

CAREER READINESS GUIDE



THE UNIVERSITY OF TEXAS AT DALLAS
University Career Center

WELCOME

CAREER READINESS GUIDE

Welcome to the University Career Center Career Readiness Guide: your compass to navigating the exciting terrain of career development and professional growth. The University Career Center is a one-stop shop dedicated to helping undergraduates, graduate students, and alumni with their career preparation. Our mission is to provide in-depth career readiness development, employer connections, and experiential learning opportunities to prepare Comets for meaningful careers through intentional coaching, programming, and resources.

As you embark on this journey to your career, remember that every success story is unique. The University Career Center is here to guide, inspire, and support you as you translate your academic achievements into a fulfilling and impactful career.

Let's unlock your potential and shape a future where your aspirations become reality!

HANDSHAKE

Handshake is the career services platform used by the UCC. It allows you to schedule appointments with our team, browse jobs specifically targeted to UT Dallas, and view upcoming career fairs and events!

This platform is only available to currently-enrolled students and alumni.

Access Handshake at utd.link/handshake.

CAREER RESOURCE LIBRARY

Want a reminder of what you learned in a recent appointment? Not sure where to start your career development process? The Career Resource Library has the expertise you need!

Browse our collection of original guides and videos to deepen your knowledge and professional development. Topics include resume and cover letter writing, interview prep, salary negotiation, and steps to success for each year of your undergraduate experience.

Visit utd.link/ucclib for more!

UCC Information

Phone: 972-883-2943

Email: careercenter@utdallas.edu

Location: Student Services Building (SSB) 3.300

Hours: M-F | 8 a.m.–5 p.m.

Visit utd.link/uccappts to schedule an appointment with the UCC.



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



[utdcareercenter](https://www.linkedin.com/company/utdcareercenter)



[@utdcareercenter2829](https://www.youtube.com/c/utdcareercenter2829)



citizen.utm.dallas.edu



TABLE OF CONTENTS

NACE: CAREER READINESS COMPETENCIES	4
ARE YOU CAREER READY?	5
Career & Major Exploration Worksheet	6
Discover Your Purpose Activity	7
NETWORKING	9
Maintain Your Connection	10
Elevator Pitch	11
RESUME	12
Accomplishment Statements	13
Resume Self-Critique	15
Resume Samples	16
COVER LETTER	20
Cover Letter Breakdown	21
JOB & INTERNSHIP SEARCH	23
Job Offer Negotiation	24
Job Search Strategies for International Students	25
INTERVIEWING	26
How to Dress	27
Interview Questions	28
10 Easy-to-Make Interview Mistakes	32
STEPS TO SUCCESS	33
SMART GOALS	35
Action Plan	36

NACE: CAREER READINESS COMPETENCIES

The National Association of Colleges and Employers (NACE) defines career readiness as "...a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management."

NACE identifies career readiness competencies that new college graduates should possess to successfully enter the workforce. These career readiness competencies can also be used by employers to assess and source talent for their positions. The following table lists NACE's career readiness competencies and how each can be demonstrated.

Career & Self-Development	Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.	<ul style="list-style-type: none">• Show an awareness of own strengths and areas for development.• Identify areas for continual growth while pursuing and applying feedback.
Communication	Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.	<ul style="list-style-type: none">• Understand the importance of and demonstrate verbal, written, and non-verbal/body language, abilities• Employ active listening, persuasion, and influencing skills.
Critical Thinking	Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.	<ul style="list-style-type: none">• Make decisions and solve problems using sound, inclusive reasoning and judgment.• Gather and analyze information from a diverse set of sources and individuals to fully understand a problem.
Leadership	Recognize and capitalize on personal and team strengths to achieve organizational goals.	<ul style="list-style-type: none">• Inspire, persuade, and motivate self and others under a shared vision.• Seek out and leverage diverse resources and feedback from others to inform direction.
Professionalism	Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.	<ul style="list-style-type: none">• Act equitably with integrity and accountability to self, others, and the organization.• Maintain a positive personal brand in alignment with organization and personal career values.
Teamwork	Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.	<ul style="list-style-type: none">• Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.• Be accountable for individual and team responsibilities and deliverables.
Technology	Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.	<ul style="list-style-type: none">• Navigate change and be open to learning new technologies.• Manage technology to integrate information to support relevant, effective, and timely decision-making.

ARE YOU CAREER READY?

Rank yourself on a scale of “requires substantial work” **(1)** to “experienced” **(5)**. Use the space to the right to list ways in which you can work toward improvement.



Career & Self-Development

Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals, identify areas necessary for professional growth.

Rank:

Notes:



Communication

Articulate thoughts, express ideas, interpret messages using oral, written, non-verbal communication, and listening skills; instruct, persuade, deliver information.

Rank:

Notes:



Critical Thinking

Ability to analyze issues, synthesize information, make decisions, think critically and strategically to develop original ideas and innovative solutions.

Rank:

Notes:



Leadership

Leverage strengths of others to achieve common goals, coach and develop others, able to assess and manage emotions, use empathy, motivate, organize, delegate work.

Rank:

Notes:



Professionalism

Demonstrate integrity, resilience, accountability; take initiative, maintain effective work habits, produce high quality results, project a professional image.

Rank:

Notes:



Teamwork

Build and maintain collaborative relationships to work effectively with others, shared responsibility, and respect both inside and outside of the organization.

Rank:

Notes:



Technology

Leverage existing technologies ethically and efficiently to solve problems, complete tasks, accomplish goals. Demonstrate effective adaptability to new and emerging technologies.

Rank:

Notes:

CAREER & MAJOR EXPLORATION WORKSHEET

What drew you to your current major? How do you feel about this choice? _____

What classes have you taken thus far that you like? _____

What experiences have you done in your life that you have felt good about? _____

What thoughts or ideas have you had about any careers? _____

What career/occupation areas are of interest to you currently? _____

Describe your ideal work environment. _____

What are your favorite hobbies, arts, crafts, and sports? _____



DISCOVER YOUR PURPOSE ACTIVITY

DIRECTIONS

1. Review the list of real-world challenges provided on the next page and label each challenges as it relates to the following:
 - Cross off the challenges that do not interest you.
 - Underline the challenges that interest you.
 - Circle the challenges that most interest you—these are the challenges that you find meaningful and may want to give a higher level of attention to.
2. Go with your initial reaction as you read through the list the first time—do not overthink your gut response. If you have a real-world challenge that is of great interest to you and it is not represented on this list, please feel free to add it.
3. Review the challenges that you circled and identify three challenges that you would like to explore further.
4. When you have the three challenges identified, conduct some research to identify companies and organizations in the world that are helping to solve these challenges today and in the future.
5. Create a bulleted list of five career opportunities that would be a good fit for you, your chosen major, and/or your career outlook based on the challenges you have identified.
6. Write a 1–2 page reflection about this activity’s impact on your professional insight and the next steps in your career development.
7. If you would like to discuss major or career exploration, please schedule an appointment with a Career Advisor at the University Career Center via Handshake.



REAL-WORLD CHALLENGES

1. Air Pollution
2. Animal Welfare
3. Child Mortality
4. Children's Rights
5. Clean Drinking Water
6. Climate Change
7. Conservation of Cultural Heritage
8. Conservation of Natural Resources
9. Corporate Accountability
10. Corruption
11. Crime
12. Deforestation
13. Destruction of Ecosystems
14. Discrimination
15. Disease
16. Drought
17. Economic Instability
18. Endangered Species
19. Energy Sustainability
20. Environmental Justice
21. Excesses of Capitalism
22. Food Health, Quality & Safety
23. Food Security
24. Freedom of Speech
25. Freedom of Press
26. Global Recessions & Depressions
27. Government Accountability
28. Government Transparency
29. Habitat Destruction
30. Healthcare Quality/Access
31. Homelessness Housing Quality/Access
32. Human Rights
33. Hunger
34. Indoor Air Quality
35. Information Security
36. Land Degradation
37. Land Pollution
38. Landmines
39. Literacy/Access to Education
40. Loss of Biodiversity
41. Loss of Coral Reefs
42. Malnutrition
43. Microplastic Pollution
44. Natural Disaster
45. Nuclear Accident Risk
46. Nuclear Waste
47. Nuclear Weapons
48. Nutrition
49. Obesity
50. Ocean Plastic
51. Overfishing
52. Pandemics
53. Poor Infrastructure
54. Poverty
55. Privacy/Surveillance
56. Racism
57. Refugees/Forced Displacement
58. Rights of Persons with Disabilities
59. Rights of Person with Disabilities
60. Sanitation
61. Security
62. Sexism
63. Slums
64. Social Instability
65. Space Junk
66. Substance Abuse
67. Sustainable Agriculture
68. Tax Evasion
69. Terrorism
70. Toxic Waste
71. War & Conflict
72. Water Contamination & Shortage
73. Water Pollution
74. Weapons of Mass Destruction
75. Wildlife Conservation
76. Other (Specify)

NETWORKING

WHAT IS NETWORKING?

Networking involves utilizing friends, relatives and acquaintances to learn about employment opportunities. Networking is one of the most effective job search techniques you can use.

DISCOVER YOUR NETWORK

LinkedIn

This platform is a great place to locate professionals for networking. You can search by job title and then filter by “People” to find professionals currently in this field. Finding UTD alumni in your desired occupations is also a great strategy since you have common ground as Comets. Alternatively, you can search for the University of Texas at Dallas page, click the “Alumni” tab, and start browsing through the many talented individuals listed.

Events and Professional Organizations

Attend networking events such as on-campus and virtual employer meet-and-greets (found on Handshake) and networking events hosted by student organizations related to your career. Additionally, UTD houses a plethora of professional and student organizations that frequently bring in guest speakers, such as the Animation Guild, IEEE (Institute of Electrical and Electronics Engineers), and AMSA (American Medical Student Association).

Collect business cards and/or names and contact information from the individuals you meet so you can add them to your contact list and connect with them on LinkedIn. It is also a great idea to follow up afterwards with an email or LinkedIn message simply stating it was a pleasure to meet them and thanking them for the connection. You can also add something you learned from your interaction with them to make it more personal.

Faculty

Reach out to your faculty via office hours or email. Most faculty are well-connected within their industry and are a great resource for connections. Be prepared to provide them with your resume and specifics as to what type of connections, job titles, and/or company affiliations you are looking for so they can best assist you.

Name	Email	Phone #

MAINTAIN YOUR CONNECTION

Networking is an ongoing process and rarely a one-and-done conversation. Keep a spreadsheet to keep up with your connections and interactions. Always follow up after your interactions—set up calendar reminders and alerts to help remind you.

Here is an example:

Name	Employer	Email & Phone	How We Met	Most Recent Contact	Introduced Me to	Other Notes
Sunan Kamon	Ministry of the Environment (when we met: same employer)	xyz@gmail.com 555-555-5555	My supervisor during 2L summer	E-mailed update on October 12, 2016	Hailey Won	Windsor Law Class of 1995. Provided me with a reference letter.
Svend Tambis	Sole Practitioner Criminal Law and Family Law Practice	xyz@gmail.com 555-555-5555	Reached out to her through LinkedIn in January 2015	Had coffee on September 17, 2016	Britghtium	Always hiking in interesting places.
Chris Tam	Cavalluzzo (when we met: United Steelworkers)	xyz@gmail.com 555-555-5555	Introduced by Jane Doe at a bar association event in February 2015	Phone call on July 18, 2016	Nerexa	Windsor Law Class of 2010. Told me to join the Labor & Employment Law Society



Temoc Asks:

Q: How often do I need to follow up to keep the professional relationship going? Do I have to email every week?

A: It is not necessary to chat with your new connection every week from here on out. Rather, consider following up once a month. You can provide something valuable, like an article relevant to their industry, or congratulations on achievements you learn of through their or their company's social media. Keep in mind the overall responsiveness of your new connection—you do not want to overwhelm them with messages.

Q: When is a good time to ask my connection for a referral?

A: There is no one best time to ask for a referral. The most important piece to keep in mind is that you will likely not get a referral if the person does not feel that they know you at all or can vouch for your abilities. So, focus on developing a professional relationship rather than trying to snag a referral as quickly as possible.

ELEVATOR PITCH

WHAT IS AN ELEVATOR PITCH?

A professional introduction (aka an elevator pitch) is a short statement given to employers intended to focus on your education, skill set, background, and interest. The introduction should be brief and last no longer than an elevator ride, falling somewhere between 30 seconds to 2 minutes in duration. Elevator pitches can be used during interviews, career fairs, and networking events.

WHAT SHOULD I INCLUDE IN MY ELEVATOR PITCH?

You should focus on your relevant skills, major, school year, certifications, and relevant experience. You can also include your professionals goals, accomplishments, research experience, and projects. Make sure that your elevator pitch is specifically tailored to the position that you are interested in. Below are steps for creating your elevator pitch:

- Start your elevator pitch off by introducing yourself (name, school, major, school year).
- Provide a summary of what you do (e.g., brief summary of your background, key strengths, relevant skills and work experience).
- Explain what you are seeking (e.g., internship, full-time job, request to connect on LinkedIn, etc.).
- End your elevator pitch by stating what you want to happen next (keep it simple).

Once you create your elevator pitch, practice with friends, family, classmates, or a Career Advisor.



**Temoc
Suggests**

Ways to Ace Your Elevator Pitch

- Speak naturally.
- Slow it down.
- Tailor your pitch whenever you can.
- Make it easy to understand.
- Make sure that your elevator pitch is brief, persuasive, and confident, not boastful.

Elevator Pitch Example

“Hello, my name is Sara! I am a senior at the University of Texas at Dallas, and I am majoring in Neuroscience.

“Last Spring, I completed a research internship with the UT Southwestern Medical Center where I focused mainly on reviewing literature, collecting and organizing data.

“Additionally, I have experience with operating laboratory equipment and a variety of laboratory techniques such as quantitative PCR.

“Now that I am graduating in May of 2024, I am hoping to find a full-time role as a Research Assistant. Can you please tell me what skills and experience your company looks for in Research Assistant candidates?”



RESUME

Your resume is your professional self-marketing tool. This document captures the skills and experiences that clearly show how you are a good fit for the specific job you are applying to.

Many companies use Applicant Tracking Systems (ATS) to streamline hiring and on-boarding processes. This software scans resumes for formatting and keywords from the job description. Follow these ATS-friendly standards below:

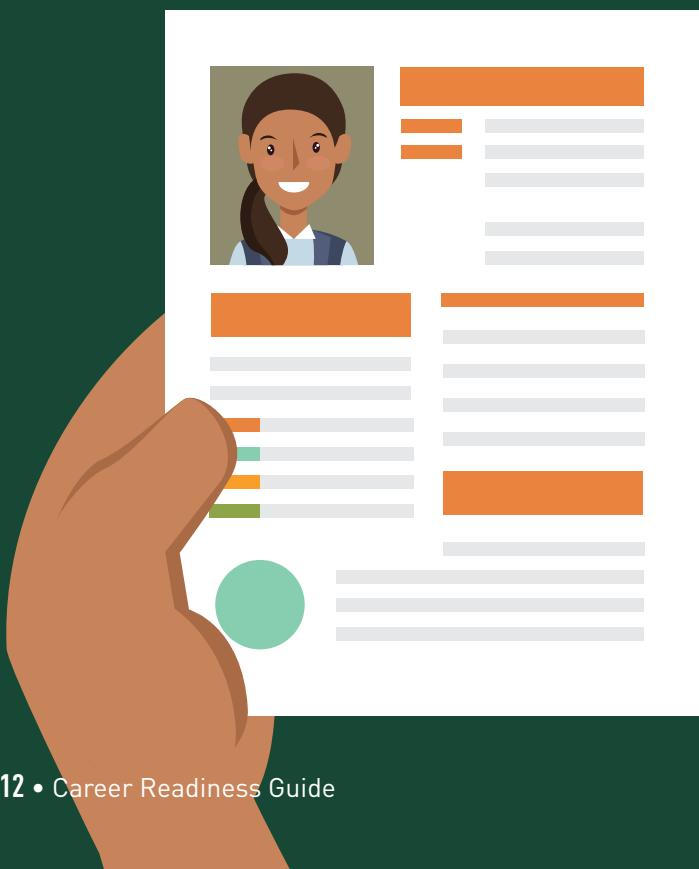
- **Customize** resume for each position by including keywords and qualifications from the job description.
- **Do not use** a template (or resume builder), invisible text boxes, picture, QR codes, color, or shading.
- **Build** your resume using a word processor such as Microsoft Word or Google Docs.
- **Submit** your resume as a PDF document.
- **Use** standard, non-decorative fonts like Times New Roman, Calibri, or Arial in black ink only.
- **Set** font sizes to 14–18pt for your name and 11–12pt for the body of your resume.
- **Format** margins in your resume to be between 0.5–1 inch on all sides.
- **Use** synonyms in your resume—if you use the word “attorney,” also use the word “lawyer.”
- **Start** accomplishment statements with action verbs; do not use pronouns: “I,” “me,” “my,” etc.

THINGS TO CONSIDER

Focus on the job description: What qualifications do you have that the employer is looking for? Why are you a good fit for the position? What are your skill sets?

This is your opportunity to market yourself and stand out from the other candidates, and your resume should support that.

- **Organize your resume for the employer:** Keep accomplishment statements clear and concise when emphasizing skills, experiences, and qualifications that are relevant to the job description.
- **Follow instructions in the job posting:** If the employer asks for information—such as references or writing samples—provide it.
- **Schedule a resume review appointment:** Utilize Handshake to book a time to meet with a Career Advisor at the University Career Center.



Temoc Asks:

Q: Can I use AI to create my resume?

A: Remember, AI tools like ChatGPT are meant to assist you, not to replace your active involvement in the process.

Ensure that your resume accurately reflects your unique skills and experience, presenting a true representation of who you are.

Depending solely on ChatGPT to articulate your experiences and skills could result in being unable to effectively discuss them during the interview.

While ChatGPT can be a valuable resource, solely relying on it will likely negatively impact your interview performance.

ACCOMPLISHMENT STATEMENTS

Result and accomplishment statements are used when describing previous experience to show the employer written proof of your achievements and skill sets. They demonstrate what is unique about you and how you can add value to a potential position by citing specific examples. Simply listing duties or responsibilities from your job description is not enough—focus on what you did, skills you used and how your efforts impacted your position, the project, or organization.

Strategies can be:

WHO

W: What you did

H: How you did it (Skills/Technology)

O: Outcome/Result

What: Redesigned company accounting and payroll systems.

How: Redesigned company accounting and payroll systems by implementing new electronic reporting system.

Outcome: Redesigned company accounting and payroll systems by implementing new electronic reporting system which decreased turnaround time for reimbursements.

SOAR

Statement of Action: What did you do? (action verb)

Occurrence of Action: How often action occurred/took place (daily, weekly, annually, etc.)

Amount of Action: How much, how many? (20%, 50+, over 100, \$1M, etc.)

Result of Action: Outcome of efforts (increased, decreased, designed, saved, implemented, etc.)

Statement: Managed a technical crew.

Occurrence: Managed a technical crew on a daily basis.

Amount: Managed a technical crew of over 20 people on a daily basis.

Result: Managed a technical crew of over 20 people, one a daily basis, that increased production 3 quarters in a row.

ADDITIONAL RESULT/ACCOMPLISHMENT STATEMENT EXAMPLES:

- Tutored 31 students in preparation for the standardized math exam by implementing personalized study plans and interactive practice sessions, earning the group an average score of 94%.
- Managed daily operations of a clothing boutique by overseeing opening and closing operations, inventory management, new employee training which resulted in exceptional customer service and sales.

ACCOMPLISHMENT STATEMENT EXAMPLES

Here are some examples of how to use accomplishment statements to prove to the employer that you possess relevant job-related skills. Remember to focus on results and accomplishments rather than simply listing duties and responsibilities.

THE FOLLOWING SAMPLES ARE FOR REFERENCE PURPOSES ONLY—PLEASE DO NOT COPY.

FOR A SERVER

Before:

Served customer by fulfilling orders.

After:

Delivered exceptional customer service, utilizing effective communication skills, resulting in positive guest feedback and a high rate of returning customers.

FOR A FRONT DESK WORKER

Before:

Answered phone calls and welcomed customers.

After:

Demonstrated exceptional organizational skills by efficiently managing incoming inquiries, scheduling appointments, and coordinating administrative tasks, ensuring a streamlined workflow.

FOR A SALES ASSOCIATE

Before:

Sold shoes, purses, and other accessories.

After:

Exceeded sales targets by 15% through building strong customer relationships, actively engaging with shoppers to understand their needs, which increased revenue and customer satisfaction.

FOR A CASHIER

Before:

Performed cashier duties at a retail store.

After:

Enhanced customer satisfaction by providing efficient and courteous service, processing transactions, handling cash and electronic payments, and resolving customer inquiries professionally.

FOR A CAMP COUNSELOR

Before:

Worked summers at a Girl Scout camp.

After:

Created a dynamic and interactive camp program, incorporating a wide range of engaging activities, team-building exercises, and skill development workshops, fostering and inclusive environment.

RESUME SELF-CRITIQUE

Conduct a “resume critique” before applying to each position. Use the following checklist to review your resume. Look for items including missing and incorrect information, grammatical errors, misspelled words, and formatting mistakes.

If you are preparing the resume to apply for a specific position, do what the employers will do! Compare your resume with the position description. Does your resume contain keywords found in the job posting? Remember, you want to make it EASY for the employer to see that you are a fit for the position.

RESUME PROOFREADING CHECKLIST

Is your resume visually appealing and following ATS standards?

Does it fit comfortably on the page without being too crowded or too empty?

Did you use a good balance between capitalizing, bolding, italicizing, and underlining?

Is the content relevant to the job posting?

Is important information presented and easy to find? Is the format uniformed?

Is the font consistent?

Is your resume a good representation of you?

Review the different resumes to get an idea of how you can construct your own. The samples are for reference purposes only—please do not copy.

Schedule an appointment to get your resume reviewed and receive professional advice from a Career Advisor at the University Career Center.



RESUME SAMPLE I

Blake Parker

Richardson, TX 75080 · (469) 221-5971 · Blake.Parker@utdallas.edu · linkedin.com/in/blakeparker

EDUCATION

Bachelor of Science in Economics	December 2023
The University of Texas at Dallas, Richardson, TX	GPA 3.96
Relevant Coursework: Public Sector Economics, The Global Economy, Econometrics, Applied Data Analytics, Game Theory, Industrial Organization	

SKILLS

Data Analysis: R, STATA, EViews, Python, SQL, SAS
Data Visualization: Tableau, Microsoft Power BI
Accounting: Quickbooks, Quicken
Additional: Microsoft Office (Excel, Access, Word, PowerPoint, Outlook)

PROFESSIONAL EXPERIENCE

Comerica Bank, Dallas, TX - Economics Intern	May 2023–August 2023
• Forecasted economic trends with EViews which allowed the Chief Economist to properly conduct quarterly financial analysis.	
• Designed statistical programs to support research projects using time series estimation procedures and utilized statistical packages such as SAS, R, STATA, and EViews.	
• Drafted bimonthly financial reports to summarize complex data for diverse commercial lending groups and clientele which provided understanding of budget needs.	
Charles Schwab Intern Academy, Austin, TX - Intern	August 2022–December 2022
• Executed internal audits in accordance with department procedures and increased effectiveness by 50%.	
• Collaborated with peers to assess and restructure company-wide risk policies which positively impacted risk rates by 20%.	
• Attended weekly networking events to promote inter-division collaboration and established an inter-division collaboration committee.	
JPMorgan Chase & Co., New York City, NY - Intern	May 2020–August 2020
• Participated in trading simulations to learn about credit analysis, financial metrics, and market strategies for global markets to increase overall knowledge.	
• Performed risk assessments for ongoing and new business initiatives to identify risks and define appropriate controls.	
• Collaborated with the organization's senior leadership and project stakeholders to discuss and address identified risks for business initiatives.	

ORGANIZATIONS

Phi Kappa Phi Honor Society, UT Dallas	August 2019–Present
Omicron Delta Epsilon, UT Dallas	March 2019–Present

AWARDS & HONORS

Dean's List, UT Dallas	Fall 2018–Present
Irving J. Hoch Scholarship, UT Dallas	Fall 2019
Academic Excellence Scholarship, UT Dallas	Fall 2018

RESUME SAMPLE II

Jasmine Harris

Dallas, TX 75231 | (817) 364-5412 | Jasmine.Harris@utdallas.edu
linkedin.com/in/jasmineharris

Profile

Driven research student with experience in municipal and healthcare data analysis with an additional background in urban and socioeconomic analytics. Grant writing and supervisory experience with strong verbal and written communication skills.

Education

Master of Science in Social Data Analytics and Research	December 2022
The University of Texas at Dallas, Richardson, TX	GPA: 3.9
Bachelor of Arts in Criminology and Sociology (Double Major)	May 2018
The University of Texas at Dallas, Richardson, TX	

Skills

Data Analysis: R, Stata, Connexus
Data Visualization: Tableau, Maptitude, ArcMap
Additional: MS Office (Word, Excel, PowerPoint), Canva

Academic Projects

The Dallas Community Data for Action Project	February 2022–June 2022
• Designed to research the intersectionality of race and economic struggle based on zip code. • Collated data of 2500+ Dallas County residents for analysis. • Performed quantitative and qualitative analysis to extrapolate information for DFW Metroplex. • Presented findings to Institute for Urban Policy Research.	
Maternal Mortality Project	January 2021–May 2021
• Designed to research the disparity of black maternal health mortality in Texas. • Interviewed 50+ black women to document birth stories to gather data for the research hypothesis. • Analyzed data for patterns and commonalities between interview subjects. • Shared findings with government officials to influence Texas health policy in a positive manner.	

Professional Experience

Graduate Research Assistant	January 2020–August 2021
<i>Institute for Urban Policy Research, Dallas, TX</i>	
• Conducted literature reviews and summarized data for presentation to increase knowledge on topics of interest. • Prepared materials and construct drafts for grant submissions monthly, which lead to multiple grant approvals. • Supervised 4 undergraduate research assistants on a daily basis to keep team goal oriented and meet all deadlines. • Acted as liaison between Senior Fellows and undergraduates and fostered positive communication between peers.	
Organizations	
Data Science Club, UT Dallas	August 2018–Present

The Research Club, UT Dallas	August 2018–Present
Black Congress, UT Dallas	March 2016–Present
Alpha Phi Sigma, UT Dallas	August–May 2017

RESUME SAMPLE III

Suzy Kim

Flower Mound, TX, 75022

(222) 333-4444 | suzy.kim@utdallas.edu

linkedin.com/in/suzy-kim

EDUCATION

Bachelor of Science in Human Resource Management

May 2024

The University of Texas at Dallas, Richardson TX

SKILLS

Microsoft Office Suite (PowerPoint, Excel, Word), G Suite (Slides, Sheets, Docs), Canva, Prezi

RELEVANT ACADEMIC EXPERIENCE

Compensation & Benefits Administration Project

January 2023–May 2023

- Prepared job posting by investigating typical job duties in order to accurately represent company expectations and attract qualified candidates.
- Applied critical thinking and HR best practices to identify compensable factors of job to ensure consistent and equitable job architecture.
- Wrote job posting with creativity and clarity while adhering to legal standards.
- Analyzed current benefits by looking at industry standards in order to evaluate competitiveness.

Talent Acquisition Project

January 2021–May 2021

- Designed a comprehensive talent acquisition plan with a team of 5 for JP Morgan Chase using industry research to further company's goals.
- Created an interview guide with 18 questions designed to uncover candidate value, investigate culture fit, and maximize retention.
- Researched industry competitors by studying 7+ social media accounts in order to launch a compelling brand message to attract top applicants.
- Established recruitment goals such as time-to-fill and cost-to-hire to ensure quality and decrease hiring time by 12%.
- Collaborated with teammates using a work breakdown structure to determine tasks and assign deadlines, resulting in a timely, quality product.

COMMUNITY SERVICE

Brown Bag Outreach, Participant

November 2022–Present

- Build relationships with homeless community by delivering 40+ homemade meals weekly in order to spread encouragement.
- Communicate with volunteers with professionalism through Discord channels and direct messaging to foster engagement, resulting in higher attendance of activities.

CAMPUS INVOLVEMENT

200Percent, Member

February 2022–Present

- Learned and performed 2 K-pop dances each semester with group of 15 students.
- Performed live at Mid-Autumn Festival to raise awareness for 200Percent and give back to community through celebration of culture.

NOTES

Take some time to think about your experiences & skills.



COVER LETTER

WHAT IS A COVER LETTER?

A cover letter is a unique and personalized way to introduce yourself to explain why you are sending a resume to a potential employer for a job opening. Your cover letter should explain to the employer why you are interested in their company or available position and why you are the best candidate.

Many companies use Applicant Tracking Systems (ATS), which scan cover letters for keywords that match the job description.

HOW TO PASS THROUGH AN ATS

- Do not use a template, invisible text boxes, special graphics, color, or shading.
- Always use a blank Microsoft Word document to create a text-only version of your cover letter for online submissions as it could serve in your favor if hiring managers are deciding between two candidates.
- Use standard, non-decorative fonts between 10.5–12 pt. in black ink.
- Margins should be equally set between 0.5–1 inch on all sides.
- Cover letters should not exceed 1 page and should not be folded.
- Always proofread your cover letter before you send it!



Temoc Says:

Remember to always customize your cover letter for each position that you apply to based on the particular job posting.

The letter should contain the following information, in this order:

- Heading with your contact information (should match the heading on your resume)
- The date that you send the letter
- Employer's contact information
- Greeting
- **Introduction paragraph:** This paragraph should begin with a strong opening that states the position that you are applying to, include your referral if applicable, and highlight a few of your key qualifications that match the job description.
- **Supporting, or “selling” paragraph(s):** The central paragraph of the cover letter is unique for each person, but the premise is the same for everyone: sell yourself! In this paragraph, you want to describe how you fulfill the job's requirements by expanding on the skills and experiences you have talked about in your resume or providing additional information.
- **Closing paragraph:** This paragraph essentially acts as the Thank You and Goodbye of your cover letter and informs the employer of the best way to contact you for an interview.
- Closing (Sincerely, Best regards, etc.)
- Your signature
- **Enclosure (optional):** If you are sending anything other than a cover letter (a resume, for example) use “Enclosure” or “Attachment” after your name/signature so the employer knows to expect.

COVER LETTER BREAKDOWN

LORENZO MEDICI

Richardson, TX 75080 | (555) 867-5309 | lorenzomedici24@gmail.com | LinkedIn

Aug.15, 2025 [Today's date]

Ms. Connie Burns [Hiring Manager's name, or Search Committee]
Burns & McDonnell [Organization name]
123 Main Street [Street address]
Wallingford, CT 12345 [City, state, zip]

Header: Bold name, all caps, larger font size.
Include your city, zip code, phone, professional email address, and LinkedIn

Dear. Ms Burns: [Dear/Title/Last name, then colon, or Dear Search Committee Members]

Thank you for the opportunity to apply for a Summer 2025 **Computer Science Internship** [title of position] with Burns & McDonnell. As a Computer Science senior, I am passionate not only about technological improvement, but also implementing computers in ways that are efficient and beneficial to clients which **Burns & McDonnell is very well known for in the industry**. Highly skilled in C++, Java, SQL, and Python, I have extensive experience in team projects and working collaboratively in a wide variety of environments. **[Explaining why you are applying for this company—this is very important]**

As an undergraduate, I have completed a number of projects by working with classmates, building both my technical and impersonal skills. This past Fall I led a team of students in building a website that matches volunteers with service organizations. Prospective volunteers complete their profile and are then paired up with representatives and alumni of participating service organizations in order to improve the personality match between applicants and available positions. Our completed project placed 1st in the class for user interface and 2nd for efficiency. **[Expand on experience/evidence on why you are qualified. Customize to the job description. Use their keywords and phrases. 1–2 paragraphs depending on your experience.]**

In addition, I am a 3-semester Dean's List student and current treasurer of The University of Texas at Dallas Developer Student Club, to support my commitment to academic excellence and ongoing professional growth. My work experience also includes customer service, where I interacted directly with clients to ensure satisfaction and efficiency. I hope to bring my strong interpersonal skills to a position that works with clients and impacts the customer experience. As a highly adaptable employee, I am comfortable working both independently and in groups, and utilizing the resources available to make fast progress without sacrificing work quality. **[May have this additional paragraph to expand on experience/evidence. Do not exceed 1 page.]**

Thank you again for this internship opportunity. I am confident that my technical skills, experience, and commitment to clients make me an excellent fit for Burns & McDonnell. **I can be reached at (000) 000-0000 or by email at lorenzomedici24@gmail.com and I look forward to hearing from you soon about my application status. [Thank them, invite them to contact you]**

Thank you for your time, **[Closing: Sincerely or Best regards]**
Lorenzo Medici

Convert both cover letter and resume to PDF. Combine documents.

NOTES

Take some time to think about your soft skills & achievements:

JOB & INTERNSHIP SEARCH

LOOKING FOR A JOB OR INTERNSHIP

Conducting an effective internship and job search requires you to take initiative and be proactive in your own career development. Our staff can discuss ways in which you can stand out and differentiate yourself and remind you to be resilient and adaptable if your first plan does not come together. We encourage you to start your search early and utilize all the tools at your disposal.

STEP 1: EXPLORE KNOWLEDGE

Before you begin to look for jobs and internships, be sure that you have self-knowledge and occupational knowledge.

- Take the time to access your interests, career values, skills, personality, and qualifications when considering various experiential opportunities.
- Next, you can explore how you can relate to occupations and employers based on your self-knowledge by completing research utilizing databases like O*NET and OOH.
- Book an appointment with a Career Advisor to discuss career assessments.

STEP 2: LOCATE OPEN POSITIONS

The best search strategy includes using multiple resources. This includes utilizing online platforms and through networking with new and existing professionals.

Connect and network with companies and professionals in industries of interest to you (e.g., LinkedIn, Handshake, Network, and other platforms).

STEP 3: APPLY AND INTERVIEW

To advance to the interview phase, it is important that your documents are tailored to the specific job description. It is strongly recommended to get your documents reviewed by a member of the UCC staff before applying.

Additionally, make sure to update your voicemail and always answer the phone in a professional manner when you are in the applying process.

After applying, securing an interview is crucial—it is your chance to demonstrate how your education, skills, and experience align with the employer's needs, leading to a potential job offer.

The key to interviewing success is knowing yourself, researching the company, and preparing for the interview.

Book a mock interview session with a Career Advisor at the UCC to sharpen your interview skills.

STEP 4: EVALUATE OFFERS

After you have made it through interviews and have earned an offer from the employer, be sure to take your time and have all your questions answered before making a decision. For tips on negotiating job offers please review our Negotiating Job Offers Guide.

- **Review Offer Details:** Carefully examine the offer letter, paying close attention to specifics such as salary, benefits, start date, and additional perks or allowances.
- **Evaluate Compensation and Benefits:** Assess the offered salary against industry standards and your own financial requirements. Consider benefits like health insurance, retirement plans, vacation days, and any other perks provided.
- **Negotiate if Needed:** If aspects of the offer are not aligned with your expectations or needs, consider negotiating with the employer. Prepare to discuss points of contention respectfully, backed by research and reasoning. Be open to compromises that can lead to a mutually beneficial agreement.

Here are some examples of how to begin negotiating salary and the conversation:

- “I am excited to receive an offer and would love to join your team. With my qualifications and experience, I am hoping there is some flexibility on the salary.”
- “Based on my research on this job in our area, and my skills and qualifications, the market value for this role would be closer to \$55,000 to \$60,000 per year. Do you have room to negotiate?”



JOB OFFER NEGOTIATION

WHEN NOT TO NEGOTIATE

The application or interview process is NOT the time to negotiate. If the employer brings it up during interview process, here are ways to respond:

- “What are your salary expectations for this job?”
- “I would like to learn more about the role before I consider my own salary expectations. However, I would appreciate if you could tell me what pay your team has in mind for this role.”
- “I would like to see if I am a good fit for the role and the company before we discuss salary.”
- “Can you share your salary history with me?”
- “My previous job as a student was so different from this role. Could we discuss what my duties will be here, and then discuss salary?”
- Enter zeros or “N/A” on the initial application when asked for salary history.

Practice Your Negotiating Here:

JOB SEARCH STRATEGIES FOR INTERNATIONAL STUDENTS

The information in this short guide is focused on assisting international students with the career development process.

1. STARTING EARLY

- The University Career Center is here to help you with your career preparation. From personalized career advising to career fairs and everything in-between, the UCC exists to help get you started in your career.

2. LEARN ABOUT U.S. VISA REGULATIONS AND WORK AUTHORIZATION

- Being familiar with up-to-date U.S. visa regulations is important. Visas have different on campus, off-campus, and post-graduation requirements. You are strongly encouraged to visit the International Student Services Office (ISSO), which provides immigration information and support to UT Dallas Students through workshops and individual student advising.

3. WORKING ON CAMPUS

- The University of Texas at Dallas employs more than 2,000 students annually to assist with daily operations, planning, and other activities for the benefit of the institution and the local community. Apply for on campus jobs using Handshake.

4. INTERNSHIP SEARCH

- Searching for and obtaining an appropriate internship is highly valuable to the overall career development process. We encourage students to start the internship search early to help identify career interests and goals. Our office provides multiple online resources to help guide students through the internship search process.

5. NETWORKING

- As an international student who may have fewer contacts in the U.S., it is important to build and maintain networks that can support your job search. UT Dallas alumni are also great resources for career advice and information interviews.
- Schedule an appointment with a Career Advisor to review your LinkedIn profile and ask any questions you may have.

6. REVEALING YOUR IMMIGRATION STATUS TO U.S. EMPLOYERS

- **When in the hiring process do I need to reveal my immigration status?** This is a very sensitive question that needs to be assessed on a case-by-case basis. When asked, it is essential to respond honestly about your immigration status and work authorization eligibility and ensure the topic is discussed.

7. INTERNATIONAL STUDENT RESOURCES

- **Resumes & Cover Letters:** The resume and cover letter are the most basic components of every application you submit. The primary purpose of a resume is to help you to get an interview. If you are in need of assistance, you can book an appointment with your Career Advisor on Handshake. You can also utilize Quinnacia to get AI-assisted resume feedback. Log in with your UTD NetID and password to upload your resume.
- **Interviewing:** Interviews can be nerve-wracking and can be more difficult if you are conducting them in a non-native language. Career Advisors are available to assist you with preparing for interviews with mock interviews. Quinnacia also provides AI-assisted interview practice.
- **Interstride:** This site help students find employers and jobs that sponsor H-1B, keep up-to-date with immigration news, and network with students and alumni. Students can search for international jobs, explore country insights, find immigration information for working abroad, all in one portal.
- **MyVisaJobs:** This site provides information on H-1B Visa and Green Card sponsorship trends.
- **SEVP Data Library:** This resource provides information on companies that have previously participated in CPT.
- **H-1B Employer Data Hub:** This site offers a database of employers petitioning for H-1B employees.

For more information about H-1Bs and other visas, go to USCIS.gov.

INTERVIEWING

CONGRATULATIONS!

You have your job interview scheduled. Preparing for an interview is crucial as it allows you to showcase your qualifications and skills effectively. Thorough preparation helps you anticipate and answer questions confidently, highlighting your suitability for the position. It demonstrates your commitment, professionalism, and dedication to the opportunity, increasing your chances of success.

BEFORE THE INTERVIEW

- **Utilize the UCC's resources:** the UCC is available to assist you in your interview preparation. You can arrange an appointment for interview preparation with a Career Advisor on Handshake. Additionally, you can utilize Quinncia for practice and receive AI-assisted feedback.
- **Research the company:** It is crucial to understand key information about the company you are interviewing with.
- **Practice your interviewing skills:** To prepare, you can write out potential answers and record yourself answering them. You can schedule a mock interview with a Career Advisor to get feedback.
- **Review Most Common Job Interview Questions and Answers:** Be ready to answer questions that are likely to be asked.

KEEP IN MIND:

- Be on time! Arrive at least 10–15 minutes early.
- Be friendly and polite to all staff members.
- Turn off all mobile devices/notifications.
- Bring several copies of your resume.
- For virtual interviews, test lighting and links a day or two before the interview.

DURING THE INTERVIEW

- Consider what the interviewer needs to know about you.
- Provide specific examples using the STAR method (page 28).
- Ask thoughtful questions.
- Speak the right language, dress appropriately, make eye contact, and give a firm handshake.

AFTER THE INTERVIEW

- Send a tailored thank you note to the hiring manager and reaffirm your interest.
- Get comfortable with waiting and do not give up!



HOW TO DRESS

HOW TO DRESS FOR A JOB INTERVIEW

First impressions matter. The key to appropriate dress is to find clothing that fits you properly and looks polished and professional. You should choose clothes that make you feel comfortable and confident.

Research the office dress code: before choosing an interview outfit, research the company to determine how formal their workplace is.

1. FORMAL BUSINESS ENVIRONMENT

Generally, a job interview calls for you to wear professional, or business, attire.

- Solid, dark colored suit
- Knee-length skirt or tailored dress
- Button-up shirt or blouse
- Closed-toed heels and oxford
- Tie



2. CASUAL BUSINESS ENVIRONMENT

If you have a job interview in a more informal work environment, you might wear a business casual outfit.

- Solid, dark colored dress pants or skirts
- Knee-length dress
- Button-down shirt or blouse
- Blazers or cardigans
- Flat closed-toed shoes



3. CASUAL ENVIRONMENT

If a company does have a standard uniform, try mimicking the uniform in your choice of interview attire. It is important to make a good impression and show that you have put effort into your interview preparation.

- Dark jeans or pants
- Blouse, button-down, or polo
- Knee-length skirt
- Knee-length dress
- Closed-toe heels/shoes

INTERVIEW QUESTIONS

A. TRADITIONAL QUESTIONS

These are common questions about your experience, background, and skills.

- Review frequently asked interview questions and sample answers and then prepare your responses.
- Take time beforehand to thoroughly research the company, its products, services, culture, and mission.

For example:

“Hello. My name is Temoc. I have served as mascot and inspiration for the UTD community since 1998.

“I am passionate about fostering a sense of community and spirit within my organization. I am well-versed in all subjects of sports and recreation.

“I take great pride in my ability to bring a team together. I am interested in an organization that will help me pursue my passions in team-building and community.”

B. BEHAVIORAL QUESTIONS

Designed to learn how you would respond to a specific workplace situation.

Keep your answer concise and relevant to the question using the STAR interview method. Use this strategy to form answers to questions:

- **Situation:** Describe the situation you were in.
- **Task:** Describe the task you had to do. Highlight challenges and constraints. **Action:** Describe the action you took.
- **Result:** Describe the outcome of your actions.

For example:

Situation: “I was working as a retail manager at a department store during prom season. A customer purchased a dress online and had it delivered to the store. One of my associates accidentally put the dress out on the floor, where another customer immediately purchased it.

Task: I knew I needed to make this right for the customer to meet my own service level standards and to uphold the reputation of the company.

Action: Before calling the customer to let her know about the mistake, I located the same dress at another store location nearby. I ordered it to be pressed and delivered to her home the morning of prom, along with a gift card to thank her for her understanding.

Result: The customer was so thankful, she wrote us a five-star review on several review sites.”

C. CASE QUESTIONS

A type of interview in which the candidate is presented with a business situation and asked to provide a solution for managing the situation.

- Take notes and ask clarifying questions.
- Structure your answer. Having a well-structured answer is also very important.

D. TECHNICAL INTERVIEW QUESTIONS

Assess your technical knowledge, skills, and abilities.

- Explain your reasoning. Explain your problem-solving process and the logic you used to arrive at your answer.
- Know different methods for solving problems.

E. BRAIN TEASER QUESTIONS

Assess an applicant's logic, math, critical thinking, and creativity.

- Remember that the correct answer is not the main reason for asking the question. The purpose is to learn how you think and handle pressure.
- Take a moment to carefully consider the question and ask any clarifying questions.



DECODING INTERVIEW QUESTIONS

What They Ask	Why They Ask	How to Respond
“Tell me about yourself.”	It gives you chance to ease into the interview and provide context to the experiences outlined in your resume.	Briefly summarize the past few years in 2-3 themes related to the role and organization. Provide context around your work, like how much time went into a project or the level of autonomy and responsibility you had.
“Why do you want to work for this organization?”	To listen for more than a quote from the firm’s website or generalities about the industry as a whole. Not being able to convey sentiments pertinent to the organization may signal you are not really interested in working there.	Share what intrigues you from conversations you had with alumni or others who work there or from what you read. Note admiration for the organization’s growth or your desire to support its mission.
“Tell me about a conflict you had with a supervisor or other person in a position of authority.”	Disagreements happen, so interviewers want to know how you handle them. Avoiding conflict may mean you lack the courage of your own convictions, but just blaming the other party does not put you in the best light.	Be honest. Provide some detail and context but focus primarily on the resolution and lessons learned rather than belaboring the conflict itself.
“What are your greatest strengths?”	A way to assess your familiarity with the nature of the job or organization by the strengths you highlight. It is also a test of your confidence—if you do not believe in yourself, neither will your interviewer!	Reflect on what you have been recognized for by supervisors or peers. Provide examples: If you say you have strong time management skills, highlight how you plan out your day, week, and semester.
“What is your greatest weakness?”	No candidate is perfect, but interviewers want employees who can honestly assess what they still need to learn and can demonstrate a plan to learn it.	For example, there may be a certain technology they use that you have not—demonstrate a situation in which you previously had to learn a new technology quickly to complete a project or task.
“Describe how you handled a team or group project when one member was not carrying their weight.”	Collaboration is essential in most work environments, but it does not always go smoothly. Interviewers are looking for how you position yourself in the group, how you communicate with your peers, and how you embrace or resolve conflict.	Frame the story within the context of the group’s goals and your individual role in the group. Display empathy for the team member who held up the project, or take ownership if it was you. Outline how the issue was resolved and the lessons you learned from the experience.

DECODING INTERVIEW QUESTIONS

What They Ask	Why They Ask	How to Respond
“Where do you see yourself in 5 years?”	The interviewer wants a sense of how you view career progression and perhaps if you understand how advancing at their organization works.	Be honest about future goals but be vague enough so as not to imply you are already planning your exit. It is also okay to say that you are not quite sure what the future holds, but that you see this experience playing an important role in helping you make that decision.
“Can you describe a time when your work was unfairly criticized?”	As with other negative questions, interviewers are trying to gauge both your reaction and your response. Most roles are colleague or client facing, so accepting and responding to criticism is not uncommon in the workplace.	Describe the situation, the critique, and the circumstances around it. Demonstrate recognition of why the critique occurred and how it might have gone differently or what you learned. Avoid harsh criticisms or personal judgments of others.
“What are your salary requirements?”	Organizations know what they can/ want to offer. The question is designed to gauge if you researched the average salary for that type of role in that type of organization and know your own worth in relation to that average.	Prior to your interview, check O*NET, PayScale, Salary.com, or other sites to triangulate a salary range. Provide that range and your justification based on the value you will add to the organization with the experience, education, and skills you bring to the organization.
“Do you have any questions for me?”	This is to gauge if you have done research about the organization and to assess your listening skills within the interview.	Ask questions to which you genuinely want an answer. Use your questions to convey your enthusiasm for the role/ organization. Ask for your interviewer’s business card or contact information, what the next step in the hiring process is, and the expected recruitment timeline.
“Is there anything else you would like us to know?”	Just like the opening, “Tell me about yourself,” question, this one is intentionally open-ended, giving you the chance to make one last pitch for your candidacy.	Think of 3-4 key points you want to get across about yourself during your interview ahead of time. Use this question as the opportunity to convey key points that had not yet come up or to recap your interest in and qualifications for this role.

POTENTIAL INTERVIEW QUESTIONS TO ASK EMPLOYERS

ABOUT THE PERSON

- What is your educational background?
- How did you get started in this field?
- How did you get to where you are today?
- What jobs did you have previous to this?
- What best prepared you for this job? Internships? Part-time jobs? Projects?

ABOUT THE JOB

- What do you do during a typical workday?
- What are the biggest challenges in the role?
- What do you like most about your work?
- Tell me about your experience working at your company.
- What skills or abilities do you find are most important in your work?
- What is something about this job that is different than you expected before coming into the field?

ABOUT THE CAREER FIELD

- What are the basic skills and experiences needed for jobs in the field?
- What is the typical work environment like for a person in this career area? What is a typical day like?
- How long does it usually take to move from one step to the next in this career path?

ABOUT CAREER PLANNING & JOB

- Would you recommend any specific courses or activities to help prepare me for this field?
- Are there any resources you recommend I review or organizations I could join?
- Do you have any other advice or suggestions?
- Is there anyone you recommend I also connect with to help me learn more about the field?

AFTER THE INTERVIEW

Remember to email a thank-you note. Take some time to think about what you learned. Work environments and jobs differ tremendously from one place to another.

	
<ul style="list-style-type: none">• Focused on other person.• Filled with good questions.• Driven by your curiosity and desire to build a professional relationship.• Designed to foster a connection who may later desire to help you with a referral.	<ul style="list-style-type: none">• Focused on your current situation.• Unplanned and counting on the other person to carry the conversation.• Driven by a desire to convince someone why you deserve to be at their company.• Designed to get you an instant referral.



Temoc Asks:

Q: If the conversation is focused on the other person, how will they get to know me?

A: As you ask good questions and hear about the other person's story, you will likely have opportunities to share a bit about yourself too. Remember that the goal is to learn about other person and build the relationship that way.

10 EASY-TO-MAKE INTERVIEW MISTAKES

1. Dressing Inappropriately



When you interview for a job, it is imperative to look professional and polished. Although your attire may vary based on the position you are applying for, it is important to look well-dressed and put together, no matter what the company.

2. Arriving Late



Go the extra length to make sure that you are not late, and arrive on time, or even early. Budget your time so that you make it to the interview five to ten minutes early.

3. Bringing a Drink with You



Ditch the coffee, soda, or water bottle before you enter your interview. If you need to fuel up, do it before you get to the interview.

4. Using Your Phone During the Interview



Before going in the building, silence your phone and do not use your phone at all when in the building.

5. Not Knowing Anything About the Company



Do not let your potential employer stump you with the question, "What do you know about this company?"

This is one of the easiest questions to ace, but only if you do some research before your interview.

6. Fuzzy Resume Facts



Make sure you know the information you will need to complete an application including dates of prior employment, graduation dates, and employer contact information. You should never "fudge" any facts on your resume. The more truthful you are on your resume, the better you will be able to discuss your past experience during your interview.

7. Not Paying Attention



Make sure you are well-rested, alert, and prepared. If you feel your attention slipping away, make an effort to stay engaged. Maintain eye contact, lean forward slightly when talking to your interviewer, and make an active effort to listen effectively.

8. Talking Too Much



There is nothing much worse than interviewing someone who goes on and on. Keep your answers succinct, to-the-point and focused and do not ramble—simply answer the question. Do not get sidetracked and start talking about your personal life.

Avoid this mistake by using nonverbal communication to impress your potential employer.

9. Not Being Prepared to Answer Questions



Prepare for your interview by reviewing questions to expect and how to answer them. Be prepared with a list of questions to ask the employer. Review questions you should not ask during a job interview and the worst interview answers that you should avoid at all costs.

10. Badmouthing Past Employers



Do not badmouth your boss or coworkers. The world is a smaller place than you think, and you do not know who your interviewer might know—including that boss who you think is an idiot. You do not want the interviewer to think that you might speak that way about their company if you leave on terms that are not the best.

STEPS TO SUCCESS

The University Career Center has crafted the Steps to Success guide for students to use as a checklist and planning tool during your time here at UT Dallas.

Your unique experiences and life events are part of your career journey. The following steps towards success are organized by school year, however, it is important to recognize that your plans do not have to look exactly like this and rarely do.

FRESHMAN

Join Handshake to make appointments with the University Career Center, view jobs, internships, employers, and events.

Identify strengths, weaknesses, interests, skills, and values. Meet with a Career Advisor to discuss career assessments.

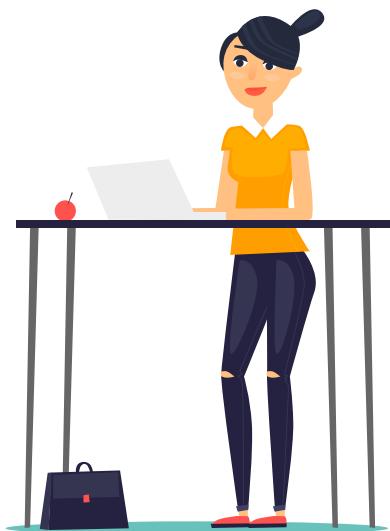
Review various degree programs with your academic advisor to determine which major aligns with your career goals.

Start gathering information on degrees and careers you are interested in.

Attend career development workshops found on Handshake. Start investing in your professional presence now.

Join student organizations. Expand your horizons—solidify your interests and gain some resume experience at the same time.

Look into on-campus jobs through Handshake to gain work experience. Make an appointment with a Career Advisor to assist with job search strategies and practice interviewing skills.



SOPHOMORE

Further explore degrees and careers through interviewing those in the field, talking with your academic advisor and meeting with a Career Advisor to help you make a plan.

Narrow down your degree and career options and clarify that your selected degree is in line with your career prospects. Meet with your Career Advisor and academic advisor to confirm.

Join student organizations and professional associations related to your intended career field.

Attend workshops offered by the University Career Center related to career development topics found on Handshake.

Develop your resume by including transferable skills from all of your work experiences, academic or personal projects, etc. Make an appointment with your Career Advisor to assist with creating your resume.

Research and apply to part-time jobs, volunteer opportunities, and internships through Handshake to gain work experience. Make an appointment with a Career Advisor to assist with job search strategies and practice interviewing skills.

Start networking through LinkedIn, informational interviewing, career fairs, employer information sessions, student organizations, and faculty.

STEPS TO SUCCESS

JUNIOR

Reflect on your interests. It is important to be intentional about career choice. Discuss with a Career Advisor ways you can find out more about your career choices.

Decide if graduate or professional school is necessary to reach your career goals. If so, begin researching schools, application deadlines, and preparing for entrance exams.

Schedule an appointment to have your resume and cover letter critiqued and begin practicing your interview skills.

Create a LinkedIn account to assist with networking, internship and job search, and skill building via LinkedIn Learning. Attend a LinkedIn workshop to learn more.

Plan to complete an internship to avoid last minute searching. Schedule with a Career Advisor to discuss internship search strategies.

Learn appropriate attire for professionalism and networking events by attending professionalism workshop or meeting with a Career Advisor.

Attend career fairs and other networking events to form connections with employers and identify professional opportunities. Register on Handshake for all UCC events.

SENIOR

Begin to actively conduct your full time job search 6 months prior to graduation.

Research companies and organizations you wish to pursue for employment and go to career fairs and other career-related events held throughout the year to search for roles.

Meet with a Career Advisor to determine which job search strategies would be optimal for you and learn more about career resources you can use.

Network with potential employers and professors as much as possible during your final year at UTD. Attend career fairs and other networking opportunities.

Follow graduate or professional school timeline if applicable. Develop your personal statement and have it critiqued by the UCC.

Identify professionals in your network who would be willing to serve as references and write you letters of recommendation for jobs or graduate school applications.

Tailor your resume and cover letter to each full-time position for what you apply for. The UCC's Resume Guide can assist you with developing and editing it.

Prepare for interviews using the UCC Mock Interview service. Learn how to write a memorable thank you note to send after your interviews. See our Interviewing Guide for more tips.



SMART GOALS

S	Specific What am I going to do? Why is this important to me?
M	Measurable How will I measure my success? How will I know when I have achieved my goal?
A	Attainable What will I do to achieve this goal? How will I accomplish this goal?
R	Relevant Is this goal worthwhile? How will achieving it help me? Does this goal fit my values?
T	Time-Bound When will I accomplish my goal? How long will I give myself?

What are your SMART Goals?

ACTION PLAN

My goal is: _____

Date to Finish	How will I measure my success?

Description	Time Estimate	Completion Date

Potential Obstacles	How I Will Respond

Helpful Tools	Helpful Resources

