

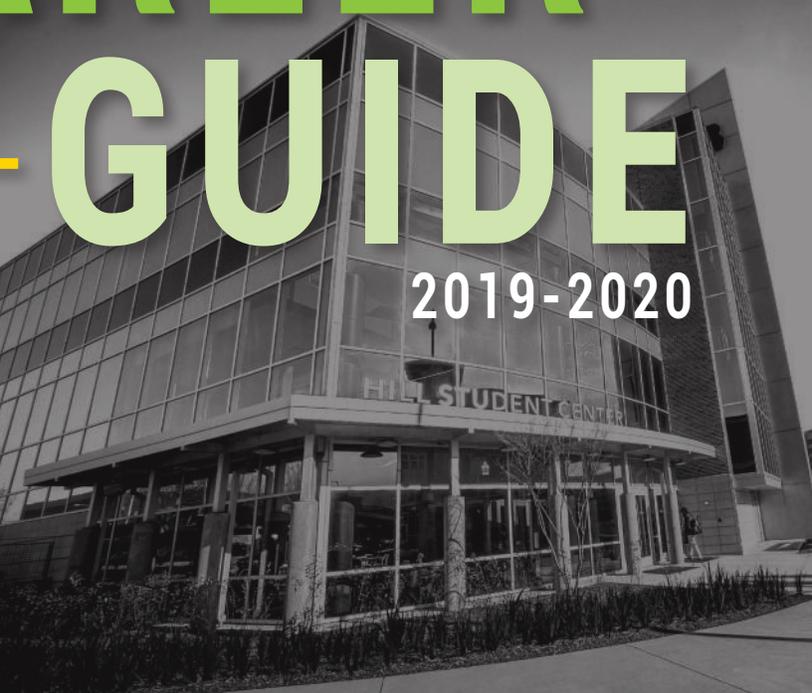


UAB CAREER



GUIDE

2019-2020





Obtain real-world experience while helping better the lives of people in your community.



Join a team who believes in using the best data available to help healthcare providers make accurate and timely diagnoses.



www.cypresshc.com/careers



linkedin.com/company/assurance-scientific-labs

Join the BEST!

Caring for children. It's what we do best. Our team has the most inquiring minds, the most skilled hands and the most compassionate hearts in pediatric medicine. We're dedicated to providing Alabama children with world-class care that leads to better tomorrows. From tiny babies to teens, we care for every child like our own.



Children's of Alabama®



NOW RECRUITING

for a variety of positions throughout our state-of-the-art facility!
You can make a real difference in the lives of Alabama's children.
Apply online at ChildrensAL.org/careers.

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CAREER GUIDE

2019-2020

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UAB School of Engineering Career Center
BEC Room 352
DeslandRobinson@uab.edu
205-934-8400
www.uab.edu/engineering

UAB Career Center
Hill Student Center 307
Careercenter@uab.edu
(205) 934-4324
www.uab.edu/cpd

UAB Collat School of Business Career Center
Collat School of Business Room 152
careermgt@uab.edu
(205) 934-9202
www.uab.edu/collatbusiness

Letter from the Directors

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

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

Sincerely,

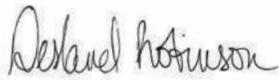


Brandon Wright



Welcome to the Office of Engineering Career Services! The Office of Engineering Career Services assists students at every stage of their career development. Whether you are just beginning in your major, exploring occupations, perfecting your resume, practicing your interview skills, searching for jobs, internships and research or preparing for graduate school, we can help. We offer a variety of services and resources to help you navigate your way through the career development process.

Sincerely,

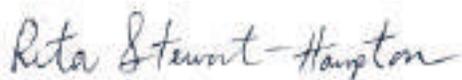


Desland Robinson



As you begin this new academic year, please take advantage of all the tools the career centers 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 guide and explore the related programs that will introduce you to more opportunities for professional experience in your field. This is an exciting time at the University of Alabama at Birmingham. We are committed to your success. We are ready and eager to help you prepare for your desired career path. Our office is located on the first floor of the UAB Collat School of Business (CSB152).

Sincerely,



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



UAB

CAREER CENTER

The University of Alabama at Birmingham

MISSION

To engage and empower members of the UAB community through meaningful career and experiential learning opportunities, to revolutionize the future of work.

VISION

Transform the world through career connections and communities.

Inclusion Statement

The Career Center strives to promote a safe, affirming, and inclusive environment for all students, faculty, staff, visitors, and alumni.

In order to further this mission, The Career Center 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.



Meet your Career Consultants



Meagan Butler

Career Consultant & Assistant Director
Liberal Arts, Public Health, Health Professions
butlerm@uab.edu



Dino Martinez

Career Consultant & Assistant Director
Math, Sciences, Computer Sciences,
Student Athletes, Communication Studies
dinom@uab.edu



Desland Robinson

Director, Engineering Career Center
School of Engineering
deslandrobinson@uab.edu



New Consultant Coming Soon

Assistant Director Student Development
Collat School of Business Career Center

Education, Social Sciences, Nursing, Undeclared
careercenter@uab.edu
<https://www.uab.edu/students/careercenter/>



TAKE ACTION

Set up an appointment with your Career Consultant.

Meet the UAB Collat Career Center Staff



The University of Alabama at Birmingham

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

Rita Stewart-Hampton

Director

stewhamp@uab.edu

205-934-9278

Lisa Aaron

Office Associate

laaron@uab.edu

205-934-9202

Andreia Stechmann

Assistant Director of Employer Development

astechma@uab.edu

205-934-9250

New Member Coming Soon

Assistant Director of Student Development

205-975-8861

Meet the Internship Coordinators

Rush Neil

Industrial Distribution

rushneil@uab.edu

Dr. John D. Hansen

Marketing, Economics

jdhansen@uab.edu

Eddie Nabors

Accounting, Finance

enabors@uab.edu

Peter Pfluger

Management, Human Resources,
Information Systems

ppfluger@uab.edu

Connect to Collat Program



Employer Chats at Collat

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



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. Students will be able to get a first-hand look at the workspace and culture. Contact careermgt@uab.edu to find out more.



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.



Green Table Talk

Are you stressed out about the career fair? Don't worry! The week before the career fair, we host "Green Table Talk". The event is designed to get you ready for the career fair. Students will be able to get help with their elevator pitch, resume, dress attire, and much more. Contact careermgt@uab.edu to get more information.



Follow us @uabbizcareer

Connect to Collat Program



On-Campus Recruiting

Collat Business students will be able to interview in the brand-new world-class interview suites located directly in the Career Center space on the 1st floor. Don't set up a virtual interview in your dorm room. We are equipped with technology for Skype/Zoom video interviewing.



Collat Career Bar

Let's chat! On Wednesdays from 1pm-3pm, students can come by and have a cup of coffee on us. 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 much more. CSB 152



House Party

Let's Network! The night before the Business Spring Career Fair we will host a House Party in the Commons area of the Collat School of Business. The event is designed for students to network with employers before the career fair in an informal environment.



Collat Mixer

In the Spring semester, we will host the Collat Mixer. This event is designed for students to hear company pitches and learn more about what a company has to offer. The company presents a 5-minute pitch about what they have to offer for internships and full-time positions. It is a fun event full of networking and exploring. Contact careermgt@uab.edu to find out more.



The University of Alabama at Birmingham

UAB CAREER CENTER

The University of Alabama at Birmingham

Individual Appointments

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

Topics include:

- Career Planning
- Resume Support
- Interview Coaching
- Personal Branding
- Job and Internship Search Assistance
- Navigating Handshake

Connect with Employers

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



Workshops

You can request a presentation for your class or organization on The Career Center's website.

- Creating Your Resume
- Interviewing Skills
- LinkedIn and Your Personal Brand
- Introduction to the Career Center and Handshake
- Networking and Elevator Pitch: Meeting and Talking to Professionals in Your Field

Career Planning Tools

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

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

Connect with us

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

 Instagram: @UABCareerCenter

 Facebook: @uabcareercenter

 LinkedIn Group:
UAB Alumni Career Community

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

Handshake

Your one stop for:

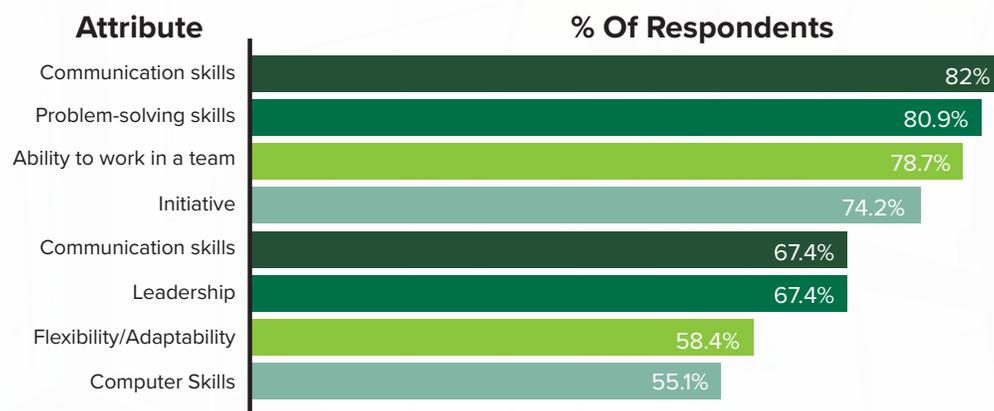
- Job, Internship, and Work Study Listings
- Events and Workshop Announcements
- Browsing Company Profiles
- Career Assessments
- Career Resources
- Career Consultant Appointments

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



Source: Job Outlook 2019, National Association of Colleges and Employers

Year-to-Year Guide

FRESHMAN

Fall

- Register in Handshake, create your profile and upload your picture
- Meet your Career Consultant
- Complete Focus 2 Career assessment
- Research companies of interest before the Career Fair
- Attend Career Fair

Spring

- Practice interviewing skills
- Sign up for mock interview
- Develop elevator pitch
- Search for summer internships or part-time job
- Attend Career Fair
- Join a student organization

Summer

- Secure internship or part-time job
- Update Handshake profile

SOPHOMORE

Fall

- Have resume reviewed by Career Consultant
- Update Handshake profile
- Consider applying for leadership role in student organization
- Research companies of interest before the Career Fair
- Attend Career Fair
- Practice interviewing skills
- Sign up for mock interview
- Create LinkedIn profile

Spring

- Meet with Career Consultant
- Search for summer internships or part-time job
- Attend Career Fair
- Begin developing your professional network

Summer

- Secure internship or part-time job
- Update Handshake profile
- Conduct informational interviews or job shadow

JUNIOR

Fall

- Have resume reviewed by Career Consultant
- Update Handshake profile
- Research hot topics or trends in your desired career field
- Find a mentor in your field of study
- Practice elevator pitch
- Research companies of interest before the Career Fair
- Attend Career Fair

Spring

- Meet with Career Consultant
- Search for summer internships/part-time job
- Attend Career Fair
- Look at current job postings to assess your skills and background

Summer

- Secure internship or part-time job
- Update Handshake profile
- Request letters of recommendation from professors, supervisors, mentors, or university staff
- Job shadow at least two professionals in your desired career field
- Update resume, LinkedIn, and Handshake

SENIOR

Fall

- Research companies of interest before the Career Fair
- Attend Career Fair
- Meet with Career Consultant
- Apply for graduate school

Spring

- Attend Career Fair
- Participate in on-campus and off-campus interviews
- Secure full-time employment following graduation

Summer

- Prepare for career or graduate school
- Celebrate!



handshake

The UAB Career Center is revamping its online job search platform to make it easier for students to connect with employers and land the career of their dreams. Handshake – the Career Center’s new, fast and powerful recruiting platform for UAB students, alumni and employers. Students and alumni can use Handshake to set up an appointment with their Career Consultant, easily connect with employers, search for jobs and internships, discover event information, access career resources, and manage on-campus interviewing.

Login to handshake in 4 Easy Steps!

1

Login to uab.joinhandshake.com

2

Click  and login

3

Complete your profile to personalize your job feed

4

Start searching for your future career!



TAKE ACTION

Set up your Handshake profile

Career Assessments

Our online assessment tools located in Handshake 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

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 Handshake)

Majors and jobs suggested by FOCUS 2:

TypeFocus

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 Handshake)

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

myIDP

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 Handshake.)

Assessment Takeaways:



TAKE ACTION

Complete a career assessment and set up an appointment with your Career Consultant to review your results and plan next steps.

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.

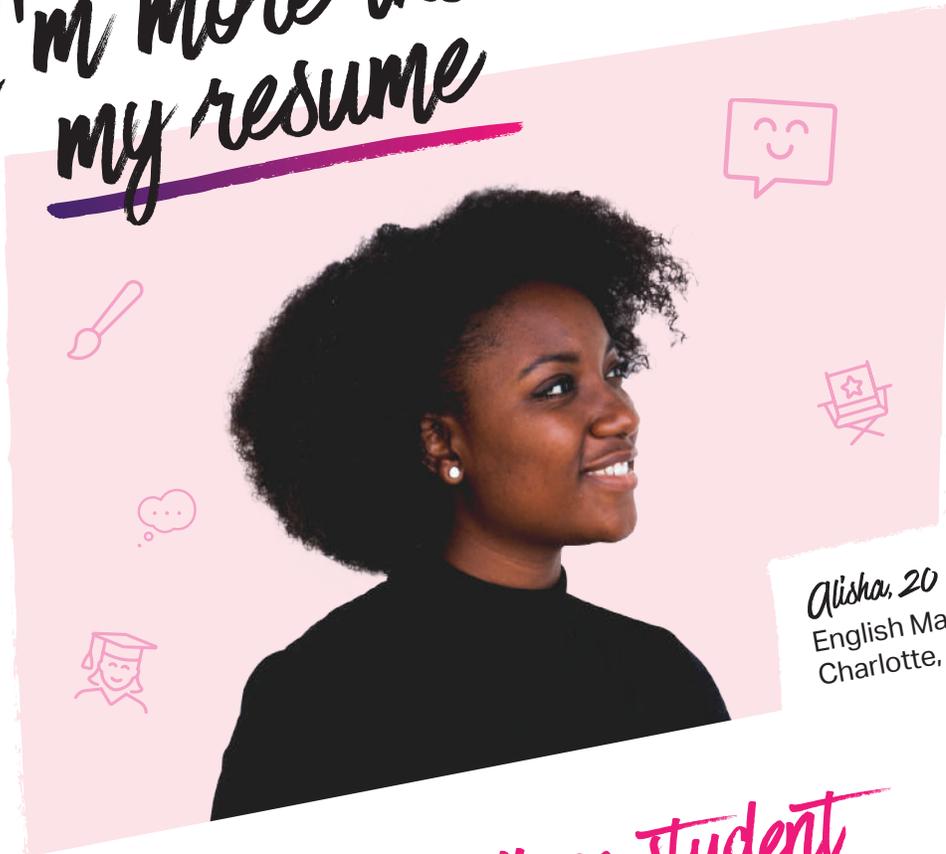
All students should research and target industries and companies based on whether they will feel comfortable with that company or industry’s values and culture.

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 give back to the community? If so, which organizations do they support?
- 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.)
- 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.



*I'm more than
my resume*



Alisha, 20
English Major
Charlotte, NC

*First-gen college student
Dreamer • Fashionista • Dancer
Creative • Future director*

**Help employers
find the real you**

app.joinhandshake.com



Elevator Pitch

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?



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 _____

Classmates _____

Business Contacts _____

Professors _____

Friends _____

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 2018 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.



TAKE ACTION

Google yourself to see what comes 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.

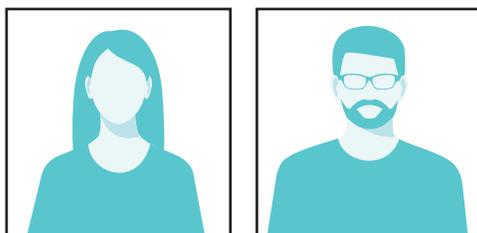
What Can You Do To Create An Effective LinkedIn Profile?

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.

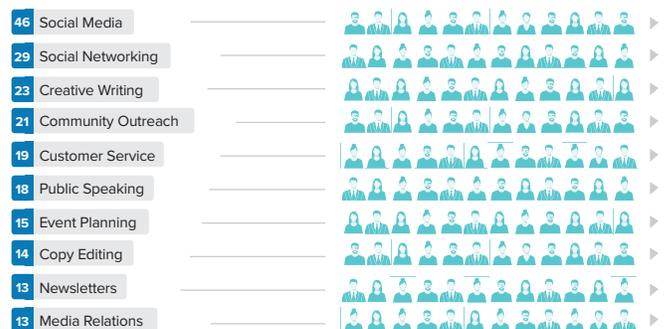
Groups

-  **UAB Career & Pro...**
2,038 members
Visible
-  **UAB Career & Pro...**
6,830 members
Visible
-  **UAB Career & Pro...**
51,647 members
Visible
-  **UAB Career & Pro...**
12,596 members
Visible
-  **UAB Career & Pro...**
1,518 members
Unlisted Group
-  **UAB Career & Pro...**
307 members
Unlisted Group

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...





Message

More...

Joy Samarah · 1st

Aspiring Social Media Strategist | UAB Collat School of Business Marketing Student

Birmingham, Alabama · [See 143 connections](#) · [See contact info](#)



University of Alabama at Birmingham - Collat School ...



University of Alabama at Birmingham

About

I am currently a senior Marketing student with the ambition to work for a top marketing firm after I am done with my studies. I have a good sense of where social trends are headed and enjoy the ability to realize this through application. I am organized, respectful, and a hard worker who functions well in a team environment. I demonstrate loyalty and express happiness through my work. I am able to push to far lengths without complaining; I am determined to finish what I start. I am open minded and always capable to work with others to get a better understanding of any task or topic.

Experience



University of Alabama at Birmingham - Collat School of Business

1 yr 2 mos



Career Mentor

Aug 2018 – Present • 11 mos
Birmingham, Alabama Area

- Familiar with the program, Canva, used to create event flyers
- Perform public speaking
- Assist with office work
- Data Input
- Social media marketing



Summer Camp Counselor, Business Academy Mentor (UAB-RIFE)

June 2018 – Aug 2018 • 3 mos
Birmingham, Alabama Area

- Engaged with students of various backgrounds
- Mentored students in Business 101
- Guided students through weekly assignments

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 Engage - <https://uab.campuslabs.com/engage/>

- **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. Handshake is the suggested resource for UAB work study and part time jobs. Students may access it <https://www.joinhandshake.com/>

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 _____

Job Shadowing and Informational Interviewing

Purpose: Students can learn about a career field through conducting informational interviews or walking through the work day as a job shadow. The best way to learn about a career field, job, company, or industry is to spend time with the people who work in them! Seeing what a job entails day to day will help you in your decision to pursue a particular job or career path. These experiences raise career awareness while reinforcing the connections between work requirements and classroom learning.

Process: Successful information gathering 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 or job shadow. The informational interview typically lasts about half an hour. The job shadowing experience can last from a few hours, to a day, to a week or more, depending on what you arrange with the person you've chosen to shadow. 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 consultant. Discuss your interest and ask for guidance on arranging an informational interview or job shadow.
- Select an occupation or company you would like to investigate.
- Read all you can about the occupation and company.
- Identify a person to interview or shadow.
- Make a list of questions you would like to ask. You may use the ones below and add your own.
- Learn the company dress code so you can dress accordingly.
- Expect to arrange your own transportation.

DURING

- Arrive on time, at least 10 minutes before the scheduled interview or job shadow begins.
- As their guest, be respectful and attentive during your stay.
- Ask if you may make some notes. Use your own notebook or electronic device.
- Express your gratitude at the conclusion of your experience.

AFTER

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

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 experience, take some time to think about your future career plans. You may begin by responding to the following questions.

Who did you interview or shadow? _____

What new information did you obtain? _____

How would you fit into this role, career, or industry? _____

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? _____

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>



TAKE ACTION

You can find internship opportunities in Handshake.

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.
5. 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;
6. The intern is not necessarily entitled to a job at the conclusion of the internship; and
7. 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>



TAKE ACTION

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.

Job Search Strategies

The average time to secure a job is 6-12 months. Depending on your career goals, you should be prepared to dedicate many hours to your job search—but it pays off to spend that time wisely.

The most effective search strategies are targeted and get you in touch with real people in your chosen field — a search on Indeed or Monster.com might give you some ideas, but in order to be successful, you need to do more. **Here are a few reliable strategies:**

72%

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

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

Handshake: Thousands of employers post jobs on UAB's Handshake system. These employers have posted opportunities 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. You can build your network and learn about organizations you might not have considered before.

• **How do you do it?**

- Join Handshake and check frequently for recruiting events
- Follow us on social media for news on upcoming events.
- Use Handshake 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 (Industry and company research) 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.

TAKE ACTION

1. Clarify your career goals
2. Develop a roadmap and timeline for your job search
3. Establish milestones along the way
4. Work the network
5. Meet with your Career Consultant to discuss your Job Search Action Plan



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 Consultant, ask professors for advice on companies
- **UAB Library Resources:** Electronic journals like Lexis-Nexis (ask a resource librarian for help)
- **Handshake:** 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 _____

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 - Present

- 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 initiate. 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 - Present

- 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.

TAKE ACTION

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!



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

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	

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.



TAKE ACTION

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.



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 Birmingham, AL
Bachelor of Arts in English May 2017
 • Minor: **Communications**

Experience

Birmingham Marketing Group Birmingham, AL
Marketing Internship 01/2017-05/2017
 • 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

UAB Campus Recreation Center Birmingham, AL
Facility Attendant 08/2015-05/2016
 • 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

Campus & Community Involvement

TEDxUAB Birmingham, AL
Marketing Team Lead 10/2016- 05/2017
 • 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

Alpha Alpha Sorority Birmingham, AL
Public Relations Chair 10/2015-05/2016
 • 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

Kaleidoscope Birmingham, AL
Reporter 08/2014-12/2016
 • 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**

Freshman Resume Example

Terrell Johnson

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

Education

The University of Alabama at Birmingham

Bachelor of Arts in History, Expected Graduation April 2023

Birmingham, AL

Woodlawn High School

Advanced Diploma, May 2019

Birmingham, AL

Work Experience

Publix – Cashier

Jan. 2018 – 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 2018-Sept. 2018

- 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. 2019-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 2018

- 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 2017-March 2018

- 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 (2019)

Woodlawn High School Salutatorian (2019)

Business Resume Example

Seth Hampton

710 Collat Drive, Birmingham, Alabama 35242
111-222-3333 | Suth48@uab.edu

PROFILE

- Highly motivated Senior in the Industrial Distribution Program at the University of Alabama at Birmingham seeking a challenging and rewarding position within Sales, Marketing, and Supply Chain Management.

EDUCATION

Bachelor of Science	April 2020 (Expected)
University of Alabama at Birmingham	Birmingham, Alabama
<i>Industrial Distribution with a Concentration in Medical Equipment and Supplies</i>	
<ul style="list-style-type: none"> GPA 3.9 Golden Excellence Scholarship President's List, Dean's List Professional Sales Certificate Program member developing sales skills through coursework, role plays, and out of classroom activities such as job shadowing and networking opportunities Business Honors Program member participating in leadership courses and graduating with honors Relevant Coursework: Professional Selling, Medical Terminology for Healthcare Professionals, Healthcare Economics, Healthcare Marketing, Industrial Distribution Management, Business Communications 	

EXPERIENCE

Administrative Student Assistant	January 2018- Present
Mervyn H. Sterne Library	Birmingham, Alabama
<ul style="list-style-type: none"> Perform filing, call answering and rerouting, shredding, and inventory management Work with faculty and students while booking and managing schedules between two conference rooms Utilize various Microsoft Office programs to effectively communicate and organize office procedures 	
Commercial Leadership Program Intern	May 2017- August 2017
GE Healthcare	Milwaukee, Wisconsin
<ul style="list-style-type: none"> Worked with Product Sales Specialists and the Life Care Solutions Patient Monitoring marketing team on reconciling install base data and uncovering opportunities in the sales field Created sales collateral to aid Product Sales Specialists in their conversations with hospital administration Co-lead the Sales Skills Committee for other Commercial Leadership Program interns to share sales experiences, insight, and polish their selling techniques through readings and sales scenarios Co-created a weekly newsletter with the Communications Committee to inform all GE Healthcare Milwaukee Interns on upcoming events and volunteer opportunities 	
Sales Associate	April 2016-April 2017
Urban Outfitters	Birmingham, Alabama
<ul style="list-style-type: none"> Greeted patrons upon arrival, helped them find sizes, and provided excellent customer service Worked the fitting room and spent downtime maintaining an organized store throughout the day 	

EXTRACURRICULAR ACTIVITIES

Beta Gamma Sigma	Spring 2019- Present
University of Alabama at Birmingham	Birmingham, Alabama
<ul style="list-style-type: none"> Business Honor Society 	
American Marketing Association (AMA)	Fall 2018
University of Alabama at Birmingham Chapter	Birmingham, Alabama
<ul style="list-style-type: none"> Member of the AMA Sponsorship Committee which works with sponsors from local businesses to support chapter activities 	
Business Research Certificate Program	Spring 2017
University of Alabama at Birmingham	Birmingham, Alabama
<ul style="list-style-type: none"> Completed an award-winning eight session program on business resources and effective research strategies 	
Alpha Lambda Delta	Spring 2017
University of Alabama at Birmingham	Birmingham, Alabama
<ul style="list-style-type: none"> Freshman Honor Society 	

VOLUNTEER INVOLVEMENT

Cat Caregiver and Dog Walker	Fall 2016
Greater Birmingham Humane Society	Birmingham, Alabama

Nursing-Clinical Healthcare Resume 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

The University of Alabama at Birmingham Birmingham, AL
Bachelor of Science in Nursing, April 2019
Minor: Early Childhood Development

CLINICAL EXPERIENCE

Preceptorship: NICU 225 hours (Spring 2019) 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 2018)	Brookwood Medical Center, Birmingham, AL
Geriatrics Clinicals; 72 hrs (Fall 2018)	Shelby Baptist Hospital, Alabaster, AL
Psychiatric Clinicals; 90 hrs (Fall 2018)	Children's Hospital, Birmingham, AL
Medical/Surgical Clinicals; 108 hrs (Summer 2018)	UAB Hospital, Birmingham, AL
Critical Care Clinicals; 96 hrs (Summer 2018)	St. Vincent's Hospital, Birmingham, AL
OB Clinicals; 74 hrs (Spring 2018)	UAB Hospital, Birmingham, AL
UAB Simulation Center; 15 hrs (Spring 2018)	UAB Hospital, Birmingham, AL
Pediatric Clinicals; 72 hrs (Fall 2017)	Children's Hospital, Birmingham, AL

WORK EXPERIENCE

Sales Associate (May 2016-May 2017) 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 Award for 2 consecutive months

ACTIVITIES AND SERVICE

UAB Student Nurses Association (2016-2019)
Make-A-Wish Foundation, Volunteer (December 2015 and 2016)
First Methodist Church of Homewood Daycare Program, Volunteer (Summer 2015)

AWARDS AND HONORS

UAB Outstanding Nursing Student, Fall 2018
Maternal and Child Policy and Leadership Scholarship, 2017-2018

Non-clinical Healthcare Resume 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

The University of Alabama at Birmingham, April 2019

EXPERIENCE

Cooper Green Mercy Health Services, Birmingham, AL **Jan. 2019-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. 2017-Jan. 2019**

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)

Oct. 2018-Apr. 2019

Treasurer

- Created, supervised, and managed semester budgets and served as the primary signer on all fraternity back accounts

Teacher Resume 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 2021
The University of Alabama at Birmingham, Birmingham, Alabama

Bachelor of Science in Elementary Education with Alabama Class B Certification April 2019
The 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 2019-April 2019

- 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 2017-2018

- 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

Research Resume 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

The University of Alabama at Birmingham

Birmingham, AL

Bachelor of Science in Biology

April 2019

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

Research Experience

UAB

Birmingham, AL

Research Assistant

01/2018-04/2019

- 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

01/2017-12/2017

- 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)

2018-Present

American Society for Biochemistry and Molecular Biology (ASBMB)

2018-Present

CIS Resume 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

The University of Alabama at Birmingham (UAB) Birmingham, AL
Bachelor of Science, Computer Science December 2019

RELEVANT EXPERIENCE

IT Personal Computer Support Intern 2018 - 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 2017 - 2018

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 2016 - 2017

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 2018 - Present
- Habitat for Humanity, Participant 2017 - 2018
- Intramural Football 2016 - 2017

Communications Resume 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

The University of Alabama at Birmingham Birmingham, AL
Bachelor of Arts in Communication Studies Expected Graduation April 2020
Concentration: Public Relations, Minor: Journalism

EXPERIENCE

UAB Alumni Relations Birmingham, AL
Communications Intern May 2019 - 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 2018 - April 2019

- 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 - March 2018

- 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; 2018-2019

Non-Profit Resume 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

The University of Alabama at Birmingham — Bachelor of Arts, April 2020

Majors: Philosophy and Psychology

Member of the UAB Honors College

GPA: 3.85

Dean's List: Fall and Spring 2018, Fall and Spring 2019

EXPERIENCE

YWCA — Childcare Coordinator

Birmingham, AL

Summer 2019

- 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 2018-Apr 2019

- 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 2016-Apr 2018

- 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

Volunteer of the Year, Helping Hand Services, 2019

UAB Service Learning Scholarship, 2017-2019

Certificate of Appreciation for Community Service from Birmingham Rotary Club, 2017

Engineering Resume Example

Name

Address | City, ST Zip Code
 Phone number with area code | Professional email address

PROFILE (Sample profile statements below)

- Experience in programming in software MATLAB and ProE design
- Working knowledge of SOLIDWORKS to create parts and simulate assembling
- Experience in fast paced environments, problem solving, teamwork, and community service (list all that apply to your experience)

EDUCATION

University of Alabama at Birmingham Birmingham, AL
 Bachelor of Science, Engineering Expected Date: Month Year

- GPA (Include only if it is 3.0 or higher)
- List honors or awards

EXPERIENCE & INVOLVEMENT

Organization Name (Example: University of Alabama at Birmingham) City, ST
Name of Team Project Month Year – Present

- Worked on a team of 3 to disassemble a remote-controlled car controller
- Took measurements and drew sketches of disassembled parts
- Created and assembled the parts back together utilizing SOLIDWORKS
- Presented to the class on what and how we completed the project

Name of Research Experience Month Year – Month Year

- Researched pancreatic islet transplantation and secondary complications in diabetic patients
- Assisted in producing Peptide Amphiphile Nanomatrix (PA) with Advanced Chemtech Apex 396 peptide synthesizer
- Performed cell seeding with MIN-6 Pancreatic Beta cells to test with PA

Organization Name City, ST
Student/Teaching Assistant/ Tutor Type Experience Month Year – Month Year

- Taught weekly Calculus I recitation class of ~30 students independently and provided tutoring outside of class
- Planned weekly lesson and provided students tips to help understand the material and earn higher grades on tests

Employer Name City, ST
Sales Associate Type Experience Month Year – Month Year

- Greeted all customers, processed customer transactions and provided excellent service
- Generated sales by ensuring that customers were aware of all promotions and advertisements
- Aided customers with locating merchandise and with shoe, apparel and accessory selections
- Monitored floor stock and organized merchandise on the sales floor and in display areas

COMMUNITY SERVICE EXPERIENCE

Name of Organization Fall 2018-Present
 Volunteer Role Birmingham, AL

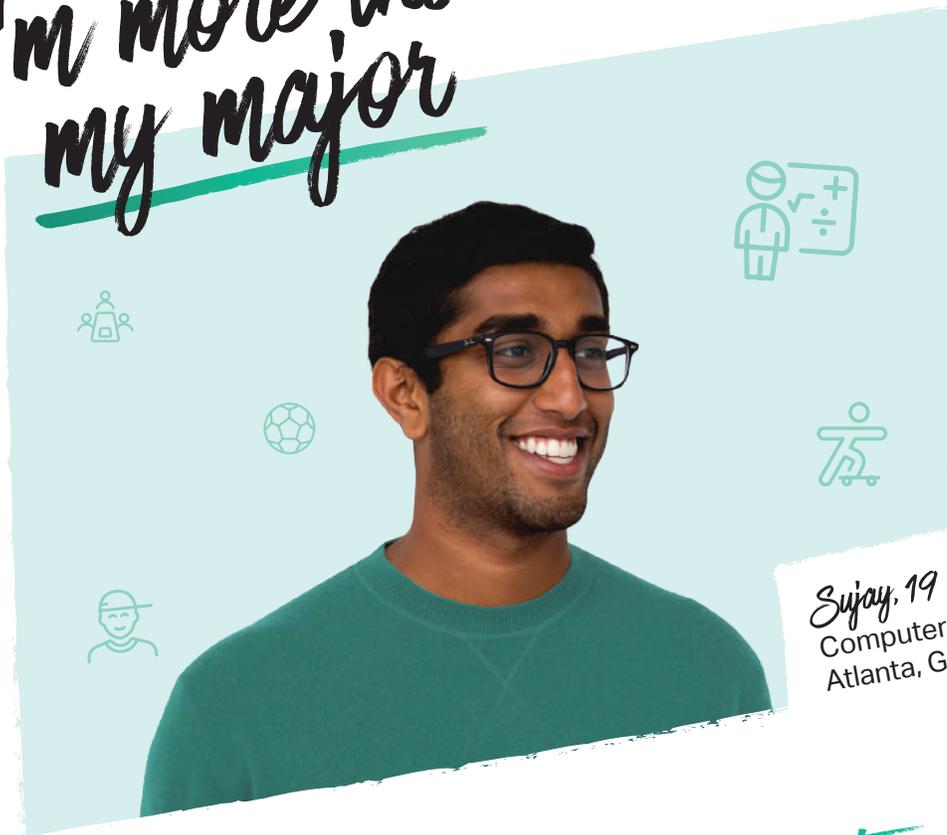
- Sanitize and clean transportation wagons for patients of the children’s hospital
- Collect wagons from parking garages and throughout the hospital to bring to sanitization station

AWARDS & ACHIEVEMENTS:

Dean's List Fall 2018-2019



*I'm more than
my major*



Sujay, 19
Computer Science
Atlanta, GA

*Student Body President
Skateboarder • Mentor • Big brother
Amateur soccer player*

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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.

TAKE ACTION

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

Jane Patel

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

March 15, 2020

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 Handshake, 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



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 to think of assignments and projects.
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 employment manual (if there is one) and make sure you understand all the policies and procedures.
- Prove yourself to be a 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 potluck 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 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.

	SELF	OTHERS
AWARENESS	<p>SELF-AWARENESS</p> <ul style="list-style-type: none"> • Emotional self-awareness • Self assessment of strengths and weaknesses • Self confidence 	<p>SOCIAL-AWARENESS</p> <ul style="list-style-type: none"> • Empathy • Organizational awareness • Service orientation • Social Skills
MANAGEMENT	<p>SELF-MANAGEMENT</p> <ul style="list-style-type: none"> • Self control • Adaptability • Motivation and Drive • Initiative 	<p>RELATIONSHIP MANAGEMENT</p> <ul style="list-style-type: none"> • Developing others • Influence, change catalyst • Conflict management • Teamwork/collaboration

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 panty hose 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 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.



What to Wear: Unlocking Dress Codes *Continued*

Smart Casual

This is sometimes referred to as “dressy casual.” It’s appropriate when explicitly mentioned and found in many work 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.



UAB Career Closet

The UAB Career Center has partnered with the Iota Lambda Chapter of Delta Sigma Theta Sorority, Inc. for the opening of the UAB Career Closet.

UAB Career Closet is aimed at alleviating the financial burden placed on students to purchase professional clothing for job interviews, career fairs and professional events. For no charge, student can rent professional clothing for use in their career pursuits.

Email your Career Consultant to schedule a Career Closet appointment before your interview or career fair.





*I'm more than
my resume*



Halley, 18
Marketing
Minneapolis, MS

*Advocate Hiker
Future Diplomat • Volunteer
Writer • Wildlife Activist*

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Before the Interview

Just as the purpose of your resume 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 your Career Consultant for a mock interview
- Select appropriate interview attire for your industry (if you are unsure, speak with your Career Consultant); 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

During the Interview

First Impressions Matter!

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'll 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

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 questions 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.



TAKE ACTION

Make an appointment for a mock interview, or practice at home using InterviewStream, available through Handshake.

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):
 1. **Present:** Where are you right now professionally? (example: I just graduate from UAB with a degree in Education)
 2. **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)
 3. **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 questions 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 STAR method:

- S = SITUATION:** Describe the **SITUATION** you were in
- T = TASK:** Explain the **TASK** you needed to accomplish
- A = ACTION:** Describe the **ACTION** you took
- R = RESULT:** Explain the **RESULTS** of your actions

Example answer to the 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.

Video and Phone Interviewing Tips

TWO BASIC TYPES OF VIDEO INTERVIEWS

1 Live Interviews: Talk to the interviewer from your video device

2 Taped Interviews: respond to prompts, written or in an application

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. Do not conduct interviews in your dorm room. You can reserve a room in the Career Centers on campus 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 and at ease.
- You may also want to write out key words 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.

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]

TAKE ACTION

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.



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. _____

TAKE ACTION

- 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 benefit the company.



Career Fairs: Are You Ready?

Do Your Research

- Find out which employers will attend the career fair.
- Visit Handshake 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



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.



Bring These to the Fair

- Copies of your resume
- Pens, pencils
- Padfolio with paper
- Positive attitude



TAKE ACTION

Attend at least 1 Career Fair each year.

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



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.



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?



GRADUATE SCHOOL

The University of Alabama at Birmingham

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.

Other considerations in choosing the right program:

1

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?

2

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?

3

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?



TAKE ACTION

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!

TAKE ACTION



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

Careers in Health Care

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 The UAB Career Center 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**

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. Your Career Consultants 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

It is important that you spend your time at UAB getting involved in experiences that will help you develop the desired competencies. 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.

The UAB career centers provide resources and guidance to ensure students gain the experience they need to successfully navigate the competitive job market. 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.

CAMPUS RESOURCES



INTERNATIONAL STUDENT & SCHOLAR SERVICES

The University of Alabama at Birmingham

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 ISSS at international@uab.edu. ISSS is located in the international center on the second floor of the Mervyn H. Sterne Library, 917 13th Street South, Birmingham, AL 35205.

INTO UAB

INTO UAB provides English language training and pathway programs for international students who may not meet the requirements for direct entry in order to succeed in an undergraduate or graduate program at UAB. Upon successful completion of an INTO UAB Pathway program, students gain full admission into one of UAB's undergraduate or graduate programs to complete their studies. Email INTO UAB at INTOUAB@uab.edu.



Founded in 2016, INTO UAB is an initiative to increase the global diversity of our student body, increase globalization opportunities for domestic students and provide opportunities for faculty to expand international teaching, research and service activities.

INTERNATIONAL MENTOR 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.

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 ENGAGE 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.cnmc.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/TeamRWBBirmingham/>

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

Career Tips for Veterans

- 1 Make an appointment with a Career Consultant 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.
- 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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