

Career Guide

Office of Career Services

Lees



McRae
COLLEGE



Table of Contents

Four-Year Career Development Plan _____	2
Exploring Majors and Careers _____	3
Ways to Get Experience _____	4
How to Job and Internship Search _____	5
How to Use Handshake _____	8
The Value of Company Research _____	9
How to Conquer a Career Fair _____	10
Networking _____	11
Elevator Pitch _____	12
LinkedIn Profile Checklist _____	13
Informational Interviews _____	14
Career Readiness Skills _____	15
Action Verbs _____	16
Resume Breakdown _____	17
Resume Examples _____	18
Cover Letter Breakdown _____	22
Cover Letter Examples _____	23
Tailored Job Search Materials _____	24
References _____	26
Email Correspondence Examples _____	27
Dress for Success _____	30
Interviewing Checklist _____	32
Sample Interview Questions _____	33
Top 5 Questions and Their Strategies _____	34
The STAR Interview Technique _____	36
Applying to Graduate School _____	38
Developing Your Personal Statement _____	39
Personal Statement Excerpts _____	40

Four-Year Career Development Plan

This information below provides suggestions to make the most of your time at Lees-McRae. Note that the timing and priority of each task can be dependent on your career goals. If you need help deciding where to start or what to do next, make an appointment with Career and Life Planning.

FRESHMAN	SOPHOMORE	JUNIOR	SENIOR
<p>Explore Major and Minor Options</p> <ul style="list-style-type: none"> Complete the Lees-McRae Explore Guide to reflect on your interests, personality, skills, and values. View the curriculum for each academic program at www.lmc.edu. Browse career options on MyNextMove.org. See p. 3 for more info. <p>Get Involved</p> <ul style="list-style-type: none"> Join a student organization. Participate in Mountain Day of Service. Attend activities hosted by Campus Life and your residence hall. Utilize academic support services in the Burton Center for Student Success. Get to know the faculty within your academic programs of interest. <p>Get Experience</p> <ul style="list-style-type: none"> Attend career fairs to chat with employers and learn about opportunities. Utilize Handshake to find local part-time jobs. See p. 8 for more info. See if you are eligible for a work-study job by visiting Financial Aid. 	<p>Explore Career Options</p> <ul style="list-style-type: none"> Declare a major, if you have not done so already. Speak to faculty and industry professionals to learn about career options in your major. Browse career options on MyNextMove.org. See p. 3 for more info. Engage with Career Services through appointments, drop-in hours, or workshops. <p>Stay Involved</p> <ul style="list-style-type: none"> Join a professional organization related to your major. Interact with guest speakers to build your network. Maintain participation in clubs, organizations, campus leadership, and sports. Become a student leader. See p. 4 for more info. <p>Get Experience</p> <ul style="list-style-type: none"> Create or update your resume. See p. 17 for more information. Utilize Handshake and apply for part-time or internship opportunities relevant to your major. See p. 8 for more info. 	<p>Connect with Employers</p> <ul style="list-style-type: none"> Join LinkedIn and start building your professional network. Attend career fairs and information sessions to network and learn about opportunities. Review popular employers in your field and identify goal companies. Learn how to write a cover letter. See p. 22. <p>Research Graduate/ Professional Schools</p> <ul style="list-style-type: none"> Review your career goals and note if graduate or professional school is right for you. Become familiar with the application timeline for your field. Talk to faculty and search online to find programs that interest you. Study for entrance exams and take a practice test. <p>Increase Involvement and Experience</p> <ul style="list-style-type: none"> Find a mentor via the Bobcat Mentor Network. Complete an internship or secure a relevant part-time job. Read articles to become familiar with trends in your industry. 	<p>Develop a Job Search Strategy</p> <ul style="list-style-type: none"> Update your resume and have it reviewed by Career Services. Complete a mock interview with Career Services. Attend career fairs. Apply for jobs on Handshake and industry-related job boards. Identify and request references. See p. 26 for more info. Negotiate your salary. See the Salary Negotiation Guide on Handshake for help. <p>Complete Graduate/ Professional School Prep</p> <ul style="list-style-type: none"> Take entrance exams. Ask for letters of recommendation. Develop your personal statement. Have it reviewed by the Ratchford Writing Center and Career Services. Request transcripts be sent to the schools you're applying to. <p>Celebrate Your Success</p> <ul style="list-style-type: none"> Complete the Career Outcomes Survey to share your post-graduate success with Lees-McRae.

Exploring Majors and Careers

Why is career exploration important? When you have a better understanding of your interests, skills, and needs, you are more likely to make a well-informed career choice. Students who self-assess often report more satisfaction with their major and career. Utilize one of the following options to guide you through this reflective process.

Explore Workshop

Career Services offers multiple Explore Workshops each semester. This is an hour-long workshop that guides you through multiple career assessments. All upcoming workshops can be found on Bobcat Connect or Handshake.

One-on-One Appointment

For a more personalized approach, consider making an appointment with Career Services. Appointments can be made on Handshake under "Career Center" and "Appointments."

Online Tools for Career Exploration

Lees-McRae Website

At www.lmc.edu, select "Programs of Study" under "Academics." Each Lees-McRae major and minor is listed here. Scroll down to learn about popular career options within each degree program. Utilize the link to learn more about each career. By clicking the "Curriculum" button, you can see the classes offered and required within that academic program. With a better understanding of the requirements of the program, you can make a more informed choice based on your interest in those courses.



Handshake

After logging in at lmc.joinhandshake.com, select the "Career Paths" tile. Using this tool, you can browse and search through potential career paths, learn about the jobs and internships in the field, and identify popular majors for that job. Handshake is the go-to resource for your career needs. See p. 8 to learn more about how to use Handshake.



My Next Move

MyNextMove.org is an online database for career exploration. Utilize this resource to take a free career assessment or browse careers based on your chosen filters. For example, you can see education requirements, skills, and job outlooks for career paths that most interest you.





Ways to Get Experience

There are many ways to gain experience outside of formal internship programs. Consider some of the options below to build your resume and gain the interest of employers and graduate schools.

- 1 Find an On-Campus or Local Job**
Demonstrate your responsibility by working a part-time job. See if you are eligible for a work-study position by contacting the Office of Financial Aid. In addition to working on campus, many local restaurants, stores, and businesses are interested in hiring Lees-McRae students. Find opportunities on Handshake and by inquiring directly with businesses of interest.
- 2 Join a Campus Organization**
Lees-McRae offers a variety of clubs and organizations for you to get involved in to build your teamwork, communication, and leadership skills. If there is not a student organization that matches your interests, you could make your own!
- 3 Shadow a Local Professional**
Build your connections and gain insight into your chosen profession by shadowing a local professional. Consider reaching out to local area businesses to shadow. See p. 27 for a sample email. Don't know where to start? Drop by Career Services for guidance.
- 4 Volunteer in the Community**
Develop skills while supporting a cause you care about. Volunteering can be a single day, a few hours each week, or a whole summer. Get involved in efforts organized by Lees-McRae, such as Mountain Day of Service, or find opportunities with local organizations like Feeding Avery Families, Habitat for Humanity, the YMCA, or the Avery Humane Society.
- 5 Become a Student Leader**
One of the best ways to develop your strengths while impacting the campus is through student leadership. Consider applying to be a Resident Assistant or Orientation Leader. You could also get involved with Peer Allies, Order of the Tower, Student Government, or the Campus Life Programming Committee.

It doesn't have to be paid to be valuable. Unpaid experiences such as student organizations, volunteer work, and even class projects can help you develop the career readiness skills found on p. 15. These critical competencies provide knowledge that employers value and can be included in your application materials.

How to Job and Internship Search

The best way to “test drive” a career is through hands-on experience. Use the step-by-step process and information on p. 6–7 as a guide through your job and internship search.

Where should I be looking for jobs?

Handshake

Lees-McRae students and alumni have access to this exclusive job board. Handshake contains part-time, full-time, internship, and volunteer opportunities designed for students. Learn more about Handshake on p. 8.

Professional Associations

Professional groups are ways to connect with individuals in your field and gain valuable insight into the profession. Professional associations often have a “Careers” section on their website that markets opportunities. Note that you may need to pay an annual fee for access to content.

Career Fairs

A “fair” in this context is a recruiting event. Employers and graduate schools come to campus to communicate their open opportunities to students. You can find upcoming job or graduate school fairs on Bobcat Connect. See p. 10 for more tips.

Public Job Boards

Large public job boards like LinkedIn, Glassdoor, Indeed, and Google Jobs are a good way to learn about opportunities across multiple disciplines. Note that competition will be much higher for these roles due to the platform's popularity.

Applying to a job in the federal government? All federal opportunities are posted on [usajobs.gov](https://www.usajobs.gov). Note that your application materials and timeline may look a little different! Drop by Career Services for more information.



How to Use Handshake

Lees-McRae is on Handshake, the #1 student job and internship platform. Handshake supports students' career success through access to job and internship postings, employer events, and appointment scheduling with Career Services. Utilize the information below to take full advantage of this resource.

Tip: There are Handshake video walkthroughs available on Brightspace under "Student Help Resources."

Sign In

- On www.lmc.edu, click the wrench icon, and then "Handshake." Or you can go to lmc.joinhandshake.com.
- Sign in with your Lees-McRae email and password. If it is your first time logging in, you will need to confirm your sign in through an email confirmation.
- Once your account is confirmed and you have signed in, fill out your career interests to tailor the types of opportunities Handshake displays for you. You can always change this information later by clicking on your initials in the top-right corner and selecting "Career Interests."

Update Your Profile

- Click on your initials in the top-right corner and then select "My Profile."
- Add and edit information on your profile. Make sure to feature information an employer would want to know, like your major, graduation date, and work experience.
- Add your resume to the "Documents" section for easy access when applying.

Search for Jobs

- Click "Jobs" along the top-left menu.
- Narrow down the options by selecting job type or location along the top, or use "All Filters" to further sift through opportunities.
- Use the search bar to browse based on keyword.
- Click "Save Your Search" to be notified when new jobs are posted that match your criteria.
- Save a job using the flag icon. This opportunity will then be moved to "Saved" for you to reference later.

Find Events

- Click "Events" along the top-left menu.
- Use the search bar to search for a specific event or use the filters to narrow down the options. Note that some events are hosted by Career and Life Planning while other events are hosted by employers.
- Register for the event by clicking "Register."

Participate in Fairs

- Under the "Events" tab, click on "Career Fairs" to see upcoming job or graduate school fairs.
- Browse what employer or school participants are registered for the fair and click on their names to learn more about them.
- Note whether the fair is in person or virtual. If virtual, go ahead and book sessions with employers who interest you.

Research Employers

- Click "Employers" along the top-left menu.
- Search for employers by keyword, name, location, size, or industry.
- On the employer's page, you can learn more about them, view any current jobs/internships they have posted, and utilize any public contact information they have listed to reach out to them directly.
- Choose to "follow" employers that interest you to stay updated on their opportunities and events.



The Value of Company Research

Thoroughly researching a company, organization, or graduate school is integral. The more information you gather, the better you can assess if the environment suits you and your career aspirations. In addition, communicating your knowledge about the organization is highly impressive and demonstrates your excitement for the role.

WHERE TO LOOK

The Website Look on the company or school's website and social media. Most organizations have an "About Us" section that communicates their history, their mission, and their values. Notice any repeated phrases or taglines.

Handshake Utilize the research in Handshake to gain insight on employers and graduate schools. Click on "Employers" in the top-left corner.

LinkedIn Search the company or school on LinkedIn to see if any of your connections worked or went to school there.

Google News Do a search on news.google.com to find recent press releases from or about the organization.

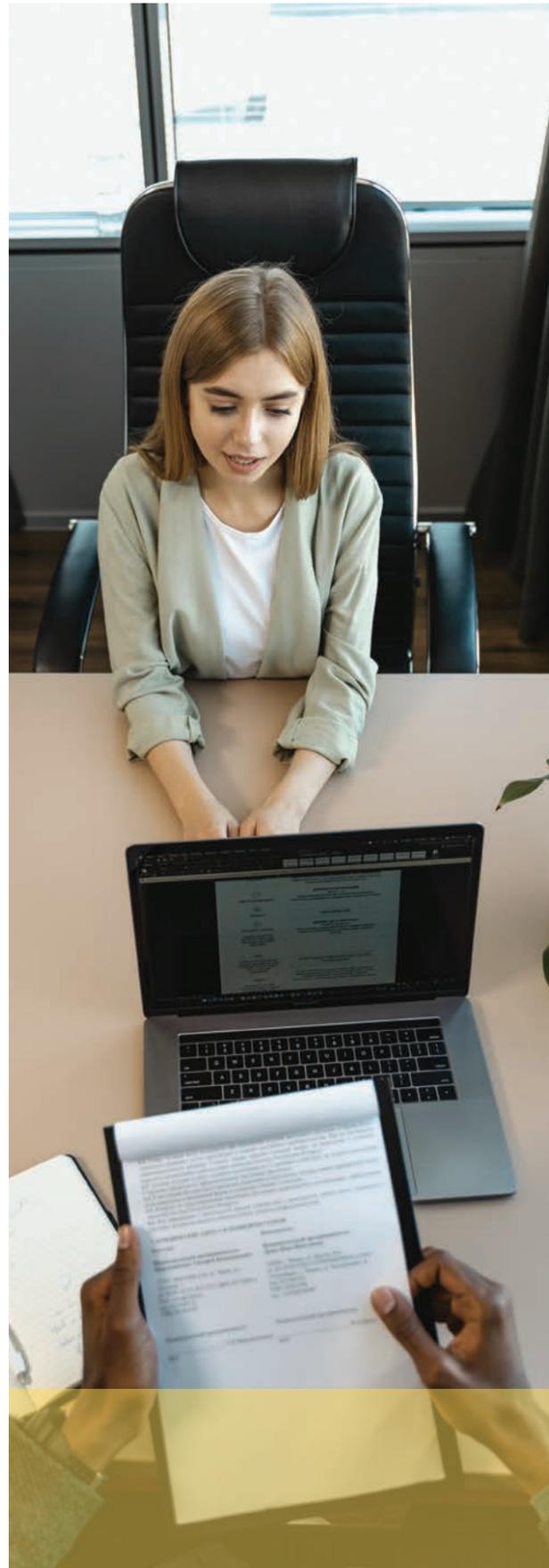
"Why are you interested in working here?"

This is a question you can almost guarantee will be asked by an employer during your job search. Do not underestimate its power—your answer could be the deciding factor in your hiring. Research the company and prepare a statement to impress.

Example:

"I believe in transformation and recovery. As a parole officer in this county, I would be able to support individuals in getting their lives back on track by offering structure, accountability, and intervention. When reading your mission statement, I noticed that it is not focused on strictly punitive measures, but how to positively affect behavior and lifestyle patterns, impacting the safety of the individual and the community. I noticed in your position description that you need someone who can think and respond quickly; my participation in a mock crime scene as a Criminal Justice major and my case management internship with Avery County has given me great experience in this area. I think I would be a great fit for your team!"





How to Conquer a Career Fair

Prep Your Resume

Employers will likely be interested in viewing your resume, so make sure it's updated. Consider looking at some of the samples starting on p. 17 for help. Make an appointment with Career Services or come by during drop-in hours to have your resume critiqued before the big day.

Choose Your Dress

Regardless of whether the fair is in person or virtual, professional dress is typically the expectation. See p. 30 for information on professional dress. Make sure to also bring a padfolio or black folder filled with printed copies of your resume. Complete your look with confidence and a smile!

Research Employers

You can see which employers are attending the fair on Handshake by clicking on "Events" and then the specific fair you're attending. Identify the employers you would like to speak to and learn more about their company or organization. Knowing base information about the employer is highly impressive and helps you form questions you may want to ask. See p. 9 to learn more about doing employer research.

Attend the Fair

Employers are attending the fair because they want to talk to you, so do not be afraid to approach them. In your conversation, be enthusiastic, confident, and professional. Clearly communicate your value by having a "pitch" prepared. Learn more about elevator pitches on p. 12. Ask employers questions that would help you in submitting a good application, such as "Tell me more about your ideal candidate" or "What is your hiring timeline for this role?" Refrain from asking inappropriate questions like "How much would I get paid?" or "Why should I work for you?"

Follow Up

While attending the fair, make sure to get the name and email of the individual you're speaking with. Following the event, send a thank-you email to the individual for attending and chatting with you. If you are interested in a role with them, use this email to request clear directions on how to apply.

Students are encouraged to begin attending career fairs even when they're not actively looking for a job! There is still value in attending to learn how they work, meet recruiters, gather company information, and explore various employment opportunities. It is never too early to start forming strong professional relationships.

Networking

It's all about who you know! According to research, more than 85% of today's jobs are obtained through networking. Around 70% are not ever listed online.* Networking does not require that you know lots of people—only that you want to know more people than you do now. Though it may seem intimidating in the beginning, everyone can grow their network through preparation and dedication.

Why is networking important?

Networking is effective due to something called "employer risk avoidance." Bringing a new person onto a team is a big risk, so employers are partial to hiring someone they feel they can trust. If the employer knows you, or you have the endorsement of someone they know, this minimizes potential risk in the eyes of the employer.

Get Networking in 5 Simple Steps

- 1. Identify Your Goal.** If you are exploring major or career options, your goal may be to gather information about careers that interest you. If you are looking for full-time employment, your goal may be to obtain advice and job leads. If you are applying to graduate school, your goal may be to seek guidance on that process.
- 2. Develop a List of Potential Connections.** Who needs to know about your goal? Who could potentially help you? Brainstorm a list of individuals who you want to get in contact with. This could include classmates, family, family friends, family of classmates, roommates, faculty, advisors, guest speakers, current and former employers, and Lees-McRae alumni. Initiate new contacts through career fairs, professional organizations, and web-based networks like LinkedIn.
- 3. Practice Your Introduction.** The elevator pitch, an abbreviated introduction of yourself, can be used to introduce yourself, your value, and your goals. It is also a good lead-in for telephone conversations with contacts. See p. 12 for support. Once you have an introduction created, make sure to practice it until you are confident saying it on command.
- 4. Reach Out.** Once you have identified a contact, politely reach out and request a conversation. See p. 14 and 27 for more support. Note that the conversation should be focused on their story, their advice, and their expertise. Do not ask them for a job or a job referral; if they wish to support you in that way, they will initiate that conversation.
- 5. Follow Up.** After you've spoken to your new contact, thank them for their time. See p. 28 for an example email. Follow up regularly to maintain your relationship. This could include updating them on your progress, commenting on their LinkedIn posts, or asking their opinion on something you are learning in class.

*Sources: <https://www.payscale.com/career-news/2017/04/many-jobs-found-networking> and <https://www.linkedin.com/pulse/new-survey-reveals-85-all-jobs-filled-via-networking-lou-adler/>



Elevator Pitch

An “elevator pitch” serves as an introduction to an employer or new professional connection. Its name is based off the scenario of meeting someone important in an elevator and only having the length of the ride to make a good impression. Use the template below to practice so you are prepared to promote your skills, experience, and value at a moment’s notice!

FORMULA

Intro: Who are you?

Goals: What are you looking for?

Experience: Choose experiences or skills that relate to the company or highlight your unique skill set.

Question: Ask a question or request.

TEMPLATE

“Hello, I’m (name). I’m a (1st/2nd/3rd/4th year) studying (major/minor). This (May/summer/semester), I am looking for a (full-time job/part-time job/internship) in (industry). Over the past few (years/months/weeks), I have (worked/volunteered/researched) with (company/student group/etc.) as the (position/role). Through this position I have developed a better understanding of (industry/topic) as well as useful (skills/knowledge) that I hope to apply as a (goal/intended employment). I understand that (something you know about the organization or individual). Could you tell me more about (your role/your organization/opportunities available/application process/etc.)?”

Example 1

“Hello, my name is Madeline and I’m a junior Wildlife Biology major. I was given your name by my faculty mentor, Dr. Eloise Franklin. I’m really interested in learning more about career options after graduation. I’m currently working in the May Wildlife Rehabilitation Center on campus where I’m learning a lot about handling, feeding, and overall rehabilitation of animals. Rehabilitation appeals to me, but I had also considered doing wildlife education as well. I understand that you work at the Denver Zoo. Could you tell me a little bit more about your role there?”

Example 2

“Hi, I’m Luis. I am a junior studying Communication Arts and Design. I am interested in learning more about this field through an internship in public relations. Over the past year, I have worked with a student organization called Common Ground as their marketing coordinator. Through this position, I have developed a better understanding of the PR field as well as useful marketing and communication skills that I think would be useful in an internship. I know that you are currently hiring for your summer PR internship. I am very interested in applying. Could you tell me more about the application process?”

LinkedIn Profile Checklist

LinkedIn is the largest professional networking platform out there. Use LinkedIn to find opportunities, build connections, communicate your skills, and learn from experts within your field. Use the checklist below to start building your profile.

- Professional Headshot** Your profile photo typically features a snapshot of your face from the shoulders up. This image should only feature you—not any friends or family. Keep it professional by not using a selfie or any image-altering filters. Consider having a friend take a photo of you in front of a neutral background, like on a brick wall or group of trees.
- Your Name** Use the name you go by—Benjamin can be Ben and Katherine can be Kate. You can list a former name or name pronunciation if you so choose.
- Customize your URL** Click on “Edit public profile and URL” to create a customized link to your LinkedIn page. Consider adding your LinkedIn link to your resume, email signature, or business cards.
- Your Professional Headline** This information is always present under your name. What do you want others to know about you immediately? Consider using a current job title, recent accomplishment, or descriptive keywords.

For example: “Social Media Intern for BigCompany,” “Lees-McRae Presidential Scholar,” “Future Teacher | Graduating December 2023,” or “Leader. Problem Solver. Innovator.”
- About** This section is an expansion of your headline and communicates who you are as a professional. Keywords can be important here, so think about your audience and your professional goals. Try to include how you contribute value to your intended profession.

For example: ““Winter is not a season, it’s a celebration.” Through my study in Ski Industry Business and Instruction (the only minor of its kind in the Southeast), I have the knowledge and skills to provide innovative business insight into the outdoor recreation market. As well as passion for the field, my part-time experience at Beech Mountain Ski Resort has given me the practical experience necessary to succeed. When I graduate this May, I am excited and prepared for a career that celebrates the outdoors.”
- Activity** This section is a log of your action on LinkedIn, such as your comments, likes, and posts. Keep in mind that nothing you do on LinkedIn is private. Liking and commenting on a post re-shares the post to your feed. Even viewing another user’s profile can all be seen by that individual.
- Experience** This section may look very similar to your resume. Include previous work experience, your employer, your title, and your dates of employment. LinkedIn is limitless, so you may choose to include more information than what might be present on your one-page resume.
- Education** List Lees-McRae and any other college institutions you have attended. Consider using the description section to highlight anything special about your experience, such as “Study Abroad” or “Honors Student.”
- Skills** List the top skills you have to offer—especially those that employers in your industry are seeking. Consider technical skills like “Excel” along with soft skills like “Communication.” Use the pushpin icon to pin three skills to the top of this section. Consider asking friends or supervisors to “endorse” these skills on your page.
- Accomplishments** There are many options within this section. Popular choices are highlighted below.
 - **Projects.** Showcase relevant class or independent projects as they relate to your field.
 - **Courses.** List a few relevant courses you’ve taken that relate to your field. Use the full title of the course instead of the course code. For example, “Psychopharmacology” instead of “PSY 363.”
 - **Organizations.** Showcase your membership with professional associations or leadership on campus.
 - **Honors and Awards.** Highlight recent achievements and recognitions.
- Interests** Identify goal employers, thought leaders, professional associations, and leading organizations within your field. Following also provides access to their posts and articles.
- Additional Sections** Languages, Publications, Certifications, Test Scores, Volunteer Experience, and Recommendations.

Additional Actions to Take on LinkedIn

Make Connections. Start building your network by connecting with friends, family, supervisors, faculty, guest speakers, coaches, and other people you know. From there, begin to branch out to people within your goal field.

Join Groups. Join groups that are related to your career interests. This can often come in the form of a professional association, but also interest groups and Lees-McRae alumni chapters.

Follow Hashtags. Follow hashtags related to your field. For example, follow #wildliferehab or #zoojobs to find opportunities and stay updated on relevant conversations.

Create Job Alerts. Are you job searching? LinkedIn is one of the most popular online job boards. Consider setting up a “Job Alert” to be notified of opportunities that interest you.

Find Alumni. Search “Lees-McRae College” in the search bar and click on “Alumni” to connect with Bobcat alumni.

Informational Interviews

An informational interview is a conversation with a professional in your desired company or career field of interest. They may also be useful in a graduate school search as you seek to find the best program fit. Informational interviews can help you build your network, tap into the hidden job market, and learn unpublished details about a specific company, organization, or school. The guidelines below can help you prepare.

Key Steps

1. Identify a professional to contact in a career field of interest to you.
2. Request a conversation, typically sent via email or LinkedIn message.
3. Prepare questions for the informational interview.
4. Pay attention to the time so that you can respect the professional's schedule.
5. Thank the individual for their time and insight.

Sample Questions

- How did you get started in this field?
- What is your educational background?
- What are your major responsibilities?
- What is the most rewarding aspect of your career? What are some of the challenges?
- What is a typical day like?
- What is the most common entry-level career path to get to where you are?
- What type of individual (skills, characteristics) seems to do well in this field?
- What can I be doing now as an undergraduate student to prepare for this career?
- How would you describe your work environment/company culture?
- Who else do you recommend I speak with, and may I have permission to use your name?

How to Find Lees-McRae Alumni for an Informational Interview

You can find over 4,000 Lees-McRae alumni using the LinkedIn Alumni Tool. To access this tool, go to LinkedIn and take the following steps:

1. Search "Lees-McRae College" in the search bar and select the Lees-McRae official page.
2. Click on the "Alumni" tab.
3. Use the filters to narrow down the options (where they work, what they studied, etc.).
4. Scroll down to see the alumni LinkedIn suggests.
5. Click on "Connect" and then "Add a Note" to request an informational interview.

Sample LinkedIn Message

"Hi Taylor, I'm Jordan, a sophomore at Lees-McRae College. I am considering a career in education and saw that you are a middle school teacher. I would love to learn more about this career option from an alum who's currently living it. Would you be open to a short phone conversation?"



Follow Up

After you have completed your informational interview, make sure to follow up regularly to maintain the relationship. This could include sending them an interesting article you found based on your conversation, commenting on their posts on LinkedIn, and keeping them updated on your job search.

Career Readiness Skills

Employers and graduate programs are interested in individuals who have the skills, strengths, and talents to succeed in their field. Via research and study, the National Association of Colleges and Employers have identified that the following competencies are highly valued by employers and mastery of all demonstrates "career readiness."

How has your education and experience helped you develop in each of these areas?

SKILL	DEFINITION	MY EXPERIENCE
Communication (Verbal or Written)	Articulate thoughts/ideas clearly/effectively in written and oral forms to persons inside and outside the organization. Public speaking skills; able to express ideas to others; can write/edit memos, letters, complex technical reports clearly and effectively.	
Teamwork/ Collaboration	Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. Able to work in team structure, negotiate/manage conflict.	
Critical Thinking/ Problem Solving	Exercise reasoning, analyze issues, make decisions, overcome problems. Obtain, interpret, use knowledge, facts, data; demonstrate originality/inventiveness.	
Digital Technology	Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, accomplish goals. Demonstrates effective adaptability to new and emerging technologies.	
Leadership	Leverage strengths of others to achieve common goals, use interpersonal skills to coach and develop others. Able to assess and manage emotions and others' emotions; use empathetic skills to guide and motivate; organize, prioritize, and delegate work.	
Professionalism	Understand and demonstrate effective work habits, and act in the interest of the larger community and workplace. Demonstrate personal accountability and effective work habits (punctuality, working productively with others, time management, understand impact of non-verbal communication on professional image). Able to learn from mistakes.	
Equity and Inclusion	Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people. Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. Demonstrates openness, inclusiveness, sensitivity, ability to interact respectfully with all people, understand differences.	
Career and 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.	

*Source: <https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/>

Action Verbs

It's most effective to describe your work with a strong action-oriented verb. Consider using the sample verbs below when describing your experiences.

Organizational

- Approve
- Collaborate
- Direct
- Monitor
- Reorganize
- Review
- Streamline
- Update

Teaching

- Assess
- Conduct
- Demonstrate
- Elaborate
- Identify
- Organize
- Reinforce
- Stimulate

Leadership

- Adapt
- Account for
- Decide
- Market
- Motivate
- Prioritize
- Propose
- Strengthen

Helping

- Coach
- Counsel
- Develop
- Encourage
- Guide
- Resolve
- Support
- Teach

Financial

- Allocate
- Analyze
- Balance
- Compute
- Measure
- Procure
- Project
- Transfer

Communication

- Author
- Correspond
- Explain
- Involve
- Present
- Solicit
- Suggest
- Summarize

Research

- Assemble
- Compute
- Deliver
- Exhibit
- Integrate
- Navigate
- Survey
- Supply

Analytical

- Address
- Compare
- Evaluate
- Forecast
- Interpret
- Reconcile
- Solve
- Troubleshoot

Results

- Accelerate
- Attain
- Compound
- Exceed
- Fortify
- Maximize
- Reinstate
- Validate

Creative

- Build
- Customize
- Execute
- Formulate
- Initiate
- Introduce
- Shape
- Transform

Have you committed to a full-time job, graduate school program, or internship after graduation? We want to celebrate with you!

Report your success stories back to Career Services.



Resume Breakdown

Your Full Name

City and State

Phone and Email

OBJECTIVE

An objective statement can be helpful at a networking event or career fair when your goal may not be instantly clear.

EDUCATION

Bachelor of Arts/Science in Major Name

May 202X

Lees-McRae College

Banner Elk, NC

Other information: to include may be your minor(s), areas of emphasis, GPA (overall and/or major GPA, never rounded), relevant courses, certifications, dean's list, scholarships.

RELATED EXPERIENCE

Position Title

Name of Organization, *City, State*

Start Date – Present

- Related experience is anything you have done related to your job objective.
- Options to list include full or part-time work, volunteer work, internships, student teaching, class projects, research, student organizations, or other experiences that helped you build your current skillset.
- Organize headings in order of relevancy, such as "Sales Experience," "Experience Working with Youth," or simply "Related Experience." Categorize less related experiences together in a heading such as "Additional Experience."
- List your experiences in reverse chronological order (most recent first) within each heading.
- Remain consistent with formatting, such as use of italics, location of dates, and periods at the ends of bullets.

Position Title

Name of Organization, *City, State*

Start Date – End Date

- Begin all bullets with a skill-associated verb. See p. 16 for examples.
- Describe what you did, why you did it, and the result of your effort. Add as many numbers as you can (10%, 5 hours a week, 20 children).
- Arrange bullet points in order of relevance to the position for which you are applying.
- Always write out or explain technical terminology and abbreviations; do not leave anything to the employer's imagination or interpretation.
- Avoid repetitive verbs or statements.

SELECTED WORK EXPERIENCE

Position Title

Name of Business or Organization, *City, State*

Summers 20XX – 20XX

- Describe experience that may not be directly related to your job objective; you may choose to list your work and not provide bullets if the title and the duties performed are self-explanatory or less relevant.

LEADERSHIP EXPERIENCE

Position Title, Organization

Start Date – Present

Adding Bullets Here, Is Also An Option

Start Date – End Date

SKILLS

List hard-skills, like technology or language skills. Avoid vague soft-skills (hard worker; time management skills) unless these characteristics are backed up with evidence in your bullet points.

Resume Example

Frankie First-Year

frankiestudent@lmc.edu • 828-555-0123
191 Main Street • Banner Elk, NC 28604

OBJECTIVE

To obtain a Summer 2021 internship working within wildlife rehabilitation

EDUCATION

Lees-McRae College Banner Elk, NC
Bachelor of Science in Biology May 2024
Minor: Spanish

Clemmons County High School Maple, PA
Honors High School Diploma, GPA: 4.57/5.00 May 2020
National Merit Award; Science Olympiad

WORK EXPERIENCE

Dining Room Attendant, Lees-McRae Dining Services, Banner Elk, NC August 2021 – Present

- Provide a clean and safe environment for campus dining hall serving 600+ patrons daily
- Maintain a friendly and helpful demeanor to provide excellent customer service

Cashier, Rite Aid, Maple, PA Summers 2019; 2020

- Processed financial transactions totaling \$1,000+ nightly
- Accurately issued receipts, refunds, credits, and change due to customers
- Managed personal schedule to ensure I was on-time and a reliable employee

CAMPUS & COMMUNITY INVOLVEMENT

Volleyball, Lees-McRae Volleyball Team, Banner Elk, NC August 2021 – Present

- Selected as 1 of 12 members after completing a 20-hour intensive training period
- Dedicate 15 hours per week to training and practice while balancing 15 academic hours
- Contribute to team morale by maintaining a positive attitude and high standard of work ethic

Member, W.O.K.E. (Wearing our Kulture Eminently), Banner Elk, NC August 2021 – Present

- Embolden and empower the voice of students of color on Lees-McRae's campus
- Contribute articles and updates to member-wide newsletter

Eagle Scout, Boy Scouts of America, Maple, PA January 2016 – June 2020

- Completed 300 hours of service and developed and implemented 2 leadership community projects in the Clemmons County area

Volunteer, Habitat for Humanity, Quito, Ecuador June – July 2019

- Participated in a 6-week service project working with underprivileged children in the Quito community
- Contributed to the planning and construction of 2 homes
- Learned beginner Spanish language skills to communicate effectively with locals

SKILLS

Technical: Microsoft Access, Canva, Prezi, PC, Macintosh

Language: Beginner knowledge of written and conversational Spanish

Resume Example

Bailey Business

Winston-Salem, NC 27109 | baileybusiness@lmc.edu | 555-555-5555

EDUCATION

Lees-McRae College, School of Business and Management Banner Elk, NC
Bachelor of Science in Business Administration May 2022
Marketing Emphasis
Major GPA: 3.84; Cumulative GPA: 3.62

Relevant Coursework: Social Media Marketing, Marketing Research, and Strategic Management

MARKETING EXPERIENCE

Mullen Winston-Salem, NC
Advertising Intern January 2021–Present

- Planned and created new loyalty program for 8 Wilco convenience stores through a joint branding program with Harris Teeter.
- Presented alongside account executive to client, including creative strategy, storyboards, and media plans.
- Manage frontline customer service and the email communications between account executives and new clients.

Boone Rentals Property Group Boone, NC
Marketing Intern September 2020–January 2021

- Revamped branding on social media platforms Instagram and Twitter to increase onsite customer traffic, resulting in a 30% increase in followers.
- Collaborated with Assistant Manager to develop a formal style guide to increase brand consistency and awareness.
- Developed and implemented a market research survey, analyzing apartment rental statistics of college students and young adults in the Boone area. Increased response rate by 15% by integrating social media.

WORK EXPERIENCE

Einstein Brothers Bagels Banner Elk, NC
Cashier August 2020–February 2021

- Provided friendly and helpful customer service in order to encourage repeat purchases.
- Managed \$4,000 in sales on average daily.

CAMPUS & COMMUNITY INVOLVEMENT

Avery County Afterschool Program Banner Elk, NC
Volunteer January 2019–Present

- Mentored children twice a week and assisted with homework.

Delta Zeta Nu Banner Elk, NC
Events Chair August 2019–May 2020

- Planned and executed all externally-facing events, including a dance fundraiser that raised a \$1,260 profit.

Social Media Chair January 2019–May 2019

- Managed the organization's Instagram account, increasing followers by 25% and increasing user engagement by 10% over a 3-month period.

AWARDS AND ACHIEVEMENTS

Student Government Association Member of the Year May 2020
Dean's List Fall 2019; Spring 2020
Lees-McRae DREAM Scholarship Recipient July 2018

SKILLS

Computer: Salesforce, Hootsuite, Instagram, Twitter, Facebook, Snapchat, TikTok, and Microsoft Office

Language: Fluent in American Sign Language

Resume Example

Timothy Teacher

Banner Elk, NC 28604 • timteacher@lmc.edu • (828) 678-9123

EDUCATION

Lees-McRae College, Banner Elk, NC

Master of Arts in Teaching May 2022

Bachelor of Arts in English with a minor in Education May 2021

RELEVANT EXPERIENCE

Cranberry Middle School, Elk Park, NC January 2021 – May 2021

110 Hours – Student Teaching Experience

- Developed and taught differentiated lessons for 7th grade English that aligned with common core state standards
- Worked collaboratively with full-time educators
- Implemented classroom management strategies
- Became familiarized with IEPs and attended IEP meetings

Avery County Middle School, Newland, NC September 2020 – November 2020

130 Hours - Intern

- Assisted teacher with developing lesson plans
- Fostered a safe and fun atmosphere that was conducive to learning
- Designed bulletin boards and filed graded paperwork into the learning management system

Watauga High School, Boone, NC January 2020 – March 2020

20 Hours - Shadowing

- Observed the group facilitation, classroom management strategy, and flexibility of 2 full-time teachers
- Gained insight into the day-to-day activities and challenges of an educator
- Sought mentorship from teachers to maximize my learning

LEADERSHIP EXPERIENCE

Holston Summer Camp, Banner Elk, NC May – August 2020, 2021

Lead Counselor

- Planned and devised safe lessons and activities for 30 middle-school aged children that encouraged responsibility and dependability
- Implemented and evaluated programming schedule for over 150 counselors and campers
- Maintained positivity and healthy group dynamic within a diverse set of children
- Coordinated end-of-summer awards ceremony for over 100 children and parents

Lees-McRae Swimming Team, Banner Elk, NC August 2018 – May 2021

Student Athlete

- Provided motivation and support to the team of 18 during practice and games
- Dedicated 25+ hours each week to training while balancing work of a full-time student

CONFERENCE ATTENDANCE

NCASA Annual Conference, Winston-Salem, NC March 2021

Southern Region Literary Conference, Atlanta, GA February 2020

HONORS & AWARDS

English Department Outstanding Student Award April 2021

Appalachian Literary Contest, 2nd Place December 2020

Resume Example

Cameron Communications

cameron@lmc.edu | 828.555.5555 | www.camcommunications.com | Instagram: @cameron_comm7

PROFESSIONAL SUMMARY

Graduating this May with Bachelor's degree in Communication Arts and Design with applied experience in writing, graphic design, and web design.

EDUCATION

Lees-McRae College, Banner Elk, NC May 2022

Bachelor of Arts in Communication Arts and Design

Minor: Cycling Studies

Cumulative GPA: 3.4/4.0

RELEVANT COURSEWORK

Digital Imaging, Advanced Graphic Design, Advanced Studio Design, Video Production, Web Design, Principles of Marketing

CREATIVE EXPERIENCE

Graphic Design Artist, Project Safe, Boone, NC August 2021 – Present

- Design and maintain website for local nonprofit organization
- Manipulate web pages and graphics using JavaScript in an office environment
- Maintain organized documentation to ensure that web pages are dynamic, accessible, and readily updatable for future employees
- Provide advice to team regarding graphic design and layout issues

Article Contributor, Avery Journal, Banner Elk, NC August 2020 – Present

- Report on local events, secure sources, double-check facts, and meet strict deadlines
- Write 1-2 articles monthly on a variety of topics such as Sports, Local Events, and Tourist Attractions
- Earn repeated commendations for excellence in writing
- Pitch unique and engaging story ideas

PROJECT EXPERIENCE

Web Design Course, Wily Wardrobe, Banner Elk, NC August 2020 – January 2020

- Created a uniquely targeted website for Career and Life Planning's new initiative, Wily's Wardrobe, which provides free professional clothing to students
- Increased brand awareness by 300 likes on Facebook and 100 followers on Twitter within 2 months of campaign
- Surpassed expected goal of website user traffic by 22%
- Designed promotional material using InDesign and Illustrator software

ADDITIONAL EXPERIENCE

Receptionist, Gold's Gym, Charlotte, NC May 2019 – August 2019

- Developed strong leadership abilities by supporting 400-member facility
- Maintained organized records for 35 employees utilizing PeopleSoft Database System
- Provided welcoming experience for customers and problem-solved to address their needs

TECHNICAL SKILLS

- **Software:** Macromedia Flash, Dreamweaver, Fireworks; Adobe InDesign, Photoshop, ImageReady, Illustrator; Microsoft Office Suite (including Access); Apple Final Cut Pro, Quicktime Pro; Digidesign Pro Tools
- **Analytics:** Google Analytics and Hootsuite
- **Programming Languages:** HTML; JavaScript

Resume Examples

Wanda Wildlife

Email: wandasemail@lmc.edu
Phone: (828) 678-9123
Location: Banner Elk, NC
Linkedin.com/in/wandawildlife

EDUCATION

Lees-McRae College, Banner Elk, NC May 2022
Bachelor of Science in Wildlife Biology GPA: 3.3/4.0
Minor in Wildlife Rehabilitation

RELEVANT EXPERIENCE

Wildlife Intern August 2020 – Present
May Wildlife Rehabilitation Center, Banner Elk, NC

- Engage with new animals, learning their natural history, handling, and unique attributes in order to use them in educational programs
- Address the needs of the animal, including restraining, feeding, and conducting physical exams of small and large birds, reptiles, and mammals
- Practice attention to detail when calculating and administering medications
- Accurately enter data for new patients and document all encounters

Kennel Assistant

Guilford County Pet Boarding & Grooming May 2021 – August 2021

- Provided care, feeding, exercise, and minor grooming to 40+ household animals
- Communicated with clients by answering approximately 10 calls a day and directing them to the appropriate resource
- Observed grooming of animals with a range of temperaments and learned effective calming and restraint methods
- Aided full-time staff with recordkeeping

ADDITIONAL WORK EXPERIENCE

Server September 2019 – March 2020
Banner Elk Café & Tavern, Banner Elk, NC

- Managed multiple tasks at once while providing a pleasant dining experience to a diverse group of individuals
- Addressed concerns with a positive attitude and problem-solving focus, resulting in repeat customers

Nanny

Various Families, Greensboro, NC June 2016 – July 2018

- Safeguarded children aged 1-6 for approximately 10 hours a week
- Remained hyper-vigilant to surroundings to protect against severe allergies
- Responded quickly and effectively to the physical and emotional needs of the children

CAMPUS & COMMUNITY INVOLVEMENT

Herpetology Club, *Vice President* March 2021 – Present
Mountain Day of Service, *Volunteer* April 2019, 2020 & 2021
Programming Committee, *Member* August 2019 – May 2020

RELEVANT TECHNOLOGY

RaptorMed Since August 2020

Resume Example

Eric Exercise

Boone, NC | (828) 898-8828 | ericexercise@lmc.edu | LinkedIn.com/in/eric_exercise

EDUCATION

Lees-McRae College Banner Elk, NC
Bachelor of Science in Exercise Science May 2022
Concentration in Human Performance
GPA: 3.80/4.00

RELATED EXPERIENCE

Lees-McRae Hart Simulation Center Banner Elk, NC
Hands-On Simulation – 30 hours March 2021 – May 2021

- Simulated the patient-provider experience via wireless human simulators, complete with exam tables and medication dispense
- Worked independently and on a team to diagnose and provide care to patients
- Gained insight regarding collaborative and interdisciplinary approaches to healthcare

Boone Sports Care Center and Rehab

Shadowing – 120 hours Boone, NC
August 2020 – March 2021

- Assisted patients with daily exercises and activities
- Recorded and filed daily logs of patients' activities
- Prepared patients for electrical stimulation treatments
- Applied ice, heat packs, and proper wrappings for patients

Catawba County Parks and Recreation

Basketball Camp Coach/Coordinator Hickory, NC
Summer 2019

- Instructed 60 – 70 1st and 9th grade athletes on proper athletic skills development
- Created interactive and participatory sessions to engage youth and help them understand correct and safe techniques and strategies
- Worked with other coaches in a team-related environment
- Monitored and evaluated drills and activities to ensure proper safety measures were in place
- Created camp schedules for distribution to coaches, referees and volunteers
- Maintained positive communication with campers and parents

LEADERSHIP EXPERIENCE

5:55 Club Banner Elk, NC
Vice-President January 2021 – Present

- Attend and professionally lead all bi-weekly meetings
- Actively recruit club members and appoint all 5 officer positions alongside President
- Oversee fundraising efforts, with a team of four raising \$300 in one semester
- Create and send weekly emails to Correspondence Officer for distribution to club members

Member August 2020 – Present

- Build relationships with faculty/staff and invite them to speak at events
- Participate in discussions about the current state of the world and how we can be active change-makers in it

Student Athlete

Men's Basketball Team Banner Elk, NC
August 2018 – Present

PART-TIME WORK EXPERIENCE

Resident Assistant, *Lees-McRae College* August 2020 – Present
Server, *Banner Elk Café* January 2019 – February 2020
Lifeguard, *Catawba County Public Pool* May 2018 – August 2018

Resume Example

JORDAN C. JUSTICE

jordanj@lmc.edu | 828.555.5555 | Banner Elk, NC

EDUCATION

Lees-McRae College, Banner Elk, NC May 2022
Bachelor of Science
Major: Criminal Justice **Minor:** Psychology
Cumulative GPA: 3.19/4.0

CERTIFICATIONS

CPR Certified – American Red Cross Expires October 2023
NC Handgun Safety Course Certified – National Handgun Safety Course Expires January 2023

RELEVANT COURSEWORK

Juvenile Delinquency, Deviance & Violence, Prison Culture & Custody, Judicial Process & Court Ethics

RELEVANT EXPERIENCE

Avery County Sheriff's Office February 2022 – Present
Shadowing Newland, NC

- Participate regularly in ride-alongs with local deputies
- Observe interactions with victims and assailants and ask questions regarding the chosen response
- Interview various individuals to gain insight into the everyday operations of the role

Probation & Parole District 19 May 2021 – August 2021
Intern Newport, VA

- Attended court proceedings and responded to the needs of the lead probation officer
- Assisted in the preparation of Pretrial and Presentence and Diversion Reports

PROJECT EXPERIENCE

Probation Violation Research Project January 2021 – April 2021
Research Methods Course Banner Elk, NC

- Researched the similarities, patterns, and possible causes of the most recent North Carolina probation violations on public record
- Analyzed minute details of local probation policy to gather as much context as possible
- Presented findings to 30-person class alongside submitting a 10-page research paper

ADDITIONAL EXPERIENCE

Willows Community Pool May 2019 – August 2019
Lifeguard Maybrook, VA

- Remained hyper vigilant to pool activity for entirety of 6-hour shift
- Learned water safety and gained CPR certification via a 3-week training course

Maybrook Elementary May 2019
Reading Volunteer Maybrook, VA

- Read aloud to aid in reading lessons and addressed behavior problems of the participating children

Resume Example

NANCY NURSE

nursenancy@lmc.edu | 828-898-8828 | Banner Elk, NC

HIGHLIGHTS OF QUALIFICATIONS

- Graduating May 2022 with a BSN, prepared to sit the NCLEX-RN Examination
- Completed over 500 hours in clinical placements at hospitals in western North Carolina area, with majority of time in the Intensive Care Unit (ICU) and the Emergency Room (ER)
- Demonstrated strong work ethic that has been recognized by supervisors and professors

LICENSES & CERTIFICATIONS

RN – Registered Nurse, *North Carolina Board of Registered Nurses* Expires July 2025
CCRN – Certified Critical Care Nurse, *American Association of Critical Care Nurses* Expires May 2026
BLS - Basic Life Support, *American Heart Association* Expires October 2026

EDUCATION

Lees-McRae College, Banner Elk, NC May 2022
Bachelor of Science in Pre-Licensure Nursing GPA: 3.2/4.0

Relevant Coursework: Transition into Professional Nursing, Patient-Centered Care, and Evidence-Based Practice and Research

RELEVANT CLINICAL EXPERIENCE

Intensive Care Unit, Cannon Memorial Hospital, *Linville, NC* January 2022 – Present

- Execute basic duties including feeding, bathing, recording vitals, measuring liquid intake, and detecting symptoms of decline
- Utilize critical thinking and problem solving when responding to critically ill patients
- Read and interpret cardiac monitor and lab results accurately
- Respond with care and empathy and when communicating with family of patients
- Provided care for up to 5 patients at a time while assisting additional nurses and doctors as needed

Emergency Room, Watauga Medical Center, *Boone, NC* August 2019 – December 2019

- Performed basic cardiac life support (BLS), advanced cardiac life support (ACLS), and administered blood and intravenous infusions in a 40-bed medical center
- Completed suturing, splinting, culture collection, and wound treatment for 8-15 patients daily
- Diagnosed chronic healthcare concerns and developed treatment plans for common illnesses, injuries, and infections

ADDITIONAL CLINICAL EXPERIENCE

Post-Anesthesia, Mission Hospital, *Asheville, NC* August 2020 – November 2021
Labor & Delivery, Watauga Medical Center, *Boone, NC* January 2020 – March 2021
Oncology, Cannon Memorial Hospital, *Linville, NC* January 2020 – February 2020
Post-Natal, Watauga County Clinic, *Boone, NC* December 2019 – February 2020

ADDITIONAL RELEVANT SKILLS

Patient Care: Vitals, medication administration, phlebotomy, catheterization, wound dressing, hypodermic needles, intravenous tubing, spirometer, heart monitor, blood glucometer, record accuracy
Software: Meditech, Cerner

COMMUNITY LEADERSHIP

Vice President, Common Ground, *Banner Elk, NC* January 2021 – Present
Volunteer, Watauga County After-School Program, *Boone, NC* August 2020 – March 2021

Cover Letter Breakdown

Do I have to submit a cover letter?

If an employer asks for a cover letter, then yes, you should submit one. If it is not requested, it can still be useful and may be expected. It is more effective to not send a cover letter, if it is not requested, than it is to submit one that is rushed or generic.

Can I use a generic cover letter?

While some information may remain the same, your cover letter should always be tailored to the specific organization and position you are applying to. Remember that the job search is quality over quantity, so take your time to submit a strong application.

General Formatting

Your cover letter should be in a readable font, preferably the same font as your resume. It is typically one page single spaced with no paragraph indentions.

Header and Date

Copy over the same header that is on your resume—this includes your name, phone number, email, general location, and additional contact you wish to include. The formatting style of the cover letter should mimic the style of the resume, so that they are recognizable as one unit.

Employer's Contact Information

Try your best to find the name and title of the hiring manager for the position you are applying for so you can include it here. Sometimes this person can be listed in the position description, but more often it takes a little bit of research to find. If you are applying to a large company that utilizes recruiters, consider searching “*Company Name* Recruiter” on LinkedIn for their name. You could also use the company’s webpage directory to find the individual most likely to be in your line of supervision. For example, if you are applying to be a nurse, search for the “Director of Nursing.” If this information cannot be found, you can still list the name of the organization and their address.

Formal Address

Address the reader professionally using the word “Dear,” their full name with the appropriate prefix, and a colon. If no contact information was found, “Dear Search Committee” is also appropriate.

Introductory Paragraph

Use the first paragraph to state the reason you are writing the letter, the specific position you are applying for, and how you learned about the opening. If you are being referred by someone, or have met the employer before, note that here. Provide some brief introductory information. It is important to include a thesis statement that concisely summarizes why you are a good fit for the role. Include information specific to the organization to communicate why you wish to work for them in particular.

Body Paragraphs

In 1–3 body paragraphs, expand upon your thesis statement. Showcase your qualifications by highlighting your related skills and experiences. Refer to the job description to tailor your strengths to what the employer is looking for. Be specific and share examples to bring evidence to your statements. Do not reiterate all of the content on your resume, but provide greater depth on select experiences. Circle back to how your experiences relate to the role. Organization and flow is important here—make the point of each paragraph very clear.

Conclusion

In the final paragraph, summarize your fitness for the role. Thank the employer, express your desire for an interview, and provide your contact information again.

Signature

Following the word “Sincerely” should be your signature. Consider adding a digital signature, a scan of your written signature, or your name in a cursive font. Type your name again below the signature.

Cover Letter Example

HEIDI HENDERSON

nurseheidi@lmc.edu | 828-898-8828 | Banner EIk, NC

January 15, 2022

Timothy Benner
St. Mary's Hospital
1230 Baxter St.
Athens, GA 30606

Dear Dr. Benner:

I am excited to apply for the ICU RN position at St. Mary's Hospital. I first heard of this role after speaking with Nicole Swanson, a former nurse at this hospital, and sought out the application on your human resources page. I am a senior at Lees-McRae College, graduating this May with a BSN degree. I believe my clinical experience and community leadership makes me a great fit for this role. It would be my honor to work alongside St. Mary's staff to be a compassionate and transforming healing presence in the Athens community.

I have clinical experience in the ICU and Emergency Room. Through both of these areas, I learned to react promptly and accurately address critical situations with a level head. I also have hands-on experience working with a diverse set of patients and honoring the dignity of each person. Having personal experience with family members in the ICU is what originally inspired me to pursue nursing, so it would be a privilege to see this goal realized at St. Mary's.

While at Lees-McRae, I've taken part in a variety of service opportunities including Mountain Day of Service and volunteering with the Watauga County After-School Program. These opportunities helped me grow as a servant leader and understand the importance of investing in the community. St. Mary's is more than a hospital, but a staple to a healthy community, through practices such as the Community Health Needs Assessment. I am excited to be applying to a company that values giving back to the community as much as I do.

For 115 years, St. Mary's has been a servant leader to the people of the Athens. I feel confident that your hospital is a place where I can really make an impact. I appreciate your consideration and would love the opportunity to discuss this position further, either by phone at 828-898-8828 or by email at nurseheidi@lmc.edu.

Sincerely,

Heidi Henderson

Heidi Henderson

Cover Letter Example

Parker Zulinski 828-898-8828 | Banner Elk, NC | parkersemail@lmc.edu

February 1, 2022

Asheville Art Museum
2 S. Pack Square
Asheville, NC 28801

Dear Selection Committee:

I am excited to apply for the Children's Programs Coordinator internship at the Asheville Art Museum. I saw your posting on Handshake and instantly knew I would be a great fit for this role. I am a sophomore Psychology major at Lees-McRae College and I grew up regularly attending the Asheville Art Museum's exhibitions. I know how engagement with art has positively impacted me and I would love to give back to North Carolina by providing engaging, inspiring programming for today's youth. I think my experience with children, my adaptability skills, and social justice mission make me a great fit for this role.

As the eldest child of four, I have been a role model to younger children for many years. Before I attended Lees-McRae, I was the go-to neighborhood babysitter. I enjoy working with children, but more importantly, I have the high amount of responsibility required to tend to their safety and wellbeing. My many years of experience entertaining, educating, and safeguarding children gives me the confidence that I could provide quality programming on a larger scale.

I saw in your position description that you're looking for someone who is adaptable. I agree that when providing programming for children, adaptability is key as the initial game plan might not be what's best for your given audience. As a soccer player at Lees-McRae, I have skills and experience in quickly adapting my plans in the moment in order to meet the goal of the team.

Underserved communities are less likely to engage with the arts as compared to affluent communities. There are a variety of factors that impact this, including disproportionate access to art education in school. Due to my passion for social justice and access, I want to take an active part in breaking this cycle. In this internship, I look forward to working together to make art more accessible to all of the children of Asheville.

I would love to be a part of the Asheville Art Museum legacy and inspire a creative passion in future generations. I appreciate your consideration and would enjoy the opportunity to discuss this position further, either by phone at 828-898-8828 or by email at parkersemail@lmc.edu.

Sincerely,

Parker Zulinski

Parker Zulinski

Tailored Job Search Materials

A great job or internship application is tailored to the specific job you are applying to.

This helps the employer directly connect how your qualifications have prepared you for the role. See the highlighted information in the sample position description, resume, and cover letter. Note how each highlighted point in the position description is addressed in the application materials.

Don't know where to start? Consider using the T-Chart Method seen below. Pull requirements, skills, and keywords from the position description and place them on the left of the chart. Then brainstorm how you fit each qualification on the right side of the chart. Use this information as a guide when tailoring your resume and cover letter.

Position Description	My Experience
Finance, sales, marketing	Business major
Communication	Senior research project
Data	Excel
Customer Service	CVS Cashier
Sustainability	Volunteer experience
Teamwork	Cycling team
Leadership	Campus organization



Tailored Job Search Example

HAYWARD-COOPER
Management Trainee
 Charlotte, North Carolina
 Job ID: 6798

Overview

Hayward-Cooper is a Charlotte-based business technology company, helping hundreds of businesses **on the local and international level** make their operations more efficient. If you're looking to start your career in one of the US's top rapidly growing companies, then we encourage you to apply. Whether you see yourself in technology development, sales, customer service, operations, or executive leadership, this entry-level program will prepare you for your next step as a professional. With our people-first and promote-from-within philosophy, you will have plenty of opportunities to advance.

Mission & Values

We are committed to our clients' success, emphasizing client growth, professional **integrity**, and the highest standard for **customer care**. We value innovation, gumption, **sustainability**, excellence, and **community service**.

Responsibilities

As a Trainee, you'll learn every facet of our business model and its daily operations. You will be entrusted to serve as a behind-the-scenes expert. Responsibilities include but are not limited to:

- Consulting on ways to **increase sales** and form commitments from customers and retailers.
- Problem-solving to **support customers** experiencing issues with software or orders.
- Actively assessing efficiency via reports and long-term **data projects**.
- Remaining updated on relevant federal, state, and local **policy, law**, regulations, and guidance.

Required Qualifications

- Must have a **Bachelor's** degree, or be within 2 semesters of graduating with a Bachelors. **Business degree preferred**.
- **Leadership** experience
- Superior **communication** ability
- **Teamwork** and group facilitation skills

Preferred Qualifications

- Administrative and or **financial** experience
- Proficient in **Excel**
- Multilingual
- Excellent interpersonal skills
- **Experience with sales and/or marketing**

Tailored Job Search Example

Taylor A. Johnson

Banner Elk, NC | 828-898-8828 | tajohnson@email.com

EDUCATION

Lees-McRae College Banner Elk, NC
Bachelor of Science in Business Administration May 2022
Minor in Cycling GPA:3.87/4.00

RELEVANT COURSEWORK

Accounting, Operations Management, Business Law, Data Analytics, Marketing, Ethics, E-Business

RESEARCH EXPERIENCE

School of Business, Lees-McRae College Banner Elk, NC
Senior Research Project January 2022 – May 2022

- Collected and analyzed data in experiment that predicted which **marketing strategies** would be most effective to specific populations.
- Developed 20-page academic research **paper to clearly communicate** findings.

WORK EXPERIENCE

CVS Pharmacy Winston-Salem, NC
Cashier Summers 2019; 2020

- Processed **financial** transactions totaling \$1,000+ nightly.
- Accurately issued receipts, refunds, credits, and change due to customers.
- Presented a positive image as a **customer-facing** team member.

CAMPUS LEADERSHIP

Lees-McRae Cycling Team August 2019 – Present
Co-Captain

- Utilize time management skills to balance practice and meets with full academic load.
- Work with local government to petition for cyclist **policy** rights within the local community.

Delta Omicron Theta January 2020 – Present
Vice President

- Planned and executed 4 events a semester, including our annual alumni event and **Plant-A-Tree event**, both of which saw a **record-number increase** in participation.
- Sponsored and led **campus food drives** in partnership with the Student Development Office.

Lees-McRae Green Initiative September 2020 – May 2021
Member

RELEVANT SKILLS

Salesforce, Data Analysis, Excel, Social Media (Instagram, Twitter, TikTok),

COMMUNITY SERVICE

Mountain Day of Service, Volunteer March 2019; 2021
Watauga County Nature Center, Volunteer August 2018

HONORS AND AWARDS

Edgar Tufts Academic Scholarship August 2018 – Present
Dean's List Fall 2019 – Spring 2021

Tailored Job Search Example

Taylor A. Johnson

Banner Elk, NC | 828-898-8828 | tajohnson@email.com

January 15, 2022

Leslie Marion
Director of Management Trainee Program
Hayward-Cooper
1280 Cherrytree Circle
Charlotte, NC 28105

Dear Ms. Marion:

I am excited to apply for the Management Trainee position at Hayward-Cooper. I first heard of this role after speaking with Kennedy Blankenship, a former member of this program, and sought out the application on your human resources page. I am a senior at Lees-McRae College, graduating this May with my **Bachelor's in Business Administration**. I believe my **college coursework**, **leadership skills**, and passion for **social responsibility** make me a great fit for this role. It would be my honor to work hard and strengthen Hayward-Cooper's impact **locally and internationally**.

I formally studied the art and science of business while a student at Lees-McRae. I took classes in **Marketing**, **Operations Management**, **Data Analytics**, and **Business Law** that would support me in this role. I also completed a research project, which included a **20-page written report and presentation to the Dean**. My research focused on how to **effectively market** to specialty populations- information I would be happy to bring into this position.

I have grown as a **leader** through participation in campus organizations. I was the Vice President of my greek organization and an active member in the **Lees-McRae Green Initiative**. In both organizations, I boosted morale, organized successful events, and rallied the team for a common cause. Due to my leadership, we had a record number of 30 volunteers in our most recent Plant-A-Tree event. These experiences taught me how **my role on a team can greatly impact** the campus as a whole.

Hayward-Cooper has a passion for sustainability and social responsibility, as seen by your 100% Paperless Pledge. I saw that Hayward-Cooper employees also take an active part in volunteering in their community. While at Lees-McRae, I've taken part in a variety of **service opportunities** including Mountain Day of Service, monthly food drives with my greek organization, and advocating for cyclist and pedestrian policy change at the local level. I am excited to be applying to a company that values giving back as much as I do.

Hayward-Cooper values and nurtures even the smallest ideas, as your company has grown from 10 to over 1,000 employees in the last 16 years. For these reasons, I feel confident that Hayward-Cooper is a place where I can truly make an impact. I appreciate your consideration and would love the opportunity to discuss this position further, either by phone at 828-898-8828 or by email at tajohnson@email.com.

Sincerely,

Taylor Johnson

Taylor Johnson

References

Not sure who you should list as a reference?

Professional references include people who can attest to your professional ability, skills, and qualifications. Good references usually include current or past supervisors, faculty, advisors, work colleagues, coaches, and mentors. Before you list someone as a reference, it is important you ask for their permission, to minimize surprise if they are contacted. See below for an example request.



Melanie Montibus

828-898-8828 | Banner Elk, NC | melmontibus@gmail.com

February 1, 2022

Harris Teeter
701 Crestdale Rd.
Matthews, NC 28105

Dear Selection Committee:

Please accept the following as my references for the Human Resources Coordinator role with Harris Teeter.

Michelle Luis
Student Organization Advisor and Mentor
Associate Dean of Student Development
Lees-McRae College
assocdean@lmc.edu
828-555-6836

Dr. Arnold Johnson
Faculty Research Supervisor
Associate Professor
Lees-McRae College
Department of Psychology
johnson@email.com
828-987-6543

Donald Peterson
Former Supervisor
Assistant Manager
Banner Elk Cafe
restaurant@email.com
828-456-7890

Sincerely,

Melanie Montibus

Melanie Montibus

Recommendation Request Example

[Email Subject Line: Recommendation Request]

Hello Dr. Webber,

As a senior English major, I have greatly enjoyed and benefited from the classes I have taken with you over the past year, including the Journalism and Appalachian Literature classes. I appreciate that you were always willing to help me when I came to your office hours with questions. I am reaching out to ask if you would feel comfortable writing a recommendation letter for my applications to several master's programs in Library Science.

I have included a summary sheet to refresh your memory about some of my key papers, including my Capstone project. I have also attached my resume. I would be happy to provide further information that can help you write your recommendation if you agree to do so. The application is due February 16th.

Thank you for all you have done for me and for taking the time to consider this request.

Sincerely,

Kayline Summers

Email Correspondence Examples

Job Inquiry Example

[Email Subject Line: Employment Interest]

Dear Terrence Randall,

I am writing to make you aware of my interest in working as an Account Manager at the Home Depot. I believe I can bring a strong skillset and experience base to your company, including leadership and clear communication. A copy of my resume is attached for your review.

I am particularly interested in the Home Depot because of your commitment to serving those who have served our country. I know that since 2011, the Home Depot Foundation has invested more than \$335 million in veteran causes and worked to improve more than 47,000 veteran homes. Being raised in a family full of veterans and active military, I know that the Home Depot is a company that aligns with my values. Should a position become available, I would greatly appreciate your consideration.

If you have any questions or would like to speak with me further about my qualifications, please feel free to contact me by phone at (910) 555-4321 or by email at madeline_simmons@email.com.

Sincerely,

Maddy Simmons
Bachelor of Science in Business Administration '22

Email Correspondence Examples

Faculty Research Request Example

[Email Subject Line: Request to Join Research Project]

Dr. Tufts:

I hope this email finds you well. I am writing to inquire about opportunities for research in your lab beginning next fall semester. I understand that your focus is on bioinorganic chemistry, a field which I find very interesting, specifically your work with neurotoxins. I would be happy to support your research in any way I can.

I have a GPA of 3.40, and I have already finished courses CHM 211 and CHM 212. I have been working part-time for the past 2 years, which has helped me to develop skills in time management, teamwork, and professionalism. I would like to get involved in research in this area because it will help me to better prepare for my career goal as a Pharmacologist.

My resume is attached, but if there is any additional information that you would like, I would be happy to provide it. Thank you for your consideration.

Sincerely,

Cameron Bennett

Shadowing Inquiry Example

[Email Subject Line: Volunteer Interest]

Dear Dr. Vasquez,

I am writing to inquire about volunteer/shadowing opportunities at the Banner Elk Animal Clinic. I have experience volunteering with animals before, so I feel confident I have the skills to do well in a volunteer capacity, including communication skill, time-management, and animal-care knowledge.

A copy of my resume and cover letter is enclosed for your review. Should you need any assistance in the near future, I would greatly appreciate your consideration. If you have any questions or would like to speak with me further, please feel free to contact me by phone at (828) 123-4567 or by email at williamson@lmc.edu.

Sincerely,

Holly Williamson
Pre-Vet Student at Lees-McRae College

Informational Interview Request Example

[Email Subject Line: Conversation Request Regarding Your Work]

Hello Christine Li,

My name is Evan Murthy, a student at Lees-McRae College. I found your name when researching Lees-McRae alumni in the field of education. I am a sophomore Elementary Education major at LMC and am interested in arranging an informational interview to learn more about your role as Vice Principle at Prichard Elementary. This interview would be a short conversation where I would ask questions about your professional experiences and ask for recommendations on how to succeed in this field. If you are willing, please let me know when a good time would be to meet over the phone, in person, or via online video for approximately 30 minutes.

Thank you for considering,

W. Evan Murthy

Email Correspondence Examples

Application Follow-Up Example

[Email Subject Line: Application Follow-Up]

Dear Mr. Goldstein:

I hope this email finds you well. I am writing to let you know I have just submitted my application for the Data Analytics internship with CPM Logistics on Handshake. I believe my accounting coursework and eye for detail would make me a great fit for this role. I have attached a copy of my resume, cover letter, and references for your review. If you have any questions, please do not hesitate to reach out at josieherman@lmc.edu or 898-555-4321.

Thank you for your consideration,

Josie Herman
Lees-McRae College '23
josieherman@lmc.edu
898-555-4321

Email Correspondence Examples

After-Interview Thank You Example

[Email Subject Line: Thank You]

Dear Taylor Hammond,

Thank you for the opportunity to interview for the Animal Caretaker position at Grandfather Mountain Nature and Education Center. I appreciate the time that you and your colleagues dedicated to speaking with me about the role and listening to my qualifications. As I expressed in my interview, I firmly believe in the core values of Grandfather Mountain, especially preserving the natural beauty of Western North Carolina through visitor education and community engagement.

After my visit and learning how many Lees-McRae alumni you have represented in your organization, I feel even more confident that I would be a great fit for your team. Please let me know if you have any additional questions. I look forward to hearing from you.

Sincerely,

Tommy Brawn
Linkedin.com/in/brawn_thomas
828-555-9876
tombrawn@email.com

Networking Thank You Example

[Email Subject Line: Thank You]

Dear Lauren,

Thank you for taking the time to meet with me on Tuesday to discuss the field of epidemiology. Although I have researched what education is necessary to become an epidemiologist, your first-hand knowledge was invaluable to my understanding of the many career options in this field. It was helpful to learn that well-prepared research in epidemiology includes staying abreast of public health legislation. Also, the emphasis you gave on the importance of knowing the people and issues in my community is something I'll take very seriously.

I have already contacted some organizations in my community where I can begin volunteering. When I choose courses for the next semester, I will be more confident in my Psychology major knowing that you were a liberal arts major in college, too!

I appreciate you sharing your experiences and will keep you posted about my graduate school process.

Sincerely,

Carson Sumpter



Yes, thank-you letters are important!

When surveyed, 68% of hiring managers reported that receiving a thank-you note impacts their decision. 1 in 5 interviewers reported dismissing a candidate because they did not receive a follow-up note after an interview.

*Source: <https://www.topresume.com/career-advice/post-interview-thank-you-importance>

Email Correspondence Examples

Accepting an Offer Example

[Email Subject Line: Position Acceptance]

Dear Marla O'Brien,

Thank you for your offer of employment at Conyers-Smith as a Buyer on the General Management team! I am delighted to accept your offer, and I look forward to joining your team.

In your offer email, you indicated that I will begin work on January 15 of next year, earn a salary of \$42,000 per year, and report to Bethany Scott, the Regional Manager. In early January, after relocating to the area, I will make sure to call you to see how I should prepare for my first week in the office. In the meantime, please let me know if I can provide you with any more information.

Again, thank you for this exciting opportunity!

Sincerely,

Jonah Brady

Email Correspondence Examples

Declining an Offer Example

[Email Subject Line: Thank You for the Opportunity]

Dear Ms. Burke,

Thank you for offering me the position of Environmental Biologist Assistant with Luther Environmental Technology Corporation at the Division Headquarters in Raleigh. I firmly believe in the mission of your organization and the important work you're doing with local river pollution. However, I have had another offer which I believe more closely matches my current career goals. It was a difficult decision, but I must decline your offer. I sincerely appreciate the time you took to consider me as a candidate.

Again, thank you for the opportunity. I hope we get the chance to see each other at the upcoming Climate Carolina conference.

Sincerely,

Leslie Carpenter

Withdrawal From Search Example

[Email Subject Line: Update Regarding Candidacy]

Dear Mr. Shell,

Thank you for the opportunity to interview with Pinnacle Health Solutions for the Pediatric Nurse role. I appreciate learning more about your opportunity and our discussion about the current challenges in modern healthcare.

To confirm our phone conversation from this afternoon, I must respectfully withdraw from consideration for the job. I have accepted another employment offer. Thank you for the time you took to inform me about the work of your team. I hope we can re-connect in the future.

Sincerely,

Jessica Whitney
whitneyj@lmc.edu | 828-898-8828

Decision Extension Request Example

[Email Subject Line: Extension Request]

Dear Jaime Settle,

Thank you for offering me the Events Coordinator position with the Chatham Hill Winery in Cary. I am excited about the possibility of working with you.

I want to be able to give this offer the full attention that it deserves. You asked that I notify you of my decision by April 11, but I will not have all the information I need in order to decide by that date. Would it be possible to inform you of my decision on April 18? I would appreciate this extension and can assure you that I will be able to make a firm decision by that time. Thank you for your consideration of my request.

Sincerely,

Charlie Michaels
Lees-McRae College '22
charliemichaels@email.com

Dress for Success

Did you know that 55% of a first impression is made by what we see? The way we present ourselves in the professional world matters, whether we are in person or on a video call. Use the information below to ensure you are dressed to impress.

Business Professional Attire

Business professional is the attire most often worn to interviews. Industry standards for business professional attire typically include suits with a blazer and dress shoes. Colors are typically neutral tones with minimal accessorizing. Attire should be crisp and clean. Below are some tips for business professional dress.

- Clothing, including bags, should reflect a mostly neutral color palette (black, navy, tan, grey, or white).
- Dress shoes including flats, closed-toe shoes, heels, and loafers should be worn and polished if needed. If heels are your preferred option, the heel should be no higher than 3.5 inches.
- Limit the use of fragrance.
- Use simple accessories and avoid large watches and jewelry.
- Wear neat, simple makeup if you feel inclined to wear any. Nails should be clean and void of brightly-colored polish.
- Carry a padfolio with you to keep papers and take notes. A black folder could also be used.
- All clothing should be ironed or steamed to remove all wrinkles.



*Source: [https://institute.uschamber.com/what-makes-a-good-first-impression/#:~:text=We%20have%20all%20heard%20the,words%20you%20say%20\(verbal](https://institute.uschamber.com/what-makes-a-good-first-impression/#:~:text=We%20have%20all%20heard%20the,words%20you%20say%20(verbal)



Business Casual Attire

While workplace dress standards vary greatly at different companies or organizations, business casual attire describes clothing appropriate to wear to an internship or full-time job. Business casual attire allows you to add a bit of color, pattern, and variety to your dress. Your workplace should specify if they adhere to a certain dress code, but in case they do not, do not hesitate to ask. If you are still unsure, opt for a more conservative look and adjust as you observe your colleagues. Below are some tips for business casual dress.

- A blazer and/or tie does not have to be worn. Blouses, buttoned shirts, and polo shirts are all acceptable.
- Dress shoes including flats, closed-toe shoes, heels, and loafers are appropriate. Dressy boots could also be appropriate.
- Dress slacks/pants, khaki pants, and dress capri pants are all acceptable options.
- Dresses and skirts should be knee-length. All blouses should cover the shoulders.
- Brighter colors are appropriate, but it is encouraged to steer clear of neon shades.
- All clothing should be ironed or steamed to remove all wrinkles.

Uniforms

Your dress could be decided for you by your employer. Designated dress codes are most popular in law enforcement, healthcare, and government agencies. While the items you wear may be predetermined, it is still important that your uniform is clean, ironed, unstained, and fits you appropriately. Remember that when wearing your work clothes, you are a representative of your employer and could be penalized if seen drinking or behaving inappropriately while in uniform.



For examples of appropriate dress, see the **LMCCareerServices** boards on Pinterest.

www.pinterest.com/LMCCareerServices

Interviewing Checklist

Accepting The Interview

- Accept the invitation to interview and express gratitude for the opportunity.
- Confirm the time, date, and location/platform of the interview.
- Communicate absences with your professors. Avoid conflicts with exams or project deadlines.

Before The Interview

- Schedule a mock interview with Career Services to practice.
- Research the position and organization thoroughly. See p. 9.
- Identify your skills and experiences that relate to the job. Establish connections between what the employer is looking for and what you offer.
- Review common interview questions and practice answering them out loud.
- Prepare at least five questions to ask the interviewer.
- Plan what to wear. Check out p. 30.
- Print paper copies of your resume and bring them in a black folder or padfolio.
- Time your arrival to 10–15 minutes before the interview start time.

During The Interview

- Relax, be positive, be professional, and be the best version of yourself.
- Be aware of your posture, eye contact, and body language.
- Listen closely to questions and answer them fully while still being concise. Answers should be around two minutes long.
- Provide evidence to your answers by sharing concrete examples. See p. 36.
- Draw as many connections as possible between your skills and experience and the responsibilities of the role.
- If prompted, always ask the employer questions at the end of the interview. See p. 33.
- Collect the name and email address of the interviewer(s) so you can follow up with them later.

After The Interview

- Write a thank-you email to the interviewer(s) within 24 hours of your interview. See p. 28.
- Evaluate how the interview went. What did you learn from this experience that will serve you in your next interview?
- Follow up with the employer to determine your application's status if the employer has not contacted you within 2–3 weeks of your interview.
- Continue to apply to other roles and network with employers until you have accepted an offer.

Considerations for Distance Interviewing

- Have a professional voicemail and check it often, should you miss a call from an employer.
- Conduct your interview in a clean, quiet, indoor location that has reliable cell service or Wi-Fi.
- Minimize any potential interruptions. Make sure your phone or laptop is well charged.
- Refrain from typing out answers ahead of time and reading them like a script—this is often noticeable. Instead, consider putting a sticky note of need-to-remember information next to your camera.
- Let your interviewer know if you cannot hear them. There may be an easily resolved connection problem, and it's better to speak up than to misunderstand them.
- Keep your attention focused on the interview; do not attempt to multi-task.



Sample Interview Questions

Traditional Questions

These are frequently asked questions and are worth taking the time to prepare for.

- Tell us about yourself.
- Why are you interested in this company/organization?
- What experience do you have that has prepared you for the role?
- What are your greatest strengths and weaknesses?
- Tell us about a recent accomplishment.
- What are your future career goals? Where do you see yourself in 10 years?
- Why should we hire you?

Behavioral Questions

This category of question asks for a specific example of an action. A good formula to answer this type of question is STAR. See p. 36 to learn more.

- Can you give us an example of a time you demonstrated excellent communication skills?
- Tell us about the most creative or innovative idea you have implemented.
- Tell us about a time when you had to resolve a difference of opinion with a co-worker, customer, or supervisor.
- Can you provide an example of when something did not go as planned and you needed to improvise?
- Tell us about a time when you faced an ethical dilemma and how you handled it.

Scenario Questions

This type of question presents a situation and asks how you would respond. It is sometimes helpful to approach the answer through various contexts.

- How would you respond if the due date for a project was moved up weeks before its original deadline?
- What would you do if a teammate was not contributing like they were supposed to?
- If an upset client came running into the workplace furious and shouting, what would you do?
- What are some key actions you would take the first week on the job?

Case Questions

This category is highly logic based. The employer is not looking for the “right answer” but insight into your thought-process and problem-solving skill.

- How many blue cars are in North Carolina?
- How would you redesign an ATM to be more user-friendly?
- A client wants to sell his organic food store. How much would you say his store is worth?
- What everyday item do you predict will be obsolete in the next 10 years? Why?

Did you know?

You can schedule a mock interview with Career Services to practice your interviewing technique. Make an appointment on Handshake.

Asking Employers Questions

When asking questions, consider using the “statement + question” formula. For example:

- “As you may have seen on my resume, I was the treasurer for a multicultural student organization. Diversity is really important to me. In what ways does your office promote diversity?”
- “I read that you are looking to open up new locations outside of North Carolina. Can you tell me more about your expansion goals?”
- “I understand that giving back to the community is one of your top values. Can you tell me more about how you put this into practice?”

Top 5 Questions and Their Strategies



Tell me about yourself.

Strategy: Intro, then Present + Past + Future

- **INTRO:** Who you are, when you graduate, your major, your professional area of interest.
- **PRESENT:** What relevant classes/projects/internships/leadership opportunities have you been involved in?
- **PAST:** What made you interested in this field to begin with?
- **FUTURE:** What are your future goals in relation to this role?

No: "I'm Sam and I'm a leo. I'm from Austin where I was raised before we moved to Corpus Christi and then Virginia Beach. I have two brothers and a dog named Ranger. In my free time, I love to ride horses. Three words that would describe me are fun, kind, and outgoing."

Yes: "I'm Sam Student and I'm a Lees-McRae History major graduating this coming December. I've always had a passion for history, especially historic preservation, so I'm really excited to be interviewing for this role at the Super Great Museum. Of course my History curriculum has given me a great foundation in history, but I've recently also done an independent research project on the effect of air pollution on historical paintings and sculpture. When I was growing up, my family and I lived in an apartment complex renovated from an old fire station, which was my first exposure to historical preservation. This inspired me to go into the field. It's a personal and professional goal of mine to preserve and protect the items of the past so they can be present for future generations."

Where do you see yourself in five years?

Strategy: Have concrete, career-related goals established before the interview. You don't have to say position titles, but focus on the impact you would like to make. Think about what you would like to accomplish with the organization if hired. Don't mention plans for marriage, kids, or other very personal goals. Refrain from mentioning leaving the company or hoping to transfer onto another team. They are asking because they want to know if you plan to be with the company for a while. They also want to know what they can expect from you professionally in the future.

No: "I would like to work within sales at Good Company for a little bit and then either move into marketing when a role opens or get some great experience that will help me get a role at A Plus marketing firm."

Yes: "Within five years, I want to be an expert on your product and customers. I would love to be your top salesperson or gain leadership on this sales strategy team to make an even larger impact."

Why are you interested in this company/organization?

Strategy: Be specific—this is where research is essential! Refer to the job description, their mission/values, information you found online, previous interactions with the employer, what you found when researching them in the news, etc.

No: "I'm graduating in May and need a job. I've been considering going into this field and I saw you were hiring. I really like that this location is close to my parents, so I can live with them for a few months before I get my own place."

Yes: "I'm interested in joining Meadowcreek Elementary due to your commitment to students. With a 13:1 teacher ratio, I feel confident in my ability to give the proper attention to each student. I saw that many students enter your school performing below grade level, but you are able to support their academic growth and increase their academic progress to get them on the right track. I also greatly admire your commitment to diversity. For example, I noticed your external communications are in both English and Spanish. Your mission statement says that every child has the right to a quality education in a safe and accepting environment. I couldn't agree more. I would be honored to join your team and put students first alongside you."

What has prepared you for this position?

Strategy: Use the position description as a guide and make connections to your experiences. Highlight 2–3 different areas that you feel have prepared you. Describe how experiences that may look unrelated are transferable to the job.

No: "I don't have a lot of actual experience, but I'm super willing to learn if you give me a chance."

Yes: "I saw in the position description that you're looking for someone with a strong healthcare background who is responsible and a great leader. My nursing curriculum gave me a lot of fantastic hands-on experience in health and wellness. For example, I participated in a crisis-response scenario where I needed to think on my feet and manage multiple patient concerns at once. I needed to maintain a good flow of communication with the patients, emergency response personnel, and my team of fellow nursing students. Working as a camp counselor for a summer also helped me grow in responsibility as I was in charge of managing 20 elementary school students. Because of these experiences, I am better prepared to responsibly lead a team and manage the many important facets of this position."

Why are you the best candidate for this role?

Strategy: Approach this as your conclusion to the interview. Deliver 2–3 takeaways for why you are a competitive candidate for the role.

No: "I don't know who your other candidates are, so I'm not sure. But I promise to work really hard to not let you down if you hired me."

Yes: "I would say my hands-on experience capturing, diagnosing, and successfully rehabilitating wildlife, along with the teamwork and communication skills I gained as president of my student organization have made me a competitive candidate for this role. I'm passionate about this field and I know that Save the Birds Rehab and Rescue is an organization that shares my values. I would be thrilled to join your team."

Know that employers are not allowed to ask you questions related to your age, marital status, family planning, place of birth, disability, race, or religion. If an employer does ask you an illegal question during your interview, you do not have to answer. Instead, try to pull the conversation back to your qualifications for the role. After the interview, you might consider notifying the company's Human Resources office that you were asked this question.

The STAR Interview Technique

The **STARR** method is a structured manner of responding to a behavioral-based interview question by discussing the specific **situation, task, action, and result**. Providing an example adds evidence to your statement, strengthening your interview overall.

SITUATION

Describe the situation that you were in to provide necessary context. You should describe a specific event, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand.

TASK

In one or two sentences, describe what needed to be done. What was your goal? What was the challenge you were facing? It may be helpful to communicate why completion of your goal was important.

ACTION

Describe the actions you took to address the situation and meet your goal. If you were working as a team, identify the specific steps you took within that team and your particular contribution.

RESULT

Describe the outcome of your actions. What happened? What did you accomplish? Mention all positive results. If there were negative results, what did you learn from this experience?

THINGS TO REMEMBER

- In preparation, recall recent situations that show favorable behaviors or actions and connect these experiences to skills (work ethic, leadership, teamwork, initiative, planning, and customer service).
- Be sure the outcome reflects positively on you (even if the result itself was not favorable).
- Be honest. Don't embellish or omit any part of the story. The interviewer can tell if your story is built on a weak foundation.
- Be specific. Don't generalize about several events; give a detailed account of one event.
- Vary your examples; don't take them all from just one experience.

As a Lees-McRae student, you have access to Big Interview! Big Interview is a practice interview software that teaches you how to interview and allows you to test your interviewing skills. Utilize this resource by signing in at lmc.biginterview.com.



EXAMPLE STARR RESPONSE 1

"Tell me about a recent accomplishment."

Situation (S)

"Alumni engagement in my student organization, Bobcat Women in Business, was falling off. We rely on alumni for mentorship, speaking engagements, and contacts within the industry."

Task (T)

"My goal was to generate new ideas to engage our alumni population. I wanted to not only increase engagement for my time at Lees-McRae, but develop something sustainable enough to be maintained after I was gone."

Action (A)

"We worked with the Alumni Relations office to start an alumni newsletter. In every monthly issue, we featured an alumni member, their professional story, and their recommendations for joining the field. I did all the content collection, design, and rollout of this newsletter and wrote a detailed transition plan for after I graduate."

Result (R)

"The newsletter helped connect alumni back to campus by giving them a practical and easy way to help out. It also provided our members with tangible professional advice. We've had eight alumni, who hadn't been engaging before, reach out asking if they could share their story for a feature, securing the livelihood of the newsletter for at least another eight months. We've also had two speaker events with alumni we've met through this process. I'm proud of how much this initiative has positively impacted the organization."

EXAMPLE STARR RESPONSE 2

"Tell me about a time you managed a conflict on a team."

Situation (S)

"I recently completed a group project in my "Mammalogy" class. In teams of five, we needed to develop an artificial birds of prey habitat out of materials collected from the local area. When our group first met and started sharing ideas, it was apparent that we all brainstormed very different approaches to tackling this project. We all wanted a good grade and all felt like we knew best on how to get there. Tensions in the group began to rise."

Task (T)

"I knew that if we continued in this intense discussion, we would not accomplish very much, and it would be damaging to our overall group dynamic."

Action (A)

"So I requested that we all take a break and walk over to the local Einstein's for coffee and bagels. During this short break, I made sure we did not discuss the project, but talked about other things going on in our lives. My goal was to help everyone relax and get to know one another as teammates, not as adversaries."

Result (R)

"When we came back to the project table, conversation moving forward was much more respectful and goal-focused. We were able to find compromises and develop a plan that incorporated a little of everyone's ideas. We were able to complete the project well within the timeframe and even got an A!"

Applying to Graduate School

The timeline will vary depending on your field and school of choice, so do your research to know when to begin. This process typically takes place the summer and fall the year before your enrollment.

Step 1: Determine your goal.

To know if graduate school is right for you, start with “why?” Is an advanced degree required to enter or advance in the particular profession you are interested in? Are you prepared for the financial commitment? The time commitment? Attend graduate school if you are committed to achieving a goal that requires it.

Step 2: Research and select schools.

Consider factors most important to you. During your research, make note of all application requirements. Sometimes multiple applications are necessary. When applying to a professional school, note the specific documents required for the national application system and each school to which you are applying. Consider location, cost, courses, prestige, career support, internship opportunities, and program length.

- **Subject and location:** gradschools.com
- **Rankings and specific programs:** usnews.com
- **Schools eligible for federal financial aid:** ed.gov

Step 3: Take your standardized tests.

Search online to find out which exams are required for admission. Do your research to understand the fee associated with the test, which can range anywhere from \$75–\$250. Note that it will take considerable time to prepare, take, and receive your scores, so do not delay if you know a test is required.

Step 4: Refine your resume or CV.

To demonstrate your qualifications, you will need to provide a record of your activities (research, clinical, professional, etc.). A CV is typically longer than a resume and encompasses topics like teaching experience, research experience, conference attendance, and publications. Visit Career Services to have your document critiqued before submission.

Step 5: Write your personal statement.

Also called a “statement of purpose,” this document is a summary of your intent, qualifications, and goals for applying to graduate school. Its main objective is to articulate your professional focus and vision. Give yourself plenty of time to write multiple drafts. Be careful to follow the prompt and instructions. Visit Career Services and the Ratchford Writing Center to have your document critiqued before submission.

Step 6: Request letters of recommendation.

It is important to choose the right individuals to write your letters. These can be professors, supervisors, and colleagues. Provide these individuals with a copy of your resume and personal statement to aid them in writing you a strong letter. Be mindful of deadlines and ask for letters in a reasonable timeframe. Try to ask at least one month in advance. If applicable, it looks better to waive the right to view recommendations.

Step 7: Complete application forms.

Most likely you will submit online, but if mailing your application, send it certified mail and request a tracking receipt. Remember to send the appropriate application fee.

Step 8: Request transcripts.

You may have to send official transcripts from the registrar’s office directly to the school, or you may have to include an official sealed transcript in your application materials.

Step 9: Fund your degree.

Check for financial aid deadlines. Make sure you indicate on your application (if space is provided) if you are interested in an assistantship. Most programs will provide information about applying for these opportunities on their website. It is also appropriate to reach out to the program directly for more information on assistantships.

Step 10: Follow-up

Follow up with the program’s admissions office to ensure they have received all parts of your application.

Developing Your Personal Statement

Your personal statement is unique to you and no two will look alike, but there are some strategies and core elements that you might find helpful. Use this information and the samples on p. 40 to draft your personal statement.



Structure

Like in every essay, flow is important. Each body paragraph should PEEL:

- **Point** – What is the point you are trying to make?
- **Evidence** – What evidence supports your point?
- **Explanation** – Why is this relevant to the program or field?
- **Link** – Connect to the next paragraph.

THE 5 KEY INGREDIENTS

Motivation Why are you pursuing this career? Think about your initial inspiration or what about the field interests you.

Fit How do you know this is the right career for you? Think about your values and characteristics. If applicable, how do you know this is the right *school* for you?

Experience/Skill Do you have what it takes to be successful in this field? Assess your skills, strengths, and experiences. Put them into context of this profession.

Goals What is your long-term goal? How do you want to impact the profession?

Uniqueness What makes you a unique applicant? What experiences, traits, or background do you have that others may not?

TIPS

DO tell a story with a central theme.
DO be confident. Try to avoid words like “if” and “maybe.”
DO write well and proofread multiple times for grammar, syntax, and style.
DO stay within the prompt and character limit.
DO focus on the positives; consider using an addendum to explain blemishes.

DON'T speak in cliches or generalities.
DON'T complain to your reader or whine about your circumstances.
DON'T repeat your resume in paragraph form.
DON'T get the name of the school or program wrong if editing for multiple programs.
DON'T use creative fonts or unconventional formatting.

Are you applying to schools individually or through a centralized application system? If you are applying through a CAS, your statement will need to be generic and applicable to all the schools you are applying to. If you are applying individually, it is expected your statement be tailored to the specific program.

Review: Want your statement critiqued? Make an appointment with Career Services.

Personal Statement Excerpts

Interesting Intro

"I was one of those kids who always wanted to be a doctor. I didn't understand the responsibilities and heartbreaks, the difficult decisions, and the years of study and training that go with the title, but I did understand that the person in the white coat stood for knowledge, professionalism, and compassion. I was hospitalized for several months as a teenager and was inspired by the experience, despite the illness. In the time of diagnosis, treatment, and recovery, I met truly sick children. We shared a four-bed room, and we shared our medical stories. Because of the old hospital building, there was little privacy in our room, and we couldn't help but listen in during rounds, learning the medical details, and becoming "experts" in our four distinct cases. I had more mobility than some of the patients, and when the medical team was unavailable, I'd run errands for my roommates, liaise informally with staff, and attend to needs. Being of service filled me with such an intense joy and sense of purpose that I applied for a volunteer position at the hospital even before my release."

Describing Experiences

"I have since been volunteering in emergency departments, out-patient clinics, and long term care facilities. My shadowing experiences in particular have stimulated my interest and desire to support others through medical treatment. Shadowing physicians taught me that medicine not only fuels my curiosity; it also challenges my problem-solving skills. I enjoy the connections found in medicine, how things learned in one area can aid a solution in another. For instance, while shadowing Dr. Steel I was asked, "What causes varicose veins and what are the complications?" I knew that veins have valves and thought back to my shadowing experience with Dr. Smith in the operating room. She had amputated a patient's foot due to ulcers obstructing the venous circulation. I replied, "veins have valves and valve problems could lead to ulcers." Medicine is not disconnected; in fact, medicine is intertwined and collaborative. The ability to gather knowledge from many specialties and put seemingly separate concepts together to form a coherent picture attracts me to medicine."

Concluding Idea

"It is hard to separate science from medicine; in fact, medicine is science. However, medicine is also about people—their feelings, struggles, and concerns. Humans are not pre-programmed robots that all face the same problems. Humans deserve sensitive and understanding physicians. Humans deserve doctors who are infinitely curious, constantly questioning new advents in medicine. They deserve someone who loves the challenge of problem solving and coming up with innovative individualized solutions. Through the support, mentorship, and rigor of this program, I know that I can be that physician."

*Source: Bemo Academic Consulting. Personal Statement Medical School Example. <https://bemoacademicconsulting.com/blog/personal-statement-medical-school-example>

Did you know?

You can sometimes fund your degree through a graduate assistantship. An assistantship is a part-time job at the university (or a nearby institution) that helps cover your tuition. For example, you could be a Graduate Teaching Assistant and help teach an undergraduate class or a Graduate Research Assistant and support a full-time faculty member with their research. Other non-academic options include working in Student Life or related areas of campus. It is appropriate to contact the graduate program about assistantship options and communicate your interest in this opportunity.



Support and Services

Appointments

Make an appointment in Bobcat Connect for one-on-one guidance.

Handshake

Make sure you are on Handshake, the Lees-McRae job and internship search platform. lmc.joinhandshake.com

Contact

Location: Shelton Learning Commons
(Second Floor, Room 214)

Support provided for:

- Exploring Career Paths
- Resume Development and Review
- Cover Letter Development and Review
- Networking
- Career Fair Preparation
- Job and Internship Search Strategies
- Interviewing
- Portfolio Development
- LinkedIn
- Applying to Graduate School
- Personal Statements
- Salary Negotiation
- Professionalism
- Decision-Making