>
<td></td>
</tr>
<tr>
<td>Goal Setting/Achievement</td>
<td>Situation: Task: Action: Result:</td>
<td></td>
</tr>
<tr>
<td>Creativity</td>
<td>Situation: Task: Action: Result:</td>
<td></td>
</tr>
<tr>
<td>Going above and beyond the call of duty</td>
<td>Situation: Task: Action: Result:</td>
<td></td>
</tr>
</tbody>
</table>

**Behavioral Interviewing**

**Interview Follow-Up Correspondence**

**NOTE:** Thank-you notes should be sent within 24-48 hours of your interview. However, follow-ups to interviews should be done if the employer has not responded to you about next steps within the timeframe shared during your interview.

**Sample Email**

Dear [Recruiter/Contact Name],

First I would like to thank you again for taking the time to speak with me about [Title/Position] during our interview on [date or estimated timeframe]. I am writing because I have not received an update since our interview. I would like to understand the status of the search. I would also like to reiterate my interest in the position. Our discussion has furthered my interest in the position and increased my enthusiasm for joining the team at [Company Name]. And of course, I would like to be selected for the position (or chosen to move forward in the process if additional interviews are required). I believe that my skills, experiences, and values are in alignment with the requirements of the position and the work culture at [Company Name].

Any update on the search and/or feedback on my interview that you can provide would be greatly appreciated. I can be contacted by phone at [your phone number] or via email, [your email address]. Thank you so much for your time and consideration of me for this position. I look forward to hearing from you.

Best regards,

[Your name]

**Sample Voicemail**

Hello my name is [your name]. Leaving a message for [recruiter/contact name]. It is (time) on (day, date). I am calling to follow up with you regarding the [Title/Position] that I interviewed for [date or estimated timeframe]. I would appreciate an update on the status of the opening as I have not received an update on the search since our interview. I would also like to reiterate my interest in the position. Our interview discussion has furthered my enthusiasm for the position and joining the team at [Company Name]. I believe that my skills, experiences, and values are in alignment with the requirements of the position and the work culture at [Company Name]. If you need additional information from me, feel free to contact me via email [spell out email address] or by phone at [your phone number]. Again, this is [your name] calling for [recruiter name], following up from our interview. Thank you again for your time and consideration of me for this position. I look forward to hearing from you.

**Sample Thank-You Note**

Dear Mr. Wright,

I enjoyed interviewing with you during your recruiting visit to the University of Alabama at Birmingham in February. After learning more about the management position, I think I would find the position both challenging and rewarding and would thrive in the company culture at your office.

As mentioned during my interview, I will be graduating in May with a bachelor’s degree in management. Through my educational experience, I have gained many skills, as well as understanding of how management works. This plus my two related internships would be an asset to your company.

Thank you again for taking the time to interview me. I look forward to your decision. Please don’t hesitate to contact me if you need anything at [205] 555-1111 or at boles@uab.edu.

Sincerely,

Marianne Boles
Negotiating Job Offers

Receiving a job offer, particularly from one of your top choices, is exciting. However, the process can become stressful if the offer does not meet your expectations or match your worth. Negotiating offers, particularly salary, is becoming more frequent and more common. Yet it is a conversation that many students and recent graduates are unsure of how to initiate. Below is a sample negotiation script. If you would like additional advice, please call 205-934-9202 to schedule an appointment with a Career Coach. Many entry-level positions do not have a lot of room for negotiating.

**IMPORTANT:** Before initiating the conversation, be sure to diligently research the salary range for the position. Be prepared to cite your sources, and/or other pending offers, when making the case for an increase in salary.

**Student:** I want to say thank you again for extending the offer to join the (company name) team. I am extremely pleased to have the opportunity to work with you and this organization. However, I would like to discuss compensation, as it is less than I expected.

**Acknowledging a Job Offer**

(Email sample accepting the offer)

Dear [Company Name],

Thank you for your offer of employment as a [position]. I am excited to accept this opportunity and look forward to beginning work with [Company Name]. I am confident that my skills and [other qualifications] will contribute to the success of [Company Name].

Sincerely,
[Your Name]

Company: Sure we can talk about compensation. What did you have in mind?

**Student:** Before we get into specific numbers, I would like to understand how your organization structures salary ranges and how this particular salary was determined.

Listen to the response (A likely reason will be lack of experience).

**Student:** I understand the organization prefers to bring recent graduates in at the lower end of the range due to a lack of experience. However, my internship experiences, technical expertise, and educational background set me apart.

According to my university’s post-grad survey, graduates within my major make a higher salary than what was offered for similar work. The National Association of Colleges and Employers (NACE) most recent salary survey also indicates that the starting salary for similar positions is higher than what was offered.

**Company:** I have heard your argument. However, the most we can offer is $XXX, which is still less than what you want.

**Student:** Well (company name) is indeed one of my top choices for employment and based on what I know about the company and from my interview, I believe I would enjoy working there, gain invaluable experience, and be a contributing member of the team. I am willing to consider a signing bonus of $XXX in lieu of an increase in salary OR additional vacation time OR flexible working hours OR telecommuting once per week. Are any of these elements negotiable?

**Special Note:** Many times these items are not negotiable.

**PLEASE NOTE:** There is a level of risk associated with negotiating. Negotiations may fail leading to a decline of the offer. Keep in mind though that if research supports your desired salary it is likely that you can obtain that salary elsewhere. However, it is in UNETHICAL to renegotiate on an offer. If you accept an offer, you should stop your job search and cancel any scheduled interviews. If you would like to continue your job search in hopes of securing a higher salary, you should decline the offer and then proceed with your search.

Acceptance of a Job Offer

**Company:** Thank you for your telephone call and letter of last week offering me the position of [duties]. I am excited about the opportunity this position offers both in terms of job duties and location.

**Student:** I asked you that I make a decision by March 20. This is an important decision and I do not have all the information I need in order to make this decision by that date. It would be possible for me to supply you with my decision by March 27? I would very much appreciate such an extension, and assure you that I will be able to make a firm decision by that date.

Thank you very much for your consideration of my request.

Sincerely,
[Your Name]

Declining a Job Offer

**Company:** Sure, we can talk about compensation. What did you have in mind?

**Student:** Before we get into specific numbers, I would like to understand how your organization structures salary ranges and how this particular salary was determined.

**Listen to the response (A likely reason will be lack of experience).**

**Student:** I understand the organization prefers to bring recent graduates in at the lower end of the range due to a lack of experience. However, my internship experiences, technical expertise, and educational background set me apart. According to my university’s post-grad survey, graduates within my major make a higher salary than what was offered for similar work. The National Association of Colleges and Employers (NACE) most recent salary survey also indicates that the starting salary for similar positions is higher than what was offered.

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**Request for Extension of Deadline for Accepting or Rejecting a Job Offer**

**Company:** Thank you for your offer of employment as a [position]. I am delighted to accept your offer and look forward to beginning work with [Company Name]. You indicated that I would receive a salary of $XXX per year, and I will have initial duties reporting to [Name]. As your offer stated, I will begin work on [Date]. In mid-July, after relocating to the area, I will call you to see what information or materials I may need before [Date]. In the meantime, please let me know if I can provide you with any information.

Again, thank you for offering me this exciting opportunity.

Sincerely,
[Your Name]

**Declining a Job Offer**

**Student:** Before we get into specific numbers, I would like to understand how your organization structures salary ranges and how this particular salary was determined.

**Listen to the response (A likely reason will be lack of experience).**

**Student:** I understand the organization prefers to bring recent graduates in at the lower end of the range due to a lack of experience. However, my internship experiences, technical expertise, and educational background set me apart. According to my university’s post-grad survey, graduates within my major make a higher salary than what was offered. The National Association of Colleges and Employers (NACE) most recent salary survey also indicates that graduates within my major make a higher salary than what was offered for similar work. The median annual income for graduates within my major is $XXX.

**Company:** I have heard your argument. However, the most we can offer is $XXX, which is still less than what you want.

**Student:** Well (company name) is indeed one of my top choices for employment and based on what I know about the company and from my interview, I believe I would enjoy working there, gain invaluable experience, and be a contributing member of the team. I am willing to consider a signing bonus of $XXX in lieu of an increase in salary OR additional vacation time OR flexible working hours OR telecommuting once per week. Are any of these elements negotiable?

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Again, thank you for offering me this exciting opportunity.

Sincerely,
[Your Name]

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Again, thank you for offering me this exciting opportunity.

Sincerely,
[Your Name]
### Budget Worksheet

**Recommended Budget Strategy**

<table>
<thead>
<tr>
<th>Category</th>
<th>Income</th>
<th>Monthly Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Personal Debt</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Home</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Transportation</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Utilities</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Health &amp; Personal Care</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**What's My Income?**

- Salary (after taxes, benefits) $ __________
- Other income (after taxes) $ __________
- Total Monthly Income $ __________

**Monthly Total**

- Student Loans $ __________
- Emergency Car or Home Repairs, Special Association Assessments, Emergency/Health Expenses, and the generally unforeseen “rainy” day. $ __________
- Housing $ __________
- Food (groceries & dining) $ __________
- Transportation $ __________
- Utilities $ __________
- Health & Personal Care $ __________
- Misc. (travel, entertainment, etc.) $ __________

**Adapted with permission from the University of Maryland’s 2017-18 Terp Guide.**

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### Planning for Graduate School

Graduate Education involves obtaining specialized knowledge in a concentrated area of study, with two basic types of degrees: academic and professional. An academic degree involves research and scholarship in a particular discipline. A professional degree provides training to acquire skills and knowledge needed for a particular profession (e.g., law and business school). There are three basic degree levels: master’s, specialist and doctoral:

- **Master’s degrees** are offered in almost every field of study, although some universities only offer doctoral programs in certain fields.
- **Specialist Degrees** are usually completed in addition to a master’s program and often require additional training or internship experience; this type of degree prepares an individual for certification or licensing requirements necessary for some professions.
- **Doctoral studies** usually require the pursuit of original research for an academic program or the practical application of knowledge and skills in professional programs.

**Is Graduate School for me?**

This is the first determination you may need to make. Before applying to graduate school, give careful consideration to your goals. Remember, graduate school is a means to a professional goal, not a way to extend your undergraduate experience. Become familiar with the working conditions, employment prospects, and other requirements of the field you plan to pursue. You may also consider consulting with faculty or mentors to help estimate your readiness for graduate work. Most Master’s programs will require at least two years of full-time study, with most doctoral degrees taking four to six years to obtain.

**RESEARCHING SCHOOLS**

Once you have determined that you are on your way to graduate school, the next step is to begin researching specific schools. There are many resources to review and identify programs in your chosen career field. Don’t hesitate to talk to faculty members, as well as use online and print resources. You may also want to attend the Graduate and Professional School fair held in the fall to speak with school representatives. Once you have a list of several programs you are interested in, there are a number of factors to consider when choosing a program.

These include:

- **Quality and Reputation of the Program**
  - Consider the commitment to research by the faculty, the reputation of the alumni, and the program accreditation.
- **Location and Size**
  - How large is the department? What is the typical class size? Are you in a rural area?
- **How will you finance your degree?**
  - What does the program cost, and what forms of assistance are available?
- **Satisfaction of current students**
  - Ask to speak to students currently enrolled. What advice do they have? Is there affordable housing?
- **What is the culture of the program?**
  - Are the students friendly and inviting or competitive and driven? Are the faculty good mentors?

You may have other criteria that is on the list for your own personal exploration into graduate school. After you have begun this progression, the next step is the application process!

**Source:** Modified from Graduate School Planning Career Services at Princeton University.

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Clean Up Your Social Media

THE SOCIAL MEDIA profiles of job candidates are an area of scrutiny for recruiters. In fact, there are now even online research analysts who will comb the internet for damaging information on a firm’s applicants. Here are some simple ways to take a DIY approach to scrubbing your online presence.

Google Your Name
Search for your name online occasionally to see what comes up, or set up automatic name alerts at Google.com/alerts. You may discover results for many people with your same name, possibly with embarrassing or outrageous content. To find the real “you,” try tweaking your name (e.g., Sam versus Samuel) or add some additional identifying modifiers (perhaps your city or school).

Search for your name on all the networks to which you’ve ever belonged, including Facebook and YouTube. (Recruiters check everywhere.) After a thorough review, ask yourself: Will this social media profile foster callbacks, interviews, and job offers? If not, keep reading.

Keep Some Mystery
Adjust the privacy settings on your accounts. But you’re not safe even then since companies can change privacy policies. When possible, it is better to remove negative or overly private content than hide it.

There’s No Swimsuit Competition
Recruiters will judge you by your profile photos. Remove unflattering pictures, videos, and unfavorable comments you’ve posted on social networks. Post a high-quality headshot, the same one across all platforms. Important: Don’t forget to check out photos where friends have tagged you on Facebook. If you’re pictured at a party with a drink in hand, delete the tag. Adjust privacy settings to prevent that from happening again.

Blot Out the Bitter
Have you ever gone online while under the influence or in a foul mood? Bad idea. Some examples of social media gaffes: Posting about parties, dates, getting into posting wars with your friends, or using obscenities, faulty grammar, typos, or cryptic texting shortcuts.

Get LinkedIn
This is the single best social media platform for job seekers because of its professional focus. Some savvy employers are now even requesting LinkedIn profile info as part of the job application process. One of the most powerful aspects of this profile is the recommendations from previous bosses and co-workers. Testimony from others is proof positive of your professionalism.

Witness Protection Program
Some job seekers are so concerned about privacy they’ve gone into lockdown mode and blocked all of their profiles. Unfortunately, that makes recruiters wonder what they’re trying to hide. Plus, many of them seek employees with social media skills, so cleaning up what’s out there is usually better than shutting it down.

What Would Your Mother Say?
Many career coaches and recruiters say that the rule of thumb for social media content is: Would you want your mother or employer to see it? No? Then don’t post it.

“Self-censorship is the main key,” says Alexandra Levit, author of Blind Spots: The 10 Business Myths You Can’t Afford to Believe on Your New Path to Success. “Always think before you post, because if there is a single person out there who you don’t want to see your content, I guarantee it will get back to them.”

You may be too close to the situation to judge what’s appropriate or not, so it can be helpful to have a second pair of eyes to look over your profiles. Select someone who’s about the same age as your target employers, experienced in your field, or at least in the hiring process.

Written by Jebra Turner, a former human resources manager, who writes about career issues and other business topics from her home in Portland, Ore.

Content You Should NEVER Share
These may seem really obvious, but people lose jobs (and job offers) every day because of them:

• Don’t refer to a company by name; they may get alerts when mentioned online.
• Don’t complain about your job or boss.
• Refrain from making snarky comments about co-workers or customers.
• Don’t reveal your drug/drink habits.
• Never make discriminatory or inflammatory remarks.
• Don’t share intimate relationship details.
• Don’t brag about skipping work, playing games or sleeping on the job.
• Do not broadcast an employer’s confidential information.