

University of Georgia

CAREER GUIDE



UNIVERSITY OF
GEORGIA
Career Center



career.uga.edu | [@ugacareercenter](https://twitter.com/ugacareercenter)
706-542-3375 | 2nd Floor, Clark Howell Hall



Pursue Your Master's Degree at Grady College



Increase your professional and career opportunities with a master's degree from Grady College.

There are two paths for earning a Grady master's degree. You can use the UGA Double Dawgs program or pursue a traditional M.A. degree. Whichever path you choose, you will gain more skills and experiences in media and communication.



Grady.uga.edu/academics/ma-degree

Double Dawgs Programs

More than 10 degree programs including:

- Music/Advertising
- Public Relations/Emerging Media
- Entertainment & Media Studies/
Emerging Media

Master's Degree Concentrations

Journalism • Public Relations
Advertising • Mass Media
Health Media and Communication
Emerging Media (online and residential)
Integrated Advertising and PR

GRADY.UGA.EDU

Anne.Hurne@uga.edu • 706-542-7833



@UGAGrady

Table of Contents



	Introduction	A Quick Guide to Our Services	4
	Get Focused	Four-Year Career Development Plan Exploring Majors at UGA Trying Career Assessments	5 7 8
	Get Experienced	5 Ways to Get Experience Navigating Your Job and Internship Search Part-Time Employment at UGA Top Job Search Resources Handshake Student User Guide International Student Employment FAQ Social Media Tips, Online Resources Before You Apply: Doing Research How to Get Career Fair Ready Introducing Yourself to an Employer	9 10 11 12 13 14 15 17 18 19
	Get Connected	Build Your Network How to Leverage LinkedIn Find a UGA Mentor Informational Interviews 101	20 21 22 23
	Get Noticed	Career Readiness Skills Resume Breakdown Marketing Your Part-Time Work Marketing Your Other Experience Strong Action Verbs Resume Examples Steps to Cover Letter Success Cover Letter & References Examples Tailored Job Search Materials Email Correspondence Examples	25 26 27 28 29 31 35 36 37 39
	Get Hired	How to Dress for Success Ultimate Guide to Interviews Sample Interview Questions Use STAR Method to Ace Your Interview Tips for Phone and Video Interviews Negotiation 101	43 45 46 47 48 49
	Get Accepted	Steps to Graduate/Professional School Applying to Graduate/Professional School Writing Your Personal Statement Personal Statement Examples	50 51 52 53

A Quick Guide to Our Services



The Career Center provides a wide variety of services to UGA students and alumni, including:

- Major & Career Exploration
- Job & Internship Searches
- LinkedIn and Social Media Tips
- Employer Communication & Research
- Career Fair Preparation
- Networking & Professional Etiquette
- Resume & Cover Letter Reviews
- Portfolio Reviews
- Interview Preparation
- Salary Negotiation
- Job Offer Evaluation
- Graduate/Professional School Exploration

Handshake – This internship/job board (uga.joinhandshake.com) helps UGA students/alumni find relevant postings, including part-time, full-time, location-specific, remote, and on-campus.

Arch Ready Professionalism Certificate – This certificate includes a series of workshops (career.uga.edu/archready) designed to help you prepare for professional life after graduation. Students who complete the program will receive a digital certificate and valuable career management skills.

UGA Mentor Program – We personalize the networking experience by connecting you with alumni/faculty/staff mentors that are just right for your interests, needs, and goals (mentor.uga.edu).

Drop-In Hours – Have a quick question? Meet with a Career Center team member for 10–15 minutes between 11 a.m. to 2 p.m. Monday–Friday during fall and spring semesters. Stop by the Front Desk for in-person hours on Monday–Thursday or use the Zoom link on our website (career.uga.edu/appointments) for virtual Friday hours. No appointment necessary.

Satellite Hours – Visit our staff directory (career.uga.edu/directory/directory_consultants) to identify your Career Consultant and learn when and where they host satellite hours inside your college or at a campus location near you.

Career Consultation – You can make individual appointments with Career Consultants at any point as a student or after graduating. To schedule an appointment, log in to Handshake or call (706) 542-3375.

Mock Interviews – Have an interview coming up or want to hone your interviewing skills? Schedule a mock interview (career.uga.edu/guide_to_interviews) with your consultant in Handshake.

Career Fairs – Meet recruiters, network for internships and jobs, and gather employer information. We host several fairs each semester appropriate for all school years (career.uga.edu/calendar/career_fairs).

Intern for a Day – Need more experience? Check out this job shadowing opportunity (career.uga.edu/intern_for_a_day) for students to investigate a career and experience a typical day in the field.

Career Assessments – Take a career assessment (career.uga.edu/assessments) to learn how your personality, interests, values, and skills can help you choose a major and career.

Explore Labs – Attend a small-group session to learn about the resources used to explore major options at UGA. To see details, visit the Career Center calendar (career.uga.edu/calendar).

Online Resources & Career Guides – Check out our online resources (career.uga.edu/online_resources) and area-specific career guides (career.uga.edu/career_guides) for additional tools and advice.

To access a full list of services, visit the Career Center website (career.uga.edu).

Four-Year Career Development Plan



This plan provides suggestions for your time at UGA. 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, attend Career Center Drop-In Hours every weekday from 11 a.m. until 2 p.m. to meet with a Career Center team member.

First Year	Second Year	Third Year	Fourth Year
Declare a Major <ul style="list-style-type: none"> ❑ Complete career assessments to explore your interests, values, and personality. ❑ Read What Can I Do With A Major In...? pages to discover career options. ❑ Use the UGA Bulletin to find course descriptions and learn major options. 	Explore Careers <ul style="list-style-type: none"> ❑ Learn about career paths using O*Net Online, Candid Career, Vault, or Steppingblocks. ❑ Consider options for minors, certificates, or Double Dawgs. ❑ Create a LinkedIn profile and start building your professional network. 	Connect with Employers <ul style="list-style-type: none"> ❑ Review company websites and literature. ❑ Network at career fairs and information sessions. ❑ Follow employers' social media. 	Develop a Job Search Strategy <ul style="list-style-type: none"> ❑ Participate in career fairs related to areas of interest. ❑ Take advantage of on-campus interviewing. ❑ Research your target salary ranges. ❑ Complete the Career Outcomes Survey to update your post-grad status.
Get Involved <ul style="list-style-type: none"> ❑ Try a Quick Chat in the UGA Mentor Program. ❑ Join a student organization. ❑ Volunteer in the campus or community. ❑ Attend Career Center events and programs. 	Stay Involved <ul style="list-style-type: none"> ❑ Start a 16-week mentorship in the UGA Mentor Program. ❑ Build connections in your college. ❑ Deepen involvement or become a leader in a student organization. 	Research Grad Schools <ul style="list-style-type: none"> ❑ Find programs and professors related to your interests. ❑ Study for entrance exams and take practice tests. ❑ Look at class profiles for information on current students. ❑ Attend Graduate School Information Day. 	Apply to Grad School <ul style="list-style-type: none"> ❑ Take entrance exams. ❑ Ask for letters of recommendation in advance of deadlines. ❑ Request transcripts. ❑ Review admission essays with the Writing Center and a Career Consultant.
Get Experience <ul style="list-style-type: none"> ❑ Create a resume and seek feedback. ❑ Look for part-time experiences in Handshake. ❑ Shadow professionals via Intern for a Day. ❑ Talk to employers at career fairs. ❑ Try virtual work experiences (Forage) or micro-internships (Parker Dewey). 	Broaden Experience <ul style="list-style-type: none"> ❑ Develop skills on LinkedIn Learning. ❑ Consider studying abroad or other experiential learning. ❑ Ask professors about research opportunities. ❑ Apply for positions on Handshake relevant to your interests. 	Increase Experience <ul style="list-style-type: none"> ❑ Complete an internship or secure a career-related part-time job. ❑ Seek relevant leadership roles. ❑ Interact with speakers and club advisors. ❑ Join local chapters of national organizations related to your chosen field or career path. 	Leverage Experience <ul style="list-style-type: none"> ❑ Update your resume and practice interviewing with a Career Consultant. ❑ Seek positive references from professors or supervisors and keep them updated on your progress. ❑ Request LinkedIn recommendations.

- Are you interested in advancing your career to international spaces and teaching language and culture abroad?
- Perhaps you currently support the multilingual population in the U.S. and are interested in enhancing your skills?



**Department of Language
and Literacy Education**
Mary Frances Early College of Education
UNIVERSITY OF GEORGIA

Join the TESOL and World Language community at UGA and obtain an online graduate certificate in TESOL.

Our online five-course program accommodates the working professional. It will provide both breadth and depth of knowledge and skills to teach and assess ESOL in U.S. and international contexts effectively. The certificate program has multiple opportunities for first-hand experiences in various online teaching spaces while making a difference in the world one learner at a time.

Scan the QR code to learn more about our programs:

Contact:
Dr. David Chiesa
(program coordinator) at
david.chiesa@uga.edu



LOOKING FOR EXPERIENCE?



**UNIVERSITY OF
GEORGIA**
Career Center



Consider a Part-Time Job!

Whether working on-campus or around Athens, part-time work is an excellent way to build your network & gain transferrable skills.

Apply on:

Handshake (including Federal Work Study Jobs)
UGAJobSearch.com (for on-campus positions)

Meet with part-time employers:

Part-Time Job & Internship Fair (held every Fall)
Summer Job & Internship Fair (held every Spring)

Learn more at

<http://bit.ly/parttimeUGA>

Exploring Majors at UGA



A major is a set of classes that is only part of your college experience and resume. This set of classes represents a lens by which to study the world and one method for developing professional skills. Every major has different pros and cons. Take these steps to consider majors that you find interesting and that align with your values.

Meet with Your Career Consultant

The UGA Career Center has two Career Consultants who work specifically with unspecified and exploring students. Make an appointment to learn more about how your interests, personality, values, and skills can help you make an informed choice about your major and potential career path.

Attend an Explore Lab

All students can explore their options by attending an exploring workshop. We offer sessions to show you resources, review career assessments, and identify strategies for your major exploration. To see upcoming workshops, visit our event calendar (career.uga.edu/calendar).

Know Your Options

Fill out our Majors Checklist (career.uga.edu/uploads/documents/UGAMajorsChecklist.pdf) to start your review of UGA's offerings and view our What Can I Do With A Major In...? pages (career.uga.edu/wcidwami) to find resources curated by your Career Consultant. Use Career Outcomes data (career.uga.edu/outcomes) to browse a list of potential job titles, graduate school options, and salary insights. Compare each major of interest to you, including graduate programs.

Use the UGA Bulletin

Visit bulletin.uga.edu and select Major > Degree Requirements > View with Course Titles to see major course requirements, areas of emphasis, and elective options. Consider your initial transition into the Area VI options, whether the major area offers more structure or choices for courses, and any high-demand selection criteria. Review course descriptions and download previous syllabi. Additionally, search for minors and undergraduate certificates to broaden your education into new interests and gain access to further opportunities for experiential learning or research.

Visit Department Websites and Campus Buildings

Gather information on majors by visiting department/college websites (uga.edu/schools), which include academic offerings, student groups, experiential opportunities, and alumni/faculty spotlights. Touring campus buildings can also help you imagine being a student in the related major.

Conduct Career Research

Utilize the following resources to learn more about careers related to your majors of interest. If you are not sure what career you want to research, try browsing through the options presented on the home page or in the menus. If you have some ideas about your career already, try keyword searching for your interests.

- O*Net Online | onetonline.org
- My Next Move | mynextmove.org
- Occupational Outlook Handbook | bls.gov/ooh/
- Candid Career, Vault, and Steppingblocks | career.uga.edu/resources/online_resources
- LinkedIn Learning | eits.uga.edu/learning_and_training/linkedinlearning

Trying Career Assessments



The UGA Career Center can discuss assessments (career.uga.edu/assessments) with you when choosing your major and potential career path. Career assessments help you learn more about your skills, interests, values, and personality to make informed choices about your career.

Why are career assessments vital to your major and career exploration process?

Assessments are useful for clarifying your thinking and guiding your decisions. Discussing your results will help you explore your options. Additionally, assessments can give you a vocabulary to discuss yourself, your motivations, and how you work with others to use in future interviews and admission essays.

The UGA Career Center offers the following assessments:



O*NET Interest Profiler

- The O*NET Interest Profiler is a free, online resource that can help you explore your interests and how they relate to careers.
- Once you have your results, select and combine your top interests to browse related careers (onetonline.org/find/descriptor/browse/1.B.1)



TypeFocus

- TypeFocus offers free, online career assessments to find major and career suggestions related to your personality, interests, values, and skills.
- To register for an account, you will need to contact our front desk at (706) 542-3375 for an access code.



Strong Interest Inventory

- The Strong Interest Inventory offers an in-depth report about your interests and how they match individuals working in a variety of professions.
- This test is available online for a nominal fee of \$30. Register via Handshake (uga.joinhandshake.com/edu/events/725670)

After Taking a Career Assessment:

Consider meeting with a Career Consultant to process your results. Plan to take the assessment again in the future to track any growth or change.

Ask yourself the following reflective questions

- What themes do I notice within my results?
- How do my results support or contradict my major or career choice?
- Which of my experiences align with my results?
- Are there any suggested majors or careers that I want to learn more about?
- Was I honest and focused during my assessment?
- What underlying motivations determine my choice of major/career?



5 Ways to Get Experience



Consider options outside of full-time and part-time jobs or internships to build your resume. Leverage these experiences when applying for your first job/internship by describing the knowledge, skills, or perspective you gained. Reorder your resume to showcase your involvement if it becomes more relevant than your work experience.

Join a Campus Organization

- Explore a broad range of involvement options with other students who share your interests.
- Stay involved, pursue a leadership role, and make a difference.
- (uga.campuslabs.com/engage)

Volunteer in the Community

- Give back to causes you care about in Athens or your hometown to explore your interests and gain skills with approachable experiences.
- Consider options that can last a single day, a few hours each week, or a whole summer.
- (els.uga.edu/service)

Serve Through Leadership

- Reflect on how to become a leader through deepening your involvement.
- Enhance leadership skills to complement your ability to inspire collaboration and innovation.
- (els.uga.edu/leadership)

Study Away

- Leave the campus for a few weeks, a semester, or a year in faculty-led or exchange programs.
- Build cultural awareness, spark a passion or vision, and expand your career goals.
- (studyaway.uga.edu)

Seek a Research Project

- Learn more about an interesting field while building valuable relationships with faculty.
- Find support with the Center for Undergraduate Research Opportunities (CURO).
- (curo.uga.edu)

Career Center Tips

More Resources for Finding Experiences

Experiential Learning (el.uga.edu)

Enhances student learning, on-time graduation, and transition to the workforce. UGA's EL requirement promotes opportunities to gain hands-on experiences.

Engage GA (uga.givepulse.com)

Provides information on volunteer opportunities both on and off campus. Search EL Activities to filter by creative, global, internship, leadership, research, and service options.

Parker Dewey (career.uga.edu/micro_internships)

Connects students to companies that offer micro-internships, which are short-term projects that provide paid experience.

Forage (career.uga.edu/virtual_experience_programs)

Offers virtual experience programs designed by leading companies for students to sample working on day-to-day tasks related to the industry. Try a 5-6 hour experience related to business, technology, law, human resources, design, etc.



Navigating Your Job and Internship Search



Career Fairs

Meet a large number of companies in one place and learn about career opportunities (career.uga.edu/calendar/career_fairs). Look at the list of participating employers, research company information, and make a note of who you would like to meet. Prepare a brief introduction, bring resumes, and wear business attire. See p. 18-19 for more tips.

UGA students and alumni have access to part-time, full-time, and internship opportunities through Handshake (uga.joinhandshake.com). Follow employers to receive notifications when new positions appear. Check for Career Center and employer events. Use filters to find jobs related to your class year, major, or other student information.

Handshake

On-Campus Recruiting

Conduct interviews with employers on-campus in the Career Center interview wing. Sign up to participate using Handshake. Attend other on-campus events, such as information sessions, employer panels, and student group meetings. Consider attending events from both your college and other colleges who host events open to all students.

Networking can give you an edge and supplement your job search efforts. Establish your network early and reach out as you are able to keep in touch. Using LinkedIn (linkedin.com) and other social platforms makes networking easier, and many companies use social sites for hiring purposes. Follow company/organization accounts for insight into their culture, industry trends, and services. Professionally interact with their posts.

Networking

Targeted Search

Search for opportunities by reflecting on your priorities (company name, company values, geographic location, position title, etc.). Identify common job titles by using our What Can I Do With A Major In...? pages (career.uga.edu/wcidwami). Research lists of top organizations affiliated with your values, such as green organizations, LGBTQ-supporting, or philanthropy.

You can connect with individuals interested in similar career paths who can provide helpful career advice. Be aware that you may need to pay a fee to join professional organizations and access certain career opportunities. Look for a “Careers” or “Jobs” tab on their websites to find opportunities. Attend professional conferences and meetings to develop your network.

Professional Groups

Public Job Boards

Explore the variety of job postings and employers available on public job boards. These job boards are a good way to learn about opportunities and in-demand career areas, but competition is higher because anyone can apply through the site. Searching on more specific sites lessens your competition. When using some public job boards, consider verifying that a position is still available by checking the employer's website.

Applying to a Job in the Federal Government? Your application materials and timeline will look different! See more information in our Federal Resume Guide (career.uga.edu/career_guides).

Part-Time Employment at UGA



An on-campus job can provide convenience and flexibility for your schedule while also facilitating connections to UGA faculty and staff. Some jobs may provide experience related to your major or skills you can translate onto your resume.

Take Initiative

Know Where to Look

- Handshake: Use the on-campus, part-time, or specific location filters to narrow your results, including Federal Work Study jobs (uga.joinhandshake.com).
- UGA Job Search: Use the Graduate/Research/Students tab to find relevant postings (ugajobsearch.com).
- Specific departments may have their own employment page to check for open positions.

Job Inquiry Emails

Some jobs might not have online postings, so take the initiative to reach out to departments of interest. See p. 40 for a job inquiry template.

Application Follow-up Emails

After you apply, email the potential employer to establish your interest in the position. See p. 40 for an example email.

Network In-Person

Consider visiting your goal workplace to have a conversation about potential employment opportunities.

Let the Career Center Help

Part-Time Job & Internship Fair

Every August, the Career Center hosts an opportunity for students to engage with on-campus and local employers who are hiring part-time positions.

Summer Job & Internship Fair

Every March, come to this fair to learn about employment opportunities over the summer, both on- and off-campus.

Drop-In Hours

If you would like a Career Center staff member to look over your application materials before applying for a job, stop by the Career Center front desk from 11 a.m. until 2 p.m. Monday–Thursday or virtually on Fridays during fall and spring semesters. No appointment necessary.

Career Center Tips

Know Your Value

Even if you have never held a paid position before, you can demonstrate the benefits of hiring you over another candidate.

- See p. 9 to learn what other experiences you can highlight.
- See p. 26 to brainstorm how these experiences translate into skills.

Job Search Goals

- Determine where you would like to work on campus by reflecting on skills you want to learn or campus staff/faculty you would like to meet.
- Identify any off-campus employers of interest as well.



Top Job Search Resources



Handshake

This job board is accessible to UGA students and alumni. Employers post full/part-time jobs, on/off-campus opportunities, and internships. Visit Handshake (uga.joinhandshake.com) to log in with your MyID and password and set up your Handshake profile. Check out p. 13 for more detailed information on how to use the platform.

LinkedIn

This global job board houses opportunities for students seeking a position in a variety of industries and locations. Networking on LinkedIn can also result in new opportunities. Visit LinkedIn (linkedin.com) to make a profile and see p. 21 to learn more about its features.

Professional Organizations

Explore professional organizations in your field, which often advertise relevant openings. Be aware that you may need to pay a membership fee and join the organization for access to certain opportunities. Look for a "Careers" or "Jobs" menu on their websites.

Specialized Job Boards

For certain industries, there are specialized job boards to focus your search on a particular kind of job.

- International opportunities on Interstride (interstride.com/UGA)
- Micro-internships on Parker Dewey (info.parkerdewey.com/uga)
- Federal government on USA Jobs (usajobs.gov)
- State government on Team Georgia Careers (careers.georgia.gov)
- Georgia public schools on TeachGeorgia (teachgeorgia.org)
- Higher education on HigherEdJobs (higherjobs.com)
- Nonprofits on Idealist (idealist.org)

Career Center Tips

How Should I Search?

Not sure what job title to search for? Check out MyNextMove.org to find position titles based on keywords that will broaden your search terms.

A keyword search for Marketing includes:

- Marketing Managers
- Search Marketing Strategists
- Market Research Analysts

Selecting Marketing Managers displays:

- Brand Manager
- Business Development Manager
- Marketing Director

Additionally, the Explore More section shows:

- Advertising & Promotions Managers
- Business Intelligence Analysts
- Sales Managers

Applicant Tracking Systems

Keep in mind that many organizations use applicant tracking systems to organize job applications. These systems identify which applications are the best matches for each position. If applicable to your skills and experiences, use keywords from the job description and qualifications in your resume to increase the chances that your application matches.



Handshake Student User Guide



Handshake (uga.joinhandshake.com), UGA's job and internship platform, connects students to thousands of jobs, internships, employers, and events using search tools and alerts. To maximize Handshake's potential in your job or internship search, be sure to use the following tips after logging in to your Handshake account.

Update Your Profile

- Click "My profile," located in the drop-down menu under your initials/avatar.
- Edit your primary education section with your major(s), GPA, and expected graduation date.
- Add copies of your resume and cover letter to the "Documents" section for easy access.
- Stand out to employers by filling out the various sections of your profile and include relevant projects as examples of your academic work.
- Summarize your experiences or skills and describe what you are seeking on Handshake in the "My Journey" section.

Select Your Career Interests

- Click "My career interests," located in the drop-down menu under your initials/avatar.
- Update your career interests so that Handshake can provide you custom recommendations by checking your preferred job, role, industry, function, city, and post-grad options.

Employer Search

- Click "Employers" in the left menu.
- Search for employers by keyword, name, location, employer size, or industry.
- On the employer's Handshake page, view any current jobs/internships they have posted, upcoming campus events they are attending, and on-campus interview opportunities.
- Once you find an employer you are interested in, you can click "Follow" in the upper right corner of their employer page. You will then receive updates when they post a new job, internship, or event on campus.

On-Campus Interviews

- Find companies that are available to interview on campus by navigating to the "Jobs" option in the left menu.

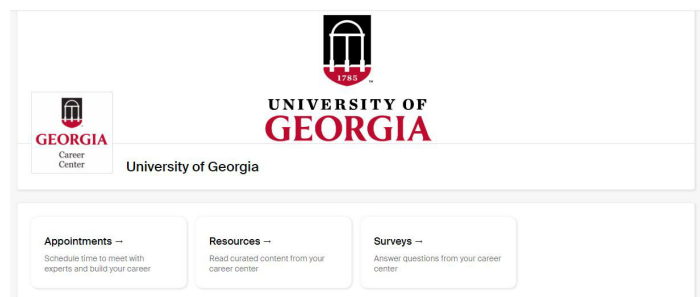
- Select "All Filters" and check the box for "Interviewing on Campus" to apply for jobs that offer this convenient opportunity.

Events Tab

- Click "Events" in the left menu.
- Search by upcoming events or select a category to search for specific workshops, employer panels, and information sessions.
- Select "Career fair" to see information specifically about upcoming fairs on campus.
- When you click on a career fair, select "All Employers" to see who will be attending. Click the employer's name to learn more about the company and job openings they have posted on Handshake. Filter by your major or desired job type to find relevant employers at the fair.

Job/Internship Search

- Click "Jobs" in the left menu.
- Select "Full-Time Job," "Part-Time," "Internship," or "Location" along the top. Use the search bar to search for specific employers or job titles.
- Click "All Filters" to narrow down the results by major, job function, industry, work authorization, and more.
- View "Qualifications" to see only positions qualified by your major, school year, GPA, and graduation date.
- Save jobs for quick access later by clicking the bookmark icon. On the job search page, click on the Saved tab in top menu to view only your saved jobs.
- Save search criteria and receive notifications about new jobs by selecting "Save Your Search."



International Student Employment FAQ



Apply for work authorization on compass.uga.edu and visit the Office of Global Engagement (globalengagement.uga.edu/immigration) for more information.

Can I work on campus?

With an F-1 Visa, you can work on campus without prior authorization. With a J-1 Visa, you can work on campus but must request authorization from UGA Immigration Services. Students are permitted to work up to 20 hours per week while classes are in session and full-time during holidays or school vacation periods, provided the student intends to enroll full-time during the academic term following the vacation period.

What is CPT (Curricular Practical Training)?

CPT is temporary work authorization available for students on F-1 visas. CPT must connect to an academic requirement or course. Eligibility includes enrollment at UGA for one academic year prior to application, and you must have an offer first. Applications are free, and UGA Immigration Services processes them.

What is OPT (Optional Practical Training)?

OPT is temporary work authorization available for students on F-1 visas. OPT most commonly applies after graduation. Training does not need to connect to an academic course, but it must directly relate to your field of study. You have 1 year of eligibility for OPT. Those in STEM fields can apply for an additional 24 months of eligibility. Applications are \$410, and USCIS processes them. Contact UGA Immigration Services prior to applying.

Where can I work on a J-1 visa?

With a J-1 Visa, you may apply to work on campus. UGA Immigration Services will authorize all on-campus work. To work after graduation, you may apply for Academic Training. You must have a job offer and the length of time eligible for Academic Training depends on the length of time for your academic program. Immigration Services processes these applications.

How do I answer “work authorization” questions on applications?

If you are eligible for OPT/CPT/Academic Training but do not yet have that status, you should say that you do not currently have authorization to work in the U.S. You can use your cover letter or a conversation with the employer to explain your status.

Where can I find a list of companies who sponsor H1B?

Try h1bgrader.com reports or see instructions on the right for Interstride (interstride.com/UGA).

Career Center Tips

Interstride

Interstride (interstride.com/UGA) is an interactive tool designed for international students to enhance their employment potential. The platform consists of job listings, hiring trends, H1B information, self-assessments, and immigration advice. Log in to Interstride today using your UGA MyID and password.

On Interstride, click on “Jobs” and then “U.S. Visa Insights” to see a list of companies in your field who have recently filed H1B petitions. This information can help you determine which companies to target.

Handshake Work Authorization Filters

Using Handshake, you can filter postings by jobs that do not require work authorization, that are eligible for sponsorship, or that are open to CPT/OPT. Select “All Filters” in the Jobs menu to see these options on Handshake (uga.joinhandshake.com).

Social Media Tips



According to a recent survey by The Manifest (themanifest.com/digital-marketing/5-personal-branding-tips-job-search), 90% of employers review candidates' social media accounts as part of the hiring process. Furthermore, 79% report rejecting a candidate due to content found on their social media platforms. Below are tips to ensure your social media is appropriate and professional.

Reputation Management

- Remove any professionally unflattering content and refrain from posting similar content, including inappropriate photos, negative comments about current/previous positions, profanity, and references to alcohol or drugs.
- If you have questions regarding your social media content, meet with your consultant for a review.

Personal Brand

- Proactively promote yourself and relevant work content under a professional username. Check privacy filters often to manage your public profile.
- Market yourself by posting your project progress or accomplishments. Consider sharing articles that are relevant to your expertise.

Networking

- Follow employers (companies and campus recruiters) and like/comment on their posts when the opportunity arises.



Leveraging Online Resources



All Career Center online resources can be accessed on our website (career.uga.edu/online_resources).

Career Development eLC Modules (career.uga.edu/career_development_elc) are free, self-paced collections of resources and information to help you prepare for your career.



Vault (career.uga.edu/vault) has a library of guides and articles to help you explore careers, plan your job search, and learn about different work environments.



Candid Career (career.uga.edu/online_resources) provides recorded informational interviews of specific career professionals. Filter by career title, college major, or industry.



Steppingblocks (career.uga.edu/steppingblocks) offers a personality assessment, alumni outcomes by major, opportunity search by career/major, and tuition debt analysis.



Glassdoor (glassdoor.com) is a jobs and career community that offers company insights. Check Glassdoor for salary information, company reviews, and potential interview questions.



Big Interview (uga.biginterview.com) is a tool to prepare for an interview. Learn interview strategies and record practice interviews with AI feedback on your delivery.



FREE PROFESSIONAL HEADSHOTS

Ideal for LinkedIn Profiles



VISIT OUR PHOTO BOOTH IN THE CAREER CENTER

Located in Clark Howell Hall, 2nd Floor

- Available to all UGA students, alumni, and faculty/staff
- Accessible Monday-Friday, 8AM-5PM
- No appointment necessary
- Easy and quick to use
- Images download to your phone or laptop



UNIVERSITY OF
GEORGIA
Career Center

Before You Apply: Doing Research



Researching a company or graduate school is integral to any search. By gaining more information about the structure and culture, you can assess if the environment suits your career aspirations.

Where to Look

Handshake

UGA's job and internship platform has a feature to search employers. Select "Employers" from the left menu. Learn more about a company's products or services, if they are currently recruiting, and if they will be at UGA soon.

Career Center Online Resources

Vault (career.uga.edu/vault) and Glassdoor (glassdoor.com/Reviews/index.htm) provide company rankings, ratings, and employee reviews.

LinkedIn

Search for a company, current employee, or alumni of a graduate program on each company or college LinkedIn page. This search will provide you with access to multiple contacts when researching a company or graduate program.

What to Look For

- What is the organization's mission/vision?
- Where is the company located?
- How many people are employed there?
- What products or services do they provide?
- How old is the company?
- What is the organizational structure and how would this role fit into that?
- Who is the CEO/President/other leadership?
- Who are the company's main competitors?
- What are some major trends in the industry?
- How do they present themselves on social media? The news? What is their brand?
- How do they describe themselves?
- When will they be on UGA's campus?
- How do they want the person in the position to contribute to the role and the team?
- How do you match their profile? What examples do you have to show that?
- How can you help them achieve their goals?

Put It Into Practice

In an Interview

"Based on the research I have done, this company matches what I am looking for in a work environment. When I visited your website, I found _____ to be very impressive. I also align with your company's values, like _____. Because of my background in _____, I feel that I would be a great addition to your company or organization. I could utilize my skills to _____!"

While Networking

"I recently had a conversation with one of your colleagues at the UGA Career Fair. They expressed that you were seeking candidates with a strong technical background in Java. Through my programming class at UGA, I have learned to _____, which will contribute to your work on _____. Can you tell me more about other projects your division is managing?"

For Graduate School

"Dear Dr. __: I am planning to apply for your school's _____ program. I was reviewing the program's directory and noticed your research focus is very similar to my interest in _____. I have recently been involved in coursework and undergraduate research related to this topic. At your convenience, could we briefly discuss how I can apply these interests to your program?"

How to Get Career Fair Ready



Career fairs are a convenient way for students and alumni to meet recruiters, find internships and jobs, and gather company information. Below are five steps to help you prepare and make a great first impression.

Step 1: Review Your Resume

- Create your resume and keep it updated (see p. 27–35).
- Schedule an appointment with your Career Consultant or visit Drop-In Hours to have your resume reviewed.
- Bring 10+ printed copies to the fair to give to your target employers.
- Consider printing your resume on resume paper.

Step 2: Dress for Success

- Note dress recommendations on the fair registration in Handshake.
- Choose your outfit. See p. 44–45 and the Career Center's Pinterest (pinterest.com/ugacareercenter) for appropriate examples.
- Carry a folder or padfolio with your materials.
- Remember to set your phone to silent and dispose of gum or mints prior to talking to a recruiter.
- Keep in mind that you will receive a name tag at check-in with your name and major.

Step 3: Research Employers

- Review the list of employers attending the fair on Handshake.
- Identify your top 3–5 employers and research those companies on Handshake, LinkedIn, or other Career Center Online Resources.
- Consider searching for organizations on Handshake (uga.joinhandshake.com) that indicate that they accept all majors.
- Preview job descriptions on Handshake or the organization's website.
- Develop pertinent questions to ask employers. See sample questions in the column to the right.

Step 4: Have a Conversation

- Prepare and practice your pitch. See tips on p. 19.
- When you arrive, review the map of employers to plan your route.
- Be patient when waiting to speak to employers.
- Be confident and network independently. Show enthusiasm!

Step 5: Follow-up

- Collect business cards from employers.
- Determine follow-up and discuss your next steps.
- Send a thank you email within 24 hours. See sample email on p. 41.

Pro Tip: You are encouraged to begin attending career fairs during your first year to learn how they work, meet recruiters, gather company information, and explore various employment opportunities. Many companies are excited to hire first-year students! It is also never too early to start forming strong professional relationships.

Career Center Tips

Suitable Questions

- What are the characteristics of your ideal candidate?
- What are your hiring projections and trends?
- What are the staffing needs of [your location preferences]?
- What are the travel expectations?
- Do you offer professional development opportunities?
- What does the hiring timeline look like?

Unsuitable Questions

- What jobs are available?
- What salary or benefits do your positions offer?
- What can I do with my major in your company?

Which Career Fair?

The Career Center hosts several fairs each semester, including a Graduate School fair each fall. The fairs provide a broad range of employers or represent a specific set of industries and job types. All students/alumni can attend any Career Center fair relevant to their interests.

Prepare at the Fair Too!

Career Center staff members near check-in at each fair can help practice your pitch and further research employers.

Introducing Yourself to an Employer



Career Fair Pitch Template

An elevator pitch can be used to introduce yourself at a career fair or networking event with employers. See below for a template. Fill in appropriate information as it relates to your experience, your industry, and the reason you are speaking to an employer. Do not forget to practice to sound natural!

“Hello, my name is (name). I am a (1st/2nd/3rd/4th year) studying (major/minor) and am looking for a (full-time/part-time/internship) in (industry). Over the past few years, 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) as well as useful (skills/knowledge) that I hope to use in my next position. I know that (company name) is currently hiring for (name of open position). I am very interested in applying. Could you tell me more about (opportunities available/application process/training/etc.)?”

Pitch Example (4th Year)

“Hello, my name is Dan. I am a fourth-year studying Communication Studies and looking for an internship in public relations. Over the past year, I have worked with my communications student organization as the Marketing Director. Through this position I have developed a better understanding of the PR field as well as useful marketing and communication skills that I hope to use in my next position. I know that you are currently hiring for your summer marketing internship. I am very interested in applying. Could you tell me more about the application process?”

Pitch Example (1st Year)

“Hello, my name is Jamal. I am a first-year Intended Management student seeking a summer opportunity in the supply chain industry. Currently, I am a member of Freshman Leadership Council at UGA. This organization has improved my teamwork and communication skills that I hope to utilize during a summer internship. Can you tell me about the opportunities available to first-year students within your organization?”

Conversation with a Recruiter

You may find that the interactions you have with employers differ depending on the person. Reciting your pitch all at once may not always seem appropriate. See below for an example of how you can still incorporate the information from your pitch into a conversation with an employer.

Student: Hello, I’m (your name).

Employer/Recruiter: [introduces themselves and you might shake hands]

Student: I am a (fill in the blank) major with an emphasis in (your particular area of focus if it is related to the employer). I’m very interested in (fill in what the organization does) and in your company because of how you value (insert value or information gathered from their website). I would like to learn more about what internship/job opportunities your company offers.

Employer: [Mentions internship/job opportunities]

Student: That sounds very interesting! What skills and experience are needed to qualify for your entry level positions?

Employer: [Lists some of the skills and experience they are seeking]

Student: Between my coursework, employment, and volunteer experience, I have developed a number of skills, including (list your skills and experiences relevant to this particular employer). What are the next steps for applying to your organization?

Employer: [Offers information on next steps]

Student: Thank you so much! This was very helpful. May I leave a copy of my resume with you? / May I have your contact information so I can follow up with you later?

Pro Tip: Customize your pitch to each organization by incorporating your employer research. Reflect on what you learned from your experiences and how they apply to the opportunity you are seeking.

Build Your Network



Networking does not require that you know a lot of people - only that you want to know more people than you do now. Though it may seem intimidating, all you need is preparation, time, and effort.

Know Yourself

To facilitate a self-assessment, reflect on your skills, interests, personality, and values. Considering who you are will help you make conversation and connections with others who share these traits in common.

Determine Your Purpose

If you are exploring major or career options, your purpose is to gather information about careers that interest you. For full-time employment, your purpose is to obtain advice and job leads.

Develop a List of Potential Contacts

Include classmates, family members, professors, advisors, and current/former employers. Initiate new contacts through guest speakers, career fair representatives, members of professional organizations, and online networks. You can also find a UGA mentor via the UGA Mentor Program.

Practice Introductions

The elevator pitch, an abbreviated introduction of yourself, can be used in a situation where you do not have much time to talk. It is also a good lead-in for phone conversations with contacts. See p. 19 to learn how to craft an introduction.



Ways To Network



Face-to-Face

- Ultimately, you want to end up networking face-to-face.
- Talk to people you know well and let them know your purpose for networking.
- These initial contacts will lead to meetings with secondary contacts.
- Have a list of questions to facilitate the conversation. See p. 24 for inspiration.
- Career fairs are a convenient way to meet with employers face-to-face.



Phone & Video Calls

- Use phone or video calls to network with individuals who are not local to your area.
- Minimize noise and be aware of your background if you are using video.
- Always clearly identify yourself, the reason you are calling, and give the name of who referred you, if applicable.
- Suggest a follow-up conversation.



Email

- Use email if you are familiar with the contact and know their organization's culture is email-friendly.
- Send a message that uses professional language. See p. 21 and 41 for sample networking emails.
- Use formal greetings, such as "Dear Mr./Ms. [last name]:".
- Include a signature with your name, major, and contact information.



Online

- There's a better way to network. Visit mentor.uga.edu today and find a UGA mentor who can help you shape your future.
- Use LinkedIn to connect with professionals in your field. See p. 21 for tips.
- Use Handshake to find information sessions you can attend to meet prospective employers.
- Check career.uga.edu/calendar for UGA networking events with alumni and/or industry professionals.

How To Leverage LinkedIn



LinkedIn Alumni Tool

To find UGA alumni, search for UGA's LinkedIn profile and select "Alumni" from the menu ([linkedin.com/school/university-of-georgia/people](https://www.linkedin.com/school/university-of-georgia/people)). You can use the graphs or keyword searches to filter alumni by location, company, industry, area of study, and more.

Groups

Joining groups is a quick way to build your network. If you add valuable input to group conversations, you can enhance your professional brand. Access groups by clicking the "For Business" box in the upper right corner and then the "Groups" icon.

Job Search Tools

There are many ways LinkedIn can support your job search efforts, including job alerts. LinkedIn will also suggest jobs you might be interested in and allow you to save those jobs.

People Search

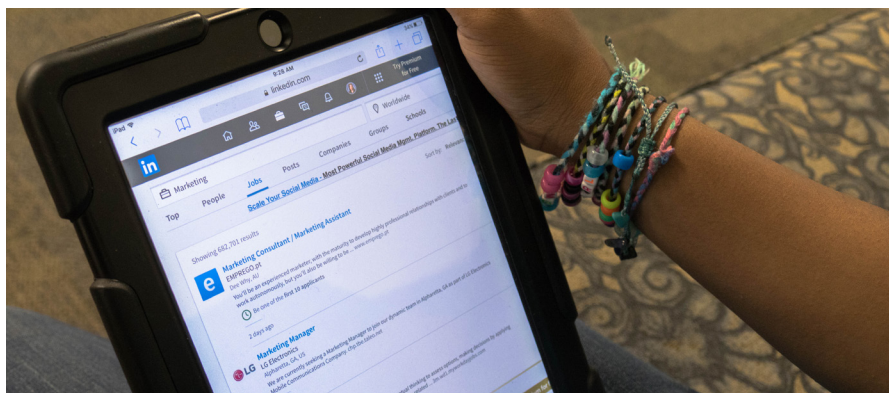
Use the LinkedIn search bar to find more people to expand your network. You can search for keywords (such as a job title) and/or apply filters using the dropdown list.

Company Research

Prepare for an upcoming interview by using LinkedIn to learn more about the company and see any connections that work there. Search for the company, follow their page, and learn more about their culture from their posts.

Search Appearances

On your LinkedIn profile, you can now see how many people found you from a LinkedIn search. You can see the companies and job titles of those who found you. Knowing who is searching for you could help you learn who you may want to network with in your job and internship search.



Career Center Tips

Sample LinkedIn Message

Dear Mr. Jones:

I am currently a senior psychology major at UGA hoping to enter the counseling field. I noticed on your profile that you are also a UGA alum with experience in this field. I would love the opportunity to connect with you and learn more about your career path. Thanks!

Sincerely,
Samantha Meyer

Pro Tip: Be aware of character limits when sending these personalized connection requests.

Customize Your Headline

Your headline is one of the first items people see on your profile. Customize your information with more details about who you are and what you are seeking.

LinkedIn Learning

All UGA students have free access to LinkedIn Learning (eits.uga.edu/learning_and_training/linkedinlearning) with their MyID. Get trained in the latest software or improve your business/communication skills with an online training library of more than 16,000 courses. Connect your LinkedIn profile to LinkedIn Learning so that completed courses and certifications automatically post to your LinkedIn profile.

Find a UGA Mentor



Connecting with your Bulldog family can help you get ahead in life and career, but where do you even start? The UGA Mentor Program helps connect the Dawgs, one meaningful relationship at a time. We personalize the networking process by connecting you to experienced UGA Mentors (alumni, faculty, and staff) who are just right for your commitment.



“It has definitely been amazing having someone in my corner to help me through the uncertainties and keep me motivated! I truly enjoyed the experience and the impact it has made on my first year in college. I value the life-long connection I have made with my mentor.”

–Kevin Nwogu (UGA '22)



Mentor Program
UNIVERSITY OF GEORGIA

Getting started is simple.

1. Create a profile at mentor.uga.edu.
2. Watch a short orientation video.
3. Connect with a mentor for a 16-week mentorship and/or a 15–30-minute quick chat. You can find the right mentor for you by narrowing down your search based on location, identity, industry, and more.

Tips to develop a successful mentoring relationship:

- Take the lead in the relationship and establish the expectations for the mentorship.
- Use our helpful guidelines, icebreakers, and resources (mentor.uga.edu/programs/ugamentor/resources/documents) to guide you along the way.
- Display professional behavior by responding promptly and communicating professionally.
- Work with your mentor to set goals for the year, soliciting constructive feedback and guidance to promote personal and professional development related to your goals.
- Accept and act upon constructive feedback.
- Send your mentor a hand-written thank you card or email for investing in you.

There's a better way to network.

Visit mentor.uga.edu today and find a mentor who can help you shape your future.

Inspiring our students to do more, achieve more, and become more. That's our commitment.

Informational Interviews 101



An informational interview is an opportunity to spend time with a professional in a career field of interest. These interviews may also be useful in a graduate school search as you explore and narrow down your options. 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. Best of all, the UGA Mentor Program offers you the ability to schedule quick chats with experienced mentors. Follow the guidelines below to respect the time and energy of the professional you contact. Start your informational interview with a brief introduction of yourself and context for why you asked for the meeting prior to beginning your questions.

Preparation

- Register as a Mentee in the UGA Mentor Program (mentor.uga.edu). Complete your profile to receive mentor recommendations.
- Identify a UGA Mentor in an industry, career, or organization that interests you.
- Reach out via the UGA Mentor Program platform to schedule a mutually beneficial time to connect via phone, virtually, or in-person.
- Prepare for the informational interview using some of our sample questions on the right.
- When arranging an informational interview, plan for the interview to take 30 minutes or less.
- Pay close attention to the time so that you can respect the professional's schedule.
- It is not appropriate to ask the professional about their salary. To review salary ranges and benefits in a field, check out Glassdoor on p. 15.

Sample Script

"Hello, my name is _____. I found your name through the UGA Mentor Program. I am a (class year) (major) at UGA and am interested in arranging an informational interview to learn more about your journey to _____. If you are interested, please let me know when would be a good time for me to meet with you over the phone, in person, or virtually for a 30-minute conversation. I am happy to provide dates and times that are suitable for my schedule, should you find this more convenient."

Sample Questions To Ask

- How did you get started in this field?
- What is your educational background?
- What are your major responsibilities?
- Could you tell me more about your company/organization?
- What is the most rewarding/challenging aspect of your career?
- What is the most rewarding/challenging aspect of your current company?
- What is a typical day like?
- What is the most common entry-level career path to get to your position?
- What do you predict is the future of this career?
- What kind of individual (skills/personality/traits) seem to do well in this field?
- What factors are considered when hiring?
- What is the best educational preparation for a career in this field?
- Which classes and experiences would be most helpful to obtain while still in college?
- How does one move within the organization?
- How do people find out about open positions in this field?
- How would you describe your work environment/company culture?
- What are areas for potential growth/decline?
- Which professional journals/organizations would be most helpful in evaluating the field?
- Who else do you recommend I talk to, and may I have permission to use your name as a referral?
- Can you recommend other types of organizations I might investigate or contact?





College of
Environment + Design
UNIVERSITY OF GEORGIA



Follow Your Passion
**PREPARE TO SHAPE
OUR WORLD**

**COMMIT TO UGA'S PRESERVATION,
PLANNING & DESIGN COLLEGE!**

Master of Landscape
Architecture

Master of Urban
Planning & Design

Master of Historic
Preservation

PhD in Environmental
Design & Planning



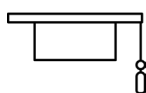
CED.UGA.EDU

The CED equips future leaders in landscape architecture, historic preservation, and urban planning and design with critical thinking and management skills, using innovative experiential-learning pedagogies. CED fosters research-based creative work that advances the understanding and management of the places where people live to ensure a sustainable future.

Career Readiness Skills



Creating a Skills section on your resume highlights your most relevant abilities in a way that is easy to read quickly. Skills can show what your choice of major has trained you to do or display abilities that you learned outside of your major. If applying to a job, try to match what you are qualified to do with the vocabulary from the job qualifications. Find common vocabulary for skills below and build your skills further through LinkedIn Learning (eits.uga.edu/learning_and_training/linkedinlearning/).



Certifications

CPR/AED, Project Management Professional (PMP), Six Sigma, Certified Nursing Assistant (CNA), Basic Life Support (BLS), Google Analytics



Languages

Display your languages and competencies: French (Fluent), Arabic (Advanced), Japanese (Intermediate), English (Native)



Laboratory

Fluorescent Microscopy, Protein Purification, Western Blot, Gel Electrophoresis, Tissue Culture Preparation, UV Spectrophotometry, Polymerase Chain Reaction



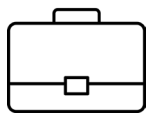
Communication

Public Speaking, Active Listening, Customer Service, Interpersonal, Written (Featured Stories, Press Releases, Research Articles), Social Media Posts/Captions, Content Creation



Leadership

Problem Solving, Organization, Mentorship, Conflict Management, Innovation, Delegation, Motivating Others, Building Relationships



Business

Data Analysis, Data Visualization, Project Management, Event Planning, Client Relationship Management, Financial Accounting, Strategic Planning, Search Engine Optimization



Teamwork

Collaboration, Adaptability, Providing Feedback, Organizing Meetings, Setting Agendas, Contributing to Committees, Outreach



Technical

Adobe InDesign/Photoshop (Advanced), R (Beginner), Tableau (Familiar), Google Drive, HTML (Intermediate), Microsoft Word/Excel/PowerPoint

For more information about Career Readiness Competencies, visit: naceweb.org/career-readiness/competencies/career-readiness-defined

Resume Breakdown



Below is a resume template to serve as a guide. Note that experiences should be in reverse chronological order and include dates and locations. As a student, your education should be above your experiences. Order the rest of the page by relevance to the position. While not represented here, study abroad, volunteering, certifications, and relevant coursework are other options to place on a resume. See p. 32–35 for examples.

Name (14pt–16pt font)

City, State ZIP | Email Address | Phone Number | Portfolio/Website/LinkedIn (Optional)

EDUCATION

University of Georgia

Athens, GA

Bachelor of Science/Arts, Major

Month and Year Expected/Received

Second Major, Minor, Certificate, Emphasis

GPA: X.XX/4.00

Academic Awards (optional)

RELEVANT EXPERIENCE

Name of Company

City, State

Job Title

Month and Year Range

- Include 2–5 bullet points demonstrating skills you have gained through this position that relate back to the job description.
- Place an action verb at the beginning of a bullet point statement to make it impactful.
- Use quantifiers whenever possible, such as numbers, money amounts, or percentages.

ADDITIONAL EXPERIENCE

Name of Company

City, State

Job Title

Month and Year Range

- An easy bullet point formula is Task + Skill + Quantity + Result/Purpose.
- Use the formula as a guide, but not every element needs to appear in every bullet.
- Use simple present or simple past tense to describe your action and apply consistently when formatting.

INVOLVEMENT EXPERIENCE

Name of Club/Organization, Your Title (if applicable)

Month and Year Range

- Emphasize accomplishments over day-to-day tasks.
- Using these suggestions, you might create a bullet point that looks like the ones below.

PROJECT EXPERIENCE

Name of Project, Name of Course

Month and Year Range

- Wrote a 5–page research proposal with an experimental framework to test ___ hypothesis.
- Collaborated with a group of 4 by using communication skills to coordinate our experiment and delegate responsibilities over a period of 6 weeks.
- Completed a literary review of 20+ relevant peer-reviewed studies and designed a group presentation in Canva to discuss findings.

SKILLS

(List skills in order of what most pertains to your field. Dividing comma-separated lists into categories is just one way to organize your skills. Example categories include language, technical, laboratory, etc.)

Skill Category 1: Skill 1, Skill 2, Skill 3

Skill Category 2: Skill 1, Skill 2, Skill 3

Skill Category 3: Skill 1, Skill 2, Skill 3

HONORS AND AWARDS

Name of Honor/Award/Grant

Month and Year Received

Marketing Your Part-Time Work



Below are examples of jobs UGA students might have during college, along with examples of strong bullet point descriptions. Note that the descriptions include skills gained in addition to specific tasks and responsibilities. Remember to tailor your resume and highlight transferable skills relevant to the job for which you are applying.

Childcare Provider

- Ensured the safety, health, and welfare of 4 children ages 5 to 11 every day after school.
- Organized safe, fun, and educational activities, such as visits to the park and artistic crafts.
- Supported learning by explaining homework and walking through problems together.

Restaurant Services

- Managed guest complaints, recommendations, and accommodation requests.
- Focused on proper safety procedures for preparation and storage of food.
- Recommended nightly specials to customers and enhanced sales by 10%.

Bartender

- Checked I.D. of 75+ customers/night to verify age requirements for alcohol purchases.
- Attended bar patrons while communicating with servers to fill drink orders.
- Trained 8 new bartenders and servers on cash register ordering system.

Retail Sales Associate

- Handled a daily revenue average of \$___ and utilized a specific point-of-sale system.
- Engaged customers with a helpful attitude when providing product recommendations.
- Processed returns and purchases of \$2,000+ with cash, credit cards, and gift cards.

Tutor

- Instructed 10 undergraduate students in ___ and ___ during individual sessions.
- Incorporated straightforward language to effectively convey complex concepts.
- Developed detailed examples to increase student understanding and retention.

Lifeguard

- Maintained safety for an average of 100+ swimmers daily on a team of 6 staff members.
- Taught daily hour swim lessons to individuals and groups of children ages #___ to #___.
- Implemented policies of the swimming area and addressed issues from guests.

Inventory Associate

- Collaborated with a team of 7 to keep shelves stocked and maintain the store's appearance.
- Demonstrated product knowledge by assisting customers in merchandise selection.
- Reconciled invoices with products received by submitting detailed reports in tracking system.

Lawn Care Service Provider

- Maintained lawns for 12 clients per week and arranged transportation of equipment.
- Promoted services through flyers, emails, and social media to obtain new customers.
- Managed schedules for up to 4 employees and delegated special projects to team members.

Office Assistant

- Entered patient information in Excel and organized office by filing documents.
- Exhibited communication skills by managing multiple phone lines and greeting customers.
- Scheduled appointments with office personnel according to the needs of the client.

Resident Assistant

- Led #___ residents of ___ Hall by building individual relationships with 1st year students.
- Developed monthly community programs to promote well-being.
- Mediated student concerns, provided resources, and responded to emergency situations.

Student Worker/Intern/Part-Time Worker

Pro Tip: Use descriptive titles for the roles listed on your resume. For example, try “Accounting Intern” rather than “Intern” or try “Office Assistant” rather than “Student Worker.”

Marketing Your Other Experience



Below are additional ideas of experiences you can include on your resume to highlight your UGA experiential learning. Remember, employers and graduate schools like to see what you are doing outside of the classroom. Notice that the bullet points still focus on specific skills as well as tasks and responsibilities.

Intern for a Day

- Conducted 4 interviews with insurance professionals to gain industry insights.
- Accompanied a broker on a site visit to observe daily protocol and professional etiquette.
- Attended a weekly staff meeting to learn about current expansion projects.

Shadowing

- Observed for 60 hours at ___ Hospital by viewing blood draws, x-rays, and ultrasounds.
- Learned about diagnostic processes and patient health education in pediatrics.
- Made rounds to see 170+ patient contacts and 40+ minimally invasive surgical procedures.

Arch Ready Professionalism Certificate

- Attended 5 workshops on interview preparation, LinkedIn, and mentorship.
- Learned to communicate with employers by participating in alumni networking panels.
- Completed an online assessment to provide programming feedback to the Career Center.

Volunteer

- Provided weekly service to elderly residents through the Meals on Wheels program.
- Designed and distributed program brochures to 100+ residents in the community.
- Trained 15 new volunteers in the proper care of animals, including grooming and exercising.

Mentee

- Participated in the UGA Mentor Program as a mentee to grow personally and professionally.
- Drove mentoring relationship through setting expectations and establishing goals.
- Observed the day-to-day of a business analyst at a large food and beverage corporation.

Research Assistant

- Conducted research for 3 months with the goal of ___.
- Regulated control elements for ___ by recording daily measurements of ___ in Excel.
- Presented analysis and results in poster format at an annual regional conference.

Student Organization

- Led weekly meetings of 85 members to communicate organization updates.
- Co-managed a \$30,000 yearly budget to fund philanthropic engagements and social events.
- Ensured all members completed 15+ community service hours each semester.

Student-Athlete

- Trained 20 hours/week while improving time management, leadership, and teamwork skills.
- Represented interests of other athletes on the Student-Athlete Advisory Committee.
- Competed with SEC Conference Championship Team in 3 successive years.

Study Abroad

- Completed 2 cultural linguistics courses for 6 total credit hours.
- Developed a global perspective on international issues through discussions with local students.
- Traveled independently to France and Italy to become fully immersed in European culture.

Class Project

- Develop a marketing campaign with 3 peers for a hypothetical company.
- Contributed to the research and writing of a 15-page paper to accompany the pitch.
- Presented the project to a 100+ class and 3 professors from the Marketing Department.

Leadership, Project, Research, Shadowing Experience

Pro Tip: If you have a lot of experience with any of the above categories or examples, consider if you want a separate section of your resume for them, possibly appearing just under your Education section.

Strong Action Verbs



These categories represent skills employers and graduate schools say they want candidates to demonstrate on a resume. Use these action verbs to describe your experiences. Remember to add in quantifiers when possible.

Organizational

Approve	Conserve	Extract	Log	Process	Review	Streamline
Arrange	Consolidate	Generate	Maintain	Purchase	Revise	Substitute
Categorize	Correct	Identify	Monitor	Record	Schedule	Standardize
Classify	Diagram	Implement	Obtain	Reshape	Screen	Systematize
Code	Distribute	Incorporate	Operate	Reorganize	Set up	Tabulate
Collaborate	Enlist	Inspect	Organize	Respond	Shape	Target
Collect	Execute	Integrate	Prepare	Retrieve	Specialize	Update
Compile	Expedite	Join	Prioritize	Revamp	Specify	Validate

Creative

Act	Conceptualize	Display	Fashion	Integrate	Photograph	Remodel
Adapt	Conduct	Draft	Forge	Introduce	Pilot	Renovate
Advertise	Create	Dramatize	Formulate	Invent	Pioneer	Replace
Begin	Customize	Draw	Found	Market	Plan	Revise
Broaden	Demonstrate	Entertain	Illustrate	Model	Present	Revitalize
Combine	Design	Establish	Imagine	Modernize	Produce	Shape
Compose	Develop	Execute	Improvise	Modify	Recommend	Sketch
Conceive	Direct	Exhibit	Initiate	Originate	Redesign	Spearhead
Condense	Discover	Explore	Institute	Perform	Rehearse	Transform

Financial

Account for	Appraise	Compute	Develop	Market	Prepare	Reconcile
Adjust	Audit	Conserve	Estimate	Measure	Procure	Reduce
Administer	Balance	Control	Finance	Monitor	Project	Research
Allocate	Budget	Correct	Forecast	Net	Purchase	Retrieve
Analyze	Calculate	Determine	Manage	Plan	Qualify	Transfer

Helping

Adapt	Assess	Deliver	Ensure	Handle	Protect	Represent
Advise	Clarify	Demonstrate	Evaluate	Help	Prevent	Resolve
Advocate	Coach	Diagnose	Expedite	Moderate	Provide	Serve
Aid	Collaborate	Educate	Facilitate	Observe	Reconcile	Simplify
Answer	Contribute	Enable	Familiarize	Orient	Rectify	Supply
Anticipate	Cooperate	Encourage	Foster	Predict	Refer	Support
Arrange	Counsel	Enlist	Guide	Prescribe	Rehabilitate	Volunteer

Leadership/Management

Accomplish	Conceptualize	Develop	Execute	Lead	Perfect	Replace
Account for	Conduct	Devote	Formulate	Leverage	Preserve	Review
Administer	Consolidate	Direct	Generate	Manage	Preside	Revitalize
Adjust	Consult	Dispatch	Handle	Maintain	Prioritize	Reward
Analyze	Contact	Dispense	Head	Merge	Produce	Save
Appoint	Contract	Eliminate	Hire	Motivate	Propose	Set goals
Approve	Coordinate	Employ	Implement	Orchestrate	Protect	Schedule
Assign	Decide	Emphasize	Improve	Order	Realize	Streamline
Assume	Decrease	Enforce	Incorporate	Organize	Recommend	Strengthen
Attain	Delegate	Enhance	Increase	Overhaul	Recruit	Supervise
Chair	Design	Establish	Initiate	Oversee	Regulate	Terminate
Choose	Determine	Evaluate	Institute	Plan	Reorganize	Unify

Strong Action Verbs



Communication

Address	Confront	Document	Incorporate	Meet	Promote	Respond
Advertise	Consult	Draft	Influence	Moderate	Publicize	Solicit
Arbitrate	Contact	Edit	Inform	Motivate	Publish	Specify
Arrange	Convey	Educate	Interact	Negotiate	Question	Speak
Ascertain	Convince	Elicit	Interpret	Network	Reconcile	Stipulate
Author	Correspond	Enlist	Interview	Observe	Recruit	Suggest
Brief	Define	Explain	Involve	Outline	Refer	Summarize
Collaborate	Describe	Express	Lecture	Participate	Reinforce	Synthesize
Communicate	Develop	Follow-up	Market	Persuade	Report	Translate
Compose	Direct	Formulate	Mediate	Present	Resolve	Write

Problem-Solving/Analytical

Accumulate	Chart	Diagnose	Evaluate	Identify	Reduce	Revive
Acquire	Clarify	Design	Examine	Interpret	Remedy	Solve
Address	Collaborate	Detect	Extract	Interview	Research	Study
Analyze	Collect	Determine	Formulate	Investigate	Revamp	Summarize
Brainstorm	Compare	Discover	Gather	Modify	Review	Survey
Calculate	Conduct	Disprove	Hypothesize	Organize	Revitalize	Troubleshoot

Results

Accelerate	Award	Eliminate	Fortify	Map	Reduce	Succeed
Accomplish	Complete	Enlarge	Improve	Maximize	Reinstate	Transform
Achieve	Compound	Establish	Increase	Measure	Resolve	Trim
Add	Contribute	Exceed	Initiate	Minimize	Secure	Triple
Advance	Decrease	Excel	Introduce	Obtain	Solicit	Validate
Attain	Demonstrate	Expand	Launch	Pioneer	Stabilize	Widen
Augment	Double	Extend	Lower costs	Prove	Standardize	Win

Teaching

Accept	Clarify	Designate	Explore	Inform	Organize	Simplify
Adapt	Coach	Develop	Facilitate	Initiate	Persuade	Solicit
Advise	Command	Direct	Focus	Inquire	Ponder	Speculate
Analyze	Communicate	Discipline	Generate	Instill	Postulate	State
Apply	Complement	Educate	Guide	Instruct	Praise	Stimulate
Appraise	Conduct	Elaborate	Head	Integrate	Provoke	Structure
Appreciate	Consider	Elicit	Hypothesize	Interact	Question	Synthesize
Assess	Cooperate	Emphasize	Identify	Investigate	Reinforce	Systematize
Assign	Coordinate	Enable	Implement	Listen	Rephrase	Teach
Attend	Correct	Encourage	Incorporate	Model	Research	Thank
Categorize	Critique	Evaluate	Indicate	Modify	Reward	Theorize
Challenge	Define	Excite	Individualize	Motivate	Set goals	Train
Choose	Demonstrate	Explain	Infer	Observe	Set standards	Tutor

Technical/Research

Activate	Compute	Create	Display	Integrate	Reconfigure	Service
Adapt	Configure	Define	Experiment	Investigate	Rehabilitate	Solve
Apply	Conserve	Deliver	Exhibit	Maintain	Remodel	Streamline
Appraise	Consolidate	Design	Fabricate	Navigate	Repair	Supply
Assemble	Construct	Detect	Formulate	Operate	Rectify	Survey
Begin	Contrive	Determine	Fortify	Overhaul	Regulate	Train
Build	Convert	Develop	Implement	Participate	Resolve	Troubleshoot
Calculate	Coordinate	Devise	Install	Program	Screen	Upgrade

Resume Examples



Freddie First-Year

firststudent@uofga.edu | 770-555-1234

OBJECTIVE

To obtain a Summer 2023 internship in order to apply my involvement experience and educational background related to consumer product research.

EDUCATION

University of Georgia Athens, GA
Bachelor of Science in Family and Consumer Sciences May 2026
Major: Consumer Economics, Minor: Food Science

Maple High School Covington, GA
High School Diploma May 2022
Summa cum laude GPA: 3.95/4.00

WORK EXPERIENCE

UGA Dining Services, Dining Room Attendant | Athens, GA August 2022 – Present

- Maintain a clean and safe environment for a campus dining hall serving 1,000+ patrons daily
- Provide customer service by interacting with students and staff to ensure a quality dining experience
- Completed the Student Manager Training Program within the first month of work

CVS Pharmacy, Cashier | Covington, GA June 2020 – July 2020 (Seasonal)

- Processed financial transactions totaling \$1,000+ nightly
- Accurately issued receipts, refunds, credits, and change due to customers
- Compiled monthly balance sheets with total dollar amounts and number of transactions

CAMPUS & COMMUNITY INVOLVEMENT

UGA Men's Club Rowing Team, Rower | Athens, GA August 2022 – Present

- Selected as 1 of 15 members after completing a 20-hour intensive training period
- Dedicate 15 hours per week to training and practice while balancing 15 academic hours
- Received 3rd place medal at annual Head of the South Regatta in Augusta, GA

UGA Finance Society | Athens, GA August 2022 – Present

- Contribute articles and updates to campus-wide newsletter
- Attend monthly networking events with employers and participate in company site visits

UGA Career Center, Arch Ready Professionalism Certificate | Athens, GA December 2022

- Attended 5 workshops in 1 semester with topics including networking, LinkedIn, and resume building
- Communicated with employers, alumni, and peers by participating in networking panels
- Completed an online assessment for each workshop to provide constructive feedback to the Career Center

Boy Scouts of America, Eagle Scout | Covington, GA January 2017 – June 2020

- Earned 21 merit badges, completed 300 hours of service, and developed 2 leadership community projects in the Covington area
- Led meetings as Patrol Leader in scout troop to assure members participate in all troop activities

Habitat for Humanity, Volunteer | Quito, Ecuador June 2020 – July 2020

- Participated in a 6-week service project working with children in the Quito community
- Assisted with the planning and construction of 9 homes for young families
- Transitioned into the local culture and developed Spanish language skills

SKILLS

Technical: Microsoft Access/Publisher, Prezi
Language: Spanish (Intermediate)

Caitlin Communications

caitcomm@uofga.edu | 770.555.1234 | caitlincomm.com | Instagram: @caitcomm

EDUCATION

University of Georgia Athens, GA
Bachelor of Arts, Advertising May 2023
Minor, French | Certificate, New Media Cumulative GPA: 3.40/4.00

RELEVANT COURSEWORK

Advanced Graphic Communications, Media Planning, Editing and Production, Law of Mass Communication, Marketing Strategies and Decision Making, New Media Analytics, New Media Technologies, Public Relations Communications, Web Programming

TECHNICAL SKILLS

Software: Adobe InDesign/Photoshop/ImageReady/Illustrator/Premiere/After Effects/Dreamweaver/Fireworks, Macromedia Flash, Microsoft Office (including Access), Apple Final Cut Pro, Quicktime Pro, Digidesign Pro Tools
Programming Languages: HTML, SQL, CSS, ActionScript, JavaScript, Director Lingo, VBA
Analytics: Google Analytics and Hootsuite

MULTIMEDIA EXPERIENCE

Information Security Center, Remote Web Designer/Graphic Artist | Athens, GA August 2021 – Present

- Design and maintain 3 corporate websites for a nonprofit organization
- Manipulate web pages and graphics using JavaScript in an office environment
- Organize documentation to ensure that web pages are dynamic and readily updatable for future employees
- Provide advice to clients virtually via Teams regarding graphic design and layout issues
- Instruct 25+ peers on website organization and use of Dreamweaver to edit HTML

The Red & Black, Assistant Editor/Writer | Athens, GA August 2021 – Present

- Earned commendations for excellence in writing and promoted to Assistant Editor within 6 months
- Write 2-3 articles weekly on a variety of topics, such as Sports, Music, and Food & Dining
- Report on local events, secure sources, double-check facts, and meet strict deadlines
- Pitch unique and engaging story ideas to Editor-in-Chief for publications

Global Digital Media Production, Production Assistant Intern | Atlanta, GA May 2020 – August 2020

- Assisted in the editing and post-production of video and media projects using Final Cut Pro
- Organized travel schedules, meetings, and routes for 10 production team members
- Prepared and distributed briefing notes and scripts for production team daily
- Learned how to be adaptable and responsive to change in a fast-paced environment

PROJECT EXPERIENCE

New Media Analytics Course, Dawgy Dawg Social Media Campaign Project | Athens, GA May 2021 – August 2021

- Created a uniquely targeted social media plan to be executed primarily through Instagram
- Increased brand awareness by 100 followers on Instagram within 2 months
- Evaluated Google Analytics, expanded marketing strategy to Pinterest, and increased web traffic by 32%
- Designed promotional material using InDesign and Illustrator software

ADDITIONAL WORK EXPERIENCE

Atlantic Pool Service, Pool Manager | Atlanta, GA May 2019 – August 2019

- Developed strong leadership abilities by managing 400-member swimming facility
- Maintained organized records for 35 employees utilizing PeopleSoft Database System
- Communicated with Board of Directors to ensure that members' needs were consistently met

INVOLVEMENT EXPERIENCE

Women in Media May 2022 – Present
AdClub @ UGA January 2022 – Present

Resume Examples



BECKY BUSINESS

Athens, GA 30602 | BeckyB@uofga.edu | (706) 555-4321 | linkedin.com/in/becky-business

EDUCATION

University of Georgia Athens, GA
Bachelor of Business Administration, Marketing | Minor, Spanish May 2024
HOPE Scholarship, Presidential Scholar (2 Semesters), Dean's List (2 Semesters) Overall GPA: 3.65/4.00

Georgia State University Atlanta, GA
Core Curriculum August 2020 - May 2021

RELEVANT EXPERIENCE

Georgia Department of Labor Atlanta, GA
Marketing Intern May 2021 - July 2022

- Screened over 40 applicants per day for appropriate job qualifications
- Retrieved unemployment claims, collected confidential customer information, and input daily log entries
- Evaluated marketing strategy by examining cost and markup factors

American Red Cross, Fundraising Committee Athens, GA
Chairman of Advertising/Public Relations January 2022 - May 2022

- Supervised a 6-member committee by delegating to members' strengths
- Provided personal outreach to various media outlets, which led to first-time coverage from 4 outlets
- Wrote press releases and secured media publicity through radio, paper, and online sources

Altria Atlanta, GA
UGA Intern for a Day Program November 2021

- Attended company-wide sales pitch brainstorming sessions
- Shadowed 6 customer product calls, all of which resulted in successful sales to clients
- Conducted informational interviews with the CEO and Vice President of Sales and Marketing

CUSTOMER SERVICE EXPERIENCE

Olive Garden Athens, GA
Server August 2021 - Present

- Provide excellent customer service to 50+ patrons per shift in a fast-paced environment
- Demonstrate keen attention to detail by managing financial transactions totaling up to \$2,000
- Train 5+ new employees each month on business operations and offer constructive feedback
- Upsell desserts, appetizers, and special promotions, resulting in winning the upselling contest 4 times

The Body Shop Atlanta, GA
Assistant Store Manager August 2020 - December 2020

- Exceeded \$2,500 weekly sales quota by 10% and targeted customer behavior to increase sales
- Handled amounts exceeding \$5,000 daily while maintaining accurate balances and deposits
- Regularly assigned and supervised duties of 6 employees
- Conducted opening and closing procedures, such as product inventory and store cleaning
- Exemplified reliability and punctuality by completing all assigned tasks in a timely manner

CAMPUS & COMMUNITY INVOLVEMENT

ESOL Service Learning, Spanish Tutor August 2022 - Present
Habitat for Humanity, Thrift Store Volunteer August 2021 - Present
Infusion Magazine, Assistant to Financial Director August 2021 - August 2022
Partners for a Prosperous Athens, Transportation Committee Member August 2021 - January 2022

SKILLS

Language: Spanish (Conversational and Proficient in Writing)
Technical: Bloomberg Terminal, Microsoft Office Suite, Microsoft Access (Basic)

Tony Technology

tote@uofga.edu • (706) 123-4567 • tonytechcomputerscience.com

SUMMARY OF QUALIFICATIONS

- Experience in project management and consulting focused on nonprofits with extensive troubleshooting
- Knowledge of customer/client business processes, planning, and strategy development
- Skilled in team building and management with demonstrated success

EDUCATION

University of Georgia, School of Computing Athens, GA
Bachelor of Science, Computer Science May 2023
Thesis: Computerized Enrollment and Student Information Systems Major GPA: 3.84/4.00

TECHNICAL SKILLS

Programming Languages: Visual Basic, SQL, C, C++, Java
Operating Systems: Windows, Linux, Unix
Database: SQL Server, MS Access, Oracle
Software: JCL, SQL, DB2, MS FrontPage/Teams/Excel/Word, Zoom

RELEVANT EXPERIENCE

UGA Computer Science Department Athens, GA
Blog Writer August 2022 - Present

- Write and publish 5+ blog posts each month highlighting current industry trends
- Interview faculty, staff, and employers to generate content for blog posts and other relevant articles
- Designed a student portal that allows access to blogs, research articles, and inter-office communication

Financial Network Services, Pty Ltd. Remote
Unix Administrator Assistant June 2021 - August 2021

- Operated Unix Hp/Ux 11i in the transferring of files between development and testing regions
- Led team of 4 to configure notebooks and install multilingual software for 6 overseas consultants
- Created user accounts and set permissions and passwords with UNIX - SCO

PROJECT EXPERIENCE

Athens Area Humane Society Athens, GA
Web Programming Class January 2022 - May 2022

- Served as a project team leader and developed a database to track the adoption of animals
- Used Visual Basic to establish a new user interface
- Incorporated Java, HTML, and Flash to produce an interactive website: aahumane.gov

ADDITIONAL EXPERIENCE

Pi Kappa Alpha Fraternity, Alpha Mu Chapter Athens, GA
Risk Manager September 2020 - Present

- Regulate and ensure the compliance of campus and chapter safety rules and regulations for 85 members
- Handle regulation violations and distribute appropriate sanctions
- Coordinate 2 educational programs per semester to proactively avoid possible risks

Treasurer September 2019 - May 2020

- Managed comprehensive budget of \$55,000+ and allocated funds as needed
- Accurately completed all transactions and purchases to ensure proper account balances

Self-Employed Lawn Service Roswell, GA
Lawn Maintenance Seasonal, Summers 2017 - 2019

- Established and retained customer base of 75 homes in local neighborhoods
- Gained experience establishing a small business, including marketing, sales, and financial components

HONORS & INVOLVEMENT

Society for Management Information Systems August 2020 - Present
Intramural Soccer January 2021 - May 2021
Presidential Scholar (2 semesters), Dean's List (3 semesters)

Resume Examples



WALTER WASHINGTON

wwashington@uofga.edu • Athens, GA 30602 • (706) 555-1234 • linkedin.com/in/wwashington

EDUCATION

University of Georgia, Honors Program Athens, GA
Bachelor of Arts, Political Science | School of Public & International Affairs May 2023
Bachelor of Arts, Spanish | Franklin College of Arts & Sciences GPA: 3.73/4.00

Certificate in Personal and Organizational Leadership August 2022 – Present
 • Participant in highly selective, individualized 2-year leadership development program that includes academic courses, personal assessments, externships, team building, and community service

Study Abroad: Oxford University | Oxford, England August 2021 – December 2021
 • Earned 6 credit hours taught by Oxford faculty using a unique tutorial method

INTERNSHIP EXPERIENCE

Benton, Getchell & Grayson, LLC, Virtual Law Intern | Remote August 2021 – Present
 • Contribute to daily operations of workers' compensation and general liability law firm representing employers and insurers through online platforms, including Slack and Zoom
 • Draft motions and briefs for cases and participate in depositions, mediations, and trial preparation
 • Update correspondence with clients, opposing counsel, and physicians regarding case information

The Population Institute, Intern | Washington, D.C. June 2020 – August 2020
 • Created and negotiated student scholarship program that served 15 students per year
 • Managed relations for World Population Day Symposium with international press and NGOs
 • Wrote 4 grant proposals and worked to improve the effectiveness of direct mailing fundraising
 • Advocated with Congress and NGOs for issue awareness in legislative decisions

LEADERSHIP EXPERIENCE

UGA Department of University Housing, Resident Assistant | Athens, GA August 2021 – Present
 • Design, implement, and evaluate educational programs for up to 100 participants, including an Effective Leadership workshop series
 • Utilize communication and counseling skills to supervise 65 students in a residence hall setting
 • Quickly respond to various crises in a building of 800 residents
 • Explain and enforce university housing policies, such as substance infractions and noise complaints
 • Compile an annual facility inventory and year-end report to present to the Housing Executive Board

YMCA Camp Harbor, Leadership Counselors Program, Head Counselor | Gainesville, GA May 2019 – July 2019
 • Selected by supervisor to interview, hire, and train 36 counselors
 • Developed an innovative leadership training curriculum for new staff onboarding
 • Taught leadership lessons to groups of 5-15 campers, ages 7-10
 • Managed cabin of 11 campers 24 hours per day, 5 days per week
 • Designed detailed and comprehensive camp schedule for all children and staff that maintained order in daily activities involving 300+ campers

ADDITIONAL WORK EXPERIENCE

UGA Honors Program, Student Assistant | Athens, GA September 2019 – Present
Russell Hall, Desk Assistant | Athens, GA August 2020 – May 2021
Dillard's, Sales Associate | Alpharetta, GA May 2018 – August 2019

HONORS & AWARDS

HOPE Scholarship Recipient August 2019 – Present
Dean's List 5 semesters
Governor's Scholarship August 2019 – May 2020
UGA Rotary Top 12 Award Winner February 2020

Evan Exercise

dmexercise@uofga.edu | (706) 542-5555 | @evanworkout

OBJECTIVE

To obtain an internship with Velocity Sports Performance Group in order to apply my research experience and expand my knowledge in the field of exercise science and sports medicine.

EDUCATION

University of Georgia Athens, GA
Bachelor of Science in Education May 2023
 Major: Exercise and Sport Science GPA: 3.80/4.00

SHADOWING EXPERIENCE

UGA Career Center Education Excursion Atlanta, GA
Shadowing March 2022

- Selected to participate in professional networking visit to the Georgia Department of Public Health, Shepherd Center, and Children's Healthcare of Atlanta to explore healthcare careers
- Participated in 3 informational panels with public health professionals, physical therapists, occupational therapists, speech language pathologists, certified rehabilitation therapy specialists, and child life specialists
- Gained insight regarding collaborative and interdisciplinary approaches to healthcare
- Accompanied professionals on site tours and observed daily protocol, patient interactions, and use of assistive technology and rehabilitative devices

Athens Sports Care Center and Rehab

Shadowing Athens, GA
 August 2021 – May 2022

- Assisted patients in 1-hour appointments with stretching and exercises for 15 hours weekly
- Recorded and filed daily logs of patients' activities and progress
- Prepared patients and equipment for electrical stimulation treatments
- Applied ice, heat packs, and proper wrappings for patients

RESEARCH EXPERIENCE

Non-Invasive Exercise Muscle Physiology Lab Athens, GA
Research Assistant August 2022 – Present

- Study how activity and inactivity influence the health of people with chronic diseases and injuries
- Gather arm and leg cardiovascular and metabolic measurements to determine muscle blood flow
- Use specialized equipment to assist electrical stimulation training of people with spinal cord injuries

LEADERSHIP EXPERIENCE

UGA Sport Management Club Athens, GA
President January 2022 – Present

- Lead 75+ members in bi-weekly meetings through discussions about the current state of industry
- Recruit club members and appoint all 5 officer positions
- Oversee fundraising efforts with a team of 4, raising \$300 per semester
- Write and send weekly emails to Correspondence Officer for distribution to club members

Member August 2020 – Present

- Build relationships with local business leaders in the sports management field and invite them to speak on panel discussions
- Network with professionals in the field by attending bi-monthly Networking Nights

Athens-Clarke County Parks and Recreation

Basketball Camp Coach/Coordinator Athens, GA
 May-July, 2021 – 2022

- Instructed 60-70 1st – 9th grade athletes on athletic skills development for 10-12 hours weekly
- Designed 90-minute interactive and participatory sessions to engage youth and help them understand correct and safe techniques
- Collaborated with 4 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

Resume Examples



Erica Engineer, E.I.T.

555-555-5555 • EricaE@uofga.edu • issuu.com/eengineersample

SUMMARY OF QUALIFICATIONS

- Experienced in designing solutions for environmental problems that require integration of environmental and human health constraints compatible with economic growth and sustainable development
- Skilled in a variety of modeling and drafting software, including AutoCAD and ALGOR
- Efficient at utilizing project management and teamwork skills to promote overarching company goals

EDUCATION

University of Georgia Athens, GA
Bachelor of Science, Environmental Engineering May 2024
Engineer in Training (E.I.T.), State of Georgia, 2022 Cumulative GPA: 3.75/4.00
Passed Fundamentals of Engineering Exam, 2022

RELEVANT PROJECT EXPERIENCE

Group Project, Environmental Engineering Design Methodology | Athens, GA January 2023 – March 2023

- Joined a 5-person team tasked with developing an action plan for addressing societal, environmental, regulatory, and economic constraints related to a local wastewater project
- Researched client needs and developed a solutions-based layout to best suit functionality requirements
- Served as project leader by organizing team meetings, tracking progress, and facilitating discussion

RELEVANT EXPERIENCE

ABC Pollution Control Miami, FL
Environmental Engineering Intern June 2022 – August 2022

- Assisted with inspection of sites and performed detailed monitoring of industrial pollution control measures based on the state and local regulations
- Served on a committee dedicated to designing and implementing a new waste water treatment system
- Collaborated with a team of 3 engineers to provide onsite environmental investigation of projects

Golob & Legion Engineers

Intern Athens, GA May 2021 – August 2021

- Researched building code items, materials, and similar building plans for 2 commercial projects in Atlanta
- Assisted engineering and design teams in decision making process for ADA compliance
- Collaborated with a team of 7 on identification of suitable locations to install groundwater dams

MEMBERSHIPS AND ASSOCIATIONS

The National Association of Environmental Professionals | Athens, GA January 2022 – Present

- Participate in webinars related to emerging trends in environmental engineering

The Society of Environmental Engineers, UGA | Athens, GA August 2021 – Present

- Attend weekly meetings to focus on strengthening engineering skill sets and developing as a professional

CAMPUS INVOLVEMENT

UGA Tennis Team, Co-Captain | Athens, GA August 2020 – May 2023

- Provided leadership related to team motivation, encouragement, and success

Sigma Pi Kappa, UGA | Athens, GA

December 2021 – December 2022

- Obtained membership for the International Honor Society

TECHNICAL SKILLS

Modeling Programs: ALGOR, eQUEST, and EneyPro (LEED project with a VRF system)
Drafting Software: AutoCAD, AutoCAD LT

Danielle Dual Degree

Athens, GA 30605 • danielled@uofga.edu • (222) 544-5987

EDUCATION

University of Georgia, Franklin College of Arts & Sciences Athens, GA
Master of Arts, English May 2024
Bachelor of Arts, English May 2023

INTERNSHIP EXPERIENCE

GeorgiaNOW Athens, GA
Reader/Associate Editor January 2020 – Present

- Review poetry submissions online with a team of 7 readers and recommend the highest quality creative works to be published in *GeorgiaNOW*
- Foster collaboration with other managing editors on magazine's theme, mission, and design using Adobe InDesign and Microsoft Publisher to review monthly
- Create marketing for current and forthcoming issues on Instagram, increasing online readership by over 15% in one year

Carter Entertainment

Event Planner Athens, GA May 2021 – December 2021

- Established 25 online marketing promotions, advertising, and sponsorships on company website
- Interviewed 15 promotional staff and evaluated operating systems, sales plans, and schedules
- Coordinated services for events, including facilities, catering, displays, and printing

City of Madison Parks and Recreation

Virtual Design Intern Madison, GA June 2020 – August 2020

- Redesigned and updated brochure and pamphlet information for 6 parks
- Organized, edited, and designed layout and content for print and website
- Structured and supervised the design and editing team for publication's activity guide
- Communicated and collaborated with team members via MS Teams to ensure branding was consistent

LEADERSHIP EXPERIENCE

Brown Road Day Camp Madison, GA
Head Counselor and Supervisor May – August, 2022 – 2023

- Evaluated schedules, programs, and job positions for over 150 campers and 15 counselors
- Planned lessons and activities for 30 teenagers that enforced responsibility and dependability
- Coordinated end-of-summer awards ceremony for over 100 teenagers and parents

UGA Rowing Team

Coxswain and Coach Athens, GA August 2020 – May 2021

- Commanded, coached, and oversaw 2 boats of 8 rowers
- Provided motivation, support, and tactical assistance during practice and regatta races
- Dedicated 25+ hours each week to conducting training, practice, planning, and team building

PRESENTATION EXPERIENCE

Southern Region Literary Conference Atlanta, GA
Presenter June 2022

- Presented to 100+ conference participants about research findings on folklore trends in the Southeast
- Conducted 3 breakout sessions with participants to discuss questions and feedback about the study

HONORS & AWARDS

Creative Writing English Award April 2021

- Earned first place in an Advanced Poetry class of 35 for a poetry chapbook

Outstanding Student Award December 2020

- Awarded for exceptional effort and communication by English Literature professor in a class of 105

Steps to Cover Letter Success



A cover letter is a great way to show how your experiences, characteristics, and skills align with a job or internship opportunity. See below to review the foundational elements for a successful cover letter and frequently asked questions answered by one of UGA's top employers.

Header Address

- Your name and contact information.
- Format exactly like the heading on your resume.

Date

- The date you are applying/submitting.

Employer Address (if known)

- Always include the person's title (e.g., Director of Human Resources).
- Address the recipient by their full name.
- Find the address on the organization's website.

Greeting

- Refer to the reader by their full name if possible. If not, use "Dear Hiring Manager" or "To [Position Title] Hiring Manager."
- Use a colon after greeting instead of a comma.

Opening: Why am I Writing?

- Identify the position and the organization.
- Indicate how you learned about the position.
- Explain why you are interested in the employer and position.

- Introduce why you would be the best candidate for the position.
- Connect yourself to the organization in a unique way, such as your shared values.

Middle: Why Should You Hire Me?

- Relate your skills, experiences, and qualities that would benefit you in the position.
- Synthesize your experiences and skills rather than restate your resume.
- Highlight your strongest qualifications and explain how they relate to the employer's needs.
- Demonstrate you are a good candidate based upon the job description and connect your ideas.

Conclusion: What is My Next Step?

- Reiterate your strong interest in the position/organization with another personal connection.
- Provide your contact information and indicate you look forward to hearing from the employer.
- Close with the word "Sincerely."
- Add your digital signature followed by your full name typed.

Pro Tip: See pages 38–39 for how you can tailor your resume and cover letter to job descriptions.

Cover Letter Questions Answered by an Employer

Do I always submit a cover letter with an application?

"Always be prepared to provide a cover letter, and if there is an opportunity to submit one, do it! That may help your chances, especially if your cover letter provides additional information not covered on your resume for what makes you the best candidate for the position and further highlights your competitiveness for the role." – E. Butler, *Recruiter*

What are employers looking for in cover letters?

"Additional information that may not be included on the resume and further explains why you are the best candidate for the position. It should further identify your competitiveness. The cover letter should also be an interesting read that introduces you to the reader, while the resume goes deeper into your skills and experiences that are transferable and would make you successful for the role you are applying to. The cover letter can also be used to explain gaps in the work experience. The cover letter should not be used to restate everything covered on the resume." E. Butler, *Recruiter*

Cover Letter Example



Preyesh Kapoor

Athens, GA 30605 • 706-555-2020 • pkapoor@uofga.edu • linkedin.com/in/p_kapoor

March 14, 2023

Sara Dawson
Recruiting Coordinator
Mohawk Industries
160 S. Industrial Blvd.
Calhoun, GA 30701

Dear Sara Dawson:

I am excited to apply for the Global Sourcing Intern position at Mohawk Industries. I learned about this internship by speaking with representatives of Mohawk Industries at the University of Georgia Spring Career and Internship Fair. I am interested in working for an organization that prioritizes innovation and makes products sustainably. I am confident that my collaboration skills, operations knowledge, and attention to detail will help me exchange ideas to develop solutions to business challenges.

As a management major in the Terry College of Business, I have the opportunity to collaborate in group projects while learning about improvement of production processes. In my Operations Management course, I contributed with a group of four students to simulate just-in-time philosophies in a manufacturing environment. Our creative solution led to a 12% downtime decrease and significant labor costs savings. Working with this team improved my communication skills by openly discussing potential solutions and clearly outlining shared responsibilities to improve the project's success. I look forward to leveraging my operations knowledge when researching best practices.

In addition, my on-campus position as a Student Shelving Assistant at the UGA Main Library has sharpened my attention to detail and organizational skills. In this role, I sort carts of books to their respective floors and shelve the books into assigned sections. I also shelf-read sections of materials to ensure correct call number order. Training new students on our processes and systems helps me emphasize the importance of an organized approach to achieving our unit goals. I hope to apply the same attention to detail in collecting data and documenting standard operating procedures.

If given the opportunity, I am confident I can succeed as a Global Sourcing Intern. I am eager to approach supply chain issues on an international scale regarding freight costs and imported goods. Thank you for your consideration. Should you require any additional information or like to speak with me further about my qualifications, please contact me at 706-555-2020 or pkapoor@uofga.edu. I look forward to meeting with you soon!

Sincerely,

Preyesh Kapoor

Preyesh Kapoor

References Example



Preyesh Kapoor

Athens, GA 30605 • 706-555-2020 • pkapoor@uofga.edu • linkedin.com/in/p_kapoor

REFERENCES

Ms. Linda McCoy
Residential Counselor Coordinator, Outward Bound
1400 Peachtree Street
Melbourne, FL 32902
404-555-2314
lmccoy@myemail.outwardbound.com
Outward Bound Supervisor

Dr. Laura McPherson
Associate Professor
The University of Georgia
Department of Psychology
400 Park Hall
Athens, GA 30603
706-555-1234
lmcpherson@myemail.edu
Faculty Research Supervisor

Mr. Donald Spencer
Administrative Associate IV
The University of Georgia
Department of Mathematics and Science Education
Aderhold Hall
Athens, GA 30603
706-555-2345
dspencer@myemail.edu
Former Student Worker Supervisor

Pro Tip: Who could you ask to be a reference? Professional references include people who can attest to your skills and qualifications. Consider using a current supervisor, past employer, colleague, instructor, coach, or advisor. Keep references informed of your progress toward your goals and follow-up with a thank you message when you achieve them. Collect new references with each experience so that your list can be up-to-date and relevant for future opportunities.

Tailored Job Search Materials



Job Description and Tailored Application Materials

Tailored (or targeted) application materials are those that help differentiate your candidacy by highlighting specific skill sets that support those identified in the job description. Note how each point highlighted in the job description is addressed in the resume and cover letter.

Requisition Number: 07-0604
Post Date: 07-11-2021
Title: Program Assistant, Northern Tier Europe
Location: Washington, D.C.

DESCRIPTION

National Endowment for Democracy (NED)
The National Endowment for Democracy (NED), a congressionally funded, private, nonprofit grant creation organization that works to support democracy around the world seeks a Program Assistant with emphasis on Northern Tier Europe. This position is **entry-level** on our Europe regional program team and based in Washington, D.C.

POSITION SUMMARY

The Program Assistant provides **day-to-day administrative and programmatic support** to the Europe program staff.

RESPONSIBILITIES

- Provide general administrative support to the Europe Section staff
- **Receive, process and distribute incoming proposals and grantee materials**
- Respond to general inquiries regarding the proposal process
- Assist in **preparing proposal summaries, budgets and related materials**
- Provide **programmatic support to Program Officers and the Senior Director**
- Maintain a database of contacts in the region
- Help to **organize meetings, roundtables and other events on Europe-related topics**

QUALIFICATIONS

Knowledge/Experience:

- **Bachelor's degree in political science**, regional studies, international relations, history or other relevant discipline
- Proficiency in Microsoft Office applications
- **Administrative and/or programmatic experience**, preferably in the nonprofit sector

Competencies:

- Strong written and oral communications skills in English required
- **Fluency in Russian** (reading, writing and speaking) required
- Proficiency in relevant regional languages is an advantage
- Attention to detail and the ability to multi-task
- **Excellent interpersonal communication skills**
- High degree of organization and initiative

Other Qualifications:

- Demonstrated **knowledge of political and civil society issues in Europe**
- Authorized to work in the United States

Michael K. Scott

mkscott@uofga.edu • Athens, GA 30602 • (706) 555-1234 • linkedin.com/in/mkscott

EDUCATION

University of Georgia, Honors Program Athens, GA
Bachelor of Arts in **Political Science**, School of Public & International Affairs May 2023
Bachelor of Arts in **Russian**, Franklin College of Arts & Sciences GPA: 3.79/4.00

Certificate in Personal and Organizational Leadership

August 2021 - Present

- Participant in highly selective, individualized 2-year leadership development program that includes academic courses, personal assessments, externships, team building, and community service

Study Abroad: Oxford University, Oxford, England

May 2021 - June 2021

- Earned 6 credit hours taught by Oxford faculty using the unique tutorial method

INTERNSHIP EXPERIENCE

Benton, Getchell & Grayson, LLC: Law Intern | Athens, GA August 2021 - Present

- **Contribute to day-to-day operations of workers' compensation and general liability** law firm representing employers and insurers through online platforms, including Slack and Zoom
- **Draft motions and briefs for cases** and participate in depositions, mediations, and trial preparation
- Update correspondence with clients, opposing counsel, and physicians regarding case information

The Population Institute: Intern | Washington, D.C.

June 2020 - August 2020

- Conceptualized, created, and negotiated student scholarship program that served 15 students per year
- **Managed relations** for World Population Day Symposium with **international press and NGOs**
- **Wrote 4 grant proposals** and worked to improve the effectiveness of direct mailing fundraising
- Advocated with Congress and NGOs for issue awareness in legislative decisions

LEADERSHIP EXPERIENCE

UGA Department of University Housing, Resident Assistant | Athens, GA August 2020 - Present

- Design, implement, and evaluate educational programs for up to 100 participants, including an Effective Leadership workshop series
- **Utilize communication and counseling skills** to supervise 65 students in a residence hall setting
- Quickly respond to various crises in a building of 800 residents
- Explain and enforce university housing policies, such as substance infractions and noise complaints
- **Compile an annual facility inventory and year-end report** to present to the Housing Executive Board

YMCA Camp Harbor, Leadership Counselors Program, Head Counselor | Gainesville, GA May 2019 - July 2019

- **Designed detailed and comprehensive camp logistical schedule** for all children and staff to **maintain order in daily activities** involving 300+ campers
- Selected by supervisor to interview, hire, and train 36 counselors
- Developed an innovative leadership training curriculum for new staff onboarding
- Taught leadership lessons to groups of 5-15 campers, ages 7-10
- Managed cabin of 11 campers 24 hours per day, 5 days per week

ADDITIONAL WORK EXPERIENCE

UGA Career Center, Career Development Intern | Athens, GA September 2021 - Present

Russell Hall, Desk Assistant | Athens, GA August 2020 - May 2021

JCPenny, Sales Associate | Alpharetta, GA May 2020 - August 2020

HONORS & AWARDS

HOPE Scholarship Recipient August 2019 - Present

Dean's List 5 semesters

Governor's Scholarship August 2019 - May 2020

UGA Rotary Top 12 Award Winner February 2020

Tailored Job Search Materials



Michael K. Scott

mkscott@uofga.edu • Athens, GA 30602 • (706) 555-1234 • linkedin.com/in/mkscott

February 23, 2023

John Dawson
Program Manager Supervisor
1025 F St NW, Washington, D.C. 20004

Dear John Dawson:

I am excited to apply for the Program Assistant, Northern Tier Europe in Washington, D.C. Having interned in D.C. last summer with The Population Institute, I plan to move back to the D.C. area after graduating as a double major in **Political Science and Russian** from the University of Georgia. I was happy to learn of this available position through communicating with Northern Tier Europe representatives at the University of Georgia Spring 2023 Career Fair. I hope to apply my attention to detail, **excellent interpersonal communication skills**, and organization ability to supporting the daily tasks of this team.

My experience as a Law Intern for Benton, Getchell & Grayson, LLC in Athens, GA, has prepared me well for this position. I **contributed to day-to-day operations of workers'** compensation at the general liability law firm representing employers and insurers. In addition, I have been tasked with drafting motions and briefs for numerous cases and participate in depositions, mediations, and trial preparation. To excel in this work, I relied on my friendly personality and **strong attention to detail**. I am also **fluent in Russian**, which I hope will prove helpful as I provide daily administrative and programmatic support to the Europe program staff.

Prior to working at Benton, Getchell & Grayson, LLC, I worked as an Intern for The Population Institute in Washington, D.C. I was in charge of creating structure around the student scholarship program that served 15 students per year. I also was able to successfully **write grant proposals** and worked to improve the effectiveness of direct mailing fundraising. I developed my organizational skills when gathering information for the grant writing process and collaborating with stakeholders to run the scholarship program.

If given the opportunity, I am confident I will fit the needs and working environment of the Program Assistant position. Thank you for your time and consideration. Should you require any additional information or like to speak with me further about my qualifications, please contact me at (706) 555-1234 or mkscott@uofga.edu. I look forward to hearing from you soon!

Sincerely,

Michael K. Scott

Michael K. Scott

Tailored Cover Letter T-Chart Tool

Utilize the method below to tailor your cover letter to the position description. Pull requirements, preferences, words, and phrases from the job description and place them on the left side of the chart. Then, brainstorm how you fit each qualification and add your thoughts to the right side of the chart. Be sure to save your T-charts for each application you submit, as these charts can also help you to prepare for interviews by reminding you how you meet the qualifications of each role.

Job Description	My Qualifications
• Fluency In Russian	• Russian And Political Science Double Major
• Excellent Interpersonal Communication Skills	• Friendly Personality and Communication Style
• Receive, Process, And Distribute Incoming Proposals and Grant Materials	• Law Internship Where I Wrote Grant Proposals
• Day-To-Day Administrative and Programmatic Support	• Performed Administrative Duties During My Internship

Pro Tip: Save documents professionally using this naming convention: Your last name_document.

• Example: Howell_CoverLetter

Application Follow-up



[Email Subject Line: Application for Data Analytics Internship]

Dear Mr. Aguilar:

I am writing to let you know that I have just submitted my application for the Data Analytics internship for KPMG on Handshake. I hope to transfer my research experience to this role, as I have a background in assessing data quality in preparation for analysis and using visualizations to present insights. I have attached a copy of my resume and cover letter for your reference. If you have any questions, please do not hesitate to reach out at alexredman@uofga.edu or 770-555-4321.

Thank you for your consideration,

Alex Redman

After Interview Thank You



[Email Subject Line: Thank You for Your Time]

Hello Ms. Chan,

Thank you for the opportunity to interview for the Journalist II position at Archway Media. I appreciate the time that you and your colleagues dedicated to speaking with me about your organization. I hope you learned all you would like to know about me as a candidate and how my involvement experience at UGA will translate to the role.

After my visit and learning how many UGA alumni work in your Seattle office, 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 am looking forward to hearing from you,

Clayton Streyt

Job Inquiry



[Email Subject Line: Interest in Project Management Opportunities]

Dear Mr. Hooper:

I am writing to make you aware of my interest in working as a Project Manager at The Home Depot. I believe I can bring a strong skillset and experience base to the role, including leadership, high technical proficiency, and clear communication. I have attached my resume for your reference.

I am particularly interested in The Home Depot because of your commitment to serving veterans. As a U.S. Air Force veteran, I know that the Home Depot 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 about my qualifications, please feel free to contact me at (910) 555-4321 or tombrown@uofga.edu.

Sincerely,

Thomas Brown

Application Status Inquiry



[Email Subject Line: Inquiring About the Status of My Application]

Dear Mr. Adams:

I hope the application review is going well for the Career Development Intern position. I am still interested and hope to contribute my involvement in the Clarke County Mentor Program and the ASPIRE Clinic to the role. This internship has the potential to influence my career goals to work in higher education.

I wanted to ask if you are still considering applications or if you have already moved forward with your final selections. If there is any further information I can provide for now, please reach out any time at (phone number or e-mail).

Thank you,

Hazel Waters

Career Fair Follow-up



[Email Subject Line: UGA Career Fair Follow-up]

Dear Mr. Swan:

We met at the UGA Career Fair on September 22 and discussed my interest in the Risk Consulting position with Federated Insurance. Thank you for taking the time to speak with me about this opportunity. I appreciated learning about the collaborative office culture that Federated Insurance provides as well as the skills you seek in a candidate.

Based on our conversation, I believe I would be a great addition to your company because of my ___ skills and experience in ___. I am looking to relocate, and Federated Insurance seems like a great fit for my personality and career goals. I have attached a copy of my resume for your reference. Please feel free to contact me at 706-542-1234 or jillian@uofga.edu if you have any questions or would like to discuss my qualifications further. Thank you again for your time, and I look forward to hearing from you.

Sincerely,

Jillian Gates

Faculty Research Request



[Email Subject Line: Request to Join Research Project]

Dear Dr. Beaker:

My name is Irene, and I am a third-year Chemistry major at UGA. I am writing to ask about undergraduate research opportunities in your lab this Spring semester. I noticed that you focus on bioinorganic chemistry, and I find the synthetic tweaking of molecules particularly interesting. I would be pleased to meet at your convenience if you would first like to discuss my research interests further.

I am hoping that supporting your research will help me to prepare for my goal of becoming a Chemical Engineer. I have a GPA of 3.40, and I have finished CHEM 3212 and CHEM 4113. I have been working part-time for the past 2 years, which has helped me to develop skills in time management and teamwork. My resume is attached. Please let me know if I can provide any more information. Thank you for your consideration.

Sincerely,

Irene Curie

Networking Email/Message



[Email Subject Line: Conversation Request Regarding Your Work]

Dear Ms. Zhang:

My name is Violet Müller, and I found your name when researching consulting firms based in Atlanta. I am a second-year Management Information Systems major at UGA and am interested in arranging an informational interview to learn more about your role as an IT Consultant. I would like to apply my interests in data analytics and information security to a role like yours one day. I am hoping for a short conversation where I would ask questions about your experiences and for advice on how to succeed in this industry. If you are interested, please let me know when a good time would be to meet over phone, in-person, or virtually for around 30 minutes.

Thank you for considering,

Violet Müller

Recommendation Request



[Email Subject Line: Letter of Recommendation Request]

Hello Dr. Aberdeen,

As a Horticulture major, I have greatly enjoyed and benefited from the classes I have taken with you over the past year, both Plant Propagation and Greenhouse Management. 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 application to master's programs in Plant Pathology.

I have attached a summary of my key papers, including my senior thesis, and my resume. My nearest application is due March 16th, and I would be happy to provide further information that can help you write your recommendation, if you agree to do so. Thank you for all you have done for me and for taking the time to consider this request.

Sincerely,

Rosemary Greene

Accepting an Offer



[Email Subject Line: Offer Acceptance]

Hello Ms. Springer,

Thank you for your offer of employment at Nelson's headquarters as a Buyer on the General Management team! I am delighted to accept your offer, and I look forward to joining a company known for its strong training program, positive work culture, and commitment to local communities.

In your offer email, you indicated that I will be earning a salary of \$50,000 per year, reporting to Kathryn Holmes, and starting work on January 15 of next year. At the beginning of 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 information. Thank you again for this exciting opportunity!

Sincerely,

Melinda Brown

Request for Extension



[Email Subject Line: Extension Request]

Hello Mr. Hekeia,

Thank you for offering me the Bilingual Customer Service Representative position with Unified Uniforms, Griffin location. I am excited about the possibility of working with you.

I want to be able to give this offer the attention that it deserves. You asked that I notify you of my decision by October 9, but I do not anticipate having all the information I need to decide by that date. Instead, may I inform you of my decision by October 15?

I would appreciate this extension, and I can assure you that I will be able to make a firm decision by that date. Thank you for your consideration of my request.

Sincerely,

Declan Clemons

Declining an Offer



[Email Subject Line: Thank You for the Opportunity]

Hello Mr. Estes,

Thank you for your telephone call and letter offering me the position of Environmental Health and Safety Officer with Lava Technology Corporation at the division headquarters in Atlanta. As I expressed in my phone call, I firmly believe in the core values of your organization, and I appreciate the opportunity you offer. However, I have had another offer that I believe more closely matches my current career goals and interests. 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 your offer. I hope we will have the opportunity to see each other at the upcoming Project Safe Georgia conference.

Sincerely,

Torri Perucci

Withdrawal from Search



[Email Subject Line: Update Regarding Candidacy]

Hello Ms. Mitchell,

Thank you for the opportunity to interview with Penny's Health Solutions for the Clinical Education Consultant opening in Alpharetta. I appreciated our discussion about the position's responsibilities as well as learning more about the culture and values of Penny's Health Solutions.

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 spent to educate me about the work of your organization. I hope that we can re-connect in the future.

Sincerely,

Jing Liu



Department of History
Franklin College of Arts and Sciences
UNIVERSITY OF GEORGIA

GRADUATE PROGRAMS

MASTER'S AND DOCTORAL

- Study with award-winning faculty and students in a challenging and stimulating intellectual environment
- Gain access to expertise in the history of the American South, African-American history, global capitalism, agriculture and the environment, labor, gender, science and medicine, Latin America, and the Atlantic World
- Prepare for careers in museum studies and public history through curated coursework and certificate programs
- Join our graduate alums who work in both academic and professional fields, including as tenure-track professors, archivists, academic advisors, editors, public historians, and museum curators
- Benefit from assistance with placement in the history profession and other career pathways from an advisory committee and Director of Graduate Studies



FOR MORE INFO:
HISTORY.UGA.EDU/GRADUATE



- Are you interested in becoming certified to teach a World Language or ESOL in a P-12 setting in Georgia?
- Do you already teach one of these subjects and want to advance your teaching career from a T4 certification to a T5?

Join the MAT in TESOL and World Language Education at UGA.

This four-semester program will give you the tools to effectively teach languages and cultures while making a difference in the world one learner at a time. Our program includes the latest theories, approaches, and practices in language education and provides multiple opportunities for first-hand experiences in various P-12 settings, including online teaching.

Scan the QR code to learn more about our programs:

Contact:
Dr. Lou Tolosa-Casadont
(program coordinator) at
ltolosacasadont@uga.edu



Department of Language and Literacy Education
Mary Frances Early College of Education
UNIVERSITY OF GEORGIA

How to Dress for Success



Business Professional Attire

Workplace attire varies greatly by company or organization. Industry standards for business professional attire typically include suits, dress shoes, and neutral colors. Business professional attire should be crisp and clean and often reflects a more conservative look rather than bold prints and/or colors. Business professional is the attire most often worn to interviews.

Below are some tips for business professional dress. Consider opting for a more conservative look the first few weeks at an office or organization and adjust as appropriate.

- All clothing should be neatly pressed.
- Reflect a neutral color palette.
- Carry a portfolio/padfolio. Briefcases and handbags should be black, navy, or other neutral tones.
- Dress shoes, including flats, closed-toe shoes, heels, and loafers, should be polished. If heels are your preferred option, the heel should be no higher than 3.5 inches.
- Limit perfume or cologne.
- Nails should be clean and neat, as should any polish.
- Suits should have matching pieces (can include skirts, dresses, or pants as you prefer).
- Use simple accessories and avoid large watches and jewelry.
- Wear neat, simple makeup if you feel inclined to wear any.



For additional inspiration, follow the Career Center on Pinterest (pinterest.com/ugacareercenter/business-professional-attire) for business casual and business professional examples.

Pro Tip: SGA's Professional Clothing Closet (sga-professional-clothing-closet.myshopify.com) provides free professional clothing. As a UGA student, you have access to 1 outfit per academic year.



How to Dress for Success



Business Casual Attire

Business casual attire describes additional options for color and style depending on your workplace environment. Your workplace should specify if they adhere to a business casual dress code. If they do not specify, do not hesitate to ask. Business casual attire allows you to add a bit of color and variety to your professional wardrobe.

Much like interview attire, business casual should still be crisp, conservative, and neat. It is not as formal as an interview outfit, but it is not casual attire either. You are still in a workplace environment and want to reflect a professional look. You should dress as though you are prepared to meet with the leadership of your organization at any time.

Below are some tips for business casual dress. If you are in doubt, observe the people in your office and in your industry to understand the standard dress.

- All clothing should be neatly pressed.
- Blazers do not have to be the same color as the pants.
- Blouses, buttoned shirts, and polo shirts are all acceptable.
- Dress shoes, such as flats, closed-toe shoes, heels, and loafers, are acceptable.
- Dress slacks/pants, khaki pants, and dress capri pants are all acceptable options.
- Dresses and skirts should be knee-length.
- Polo shirts may be appropriate if the environment will be more casual or outdoors.
- Spaghetti straps and narrow tank tops should have a top or sweater over them.
- Ties are generally not necessary for business casual. If in doubt, you can wear a tie.

For questions about dress related to gender expression or cultural identity, we encourage you to make an appointment with your career consultant.



Ultimate Guide to Interviews



An interview gives the opportunity for both the employer and candidate to evaluate each other. The employer gets to make a more in-depth assessment of the candidate, and the candidate has a chance to interact with organization representatives.

Accepting The Interview

- ❑ Acknowledge or decline an invitation to visit an employer within 24 hours of receiving the invitation.
- ❑ Only accept an invitation if you are genuinely interested in the position and have not accepted another job offer.
- ❑ Be sure to have a voicemail message that is clear and professional if you miss an expected call from an employer.
- ❑ Communicate absences with your professors. Avoid conflicts with exams or project deadlines.

Before The Interview

- ❑ Schedule a mock interview with your career consultant.
- ❑ Obtain the interviewer's name and title.
- ❑ Confirm the time, date, and location/platform of the interview.
- ❑ Research the position and organization thoroughly. See p. 17.
- ❑ Identify your skills and experiences that relate to the job.
- ❑ Review common questions and practice answering them aloud.
- ❑ Understand the four main types of interview questions and how to prepare for them. See p. 47.
- ❑ Prepare 3-5 questions to ask the interviewer.
- ❑ Plan what to wear. Check out p. 44-45.

During the Interview

- ❑ Time your arrival to 10-15 minutes before the interview start time and have printed copies of your resume.
- ❑ Relax, be yourself, and be positive. Be aware of your posture, eye contact, and body language.
- ❑ Listen closely to questions and be concise in your answers while giving concrete examples.
- ❑ Clarify the hiring timeline to inform when you should hear back from the interviewer.
- ❑ Collect business cards, or at least name and title, from everyone.

After The Interview

- ❑ Write a thank you email to the interviewer(s). Review the email for spelling or grammatical errors. See p. 40.
- ❑ Follow up to determine your application's status if the employer has not contacted you within the stated time frame.
- ❑ In follow-up, express your interest in the position and reiterate why you are the ideal candidate.
- ❑ Continue to apply to other roles and network with employers until you have accepted an offer.

Career Center Tips

Four Main Types of Interviews

Traditional: Gains basic information about an applicant's background, interests, skills, and reasons for applying.

Behavioral: Based on the premise that past behavior predicts future behavior on the job. Questions are situation-based and often start with, "Tell me about a time when..."

Case: Presents the interviewee with a problem to discuss and solve. Getting the correct answer is not as important as the analysis of the problem.

Situational: Presents the interviewee with a hypothetical scenario that could occur in the role and asks how to handle it.

Pro Tip: Practice is important!

- Create an account with Big Interview ([uga.biginterview.com](https://www.biginterview.com)), an online platform that records your answers as you practice interviewing and provides AI feedback on your delivery.
- Schedule a mock interview with a Career Consultant on Handshake ([uga.joinhandshake.com](https://www.joinhandshake.com)).

Sample Interview Questions



You can schedule a mock interview with your career consultant to practice your responses to any type of interview question or find further sample questions sorted by industry/competency on Big Interview (uga.biginterview.com).

Sample Traditional Questions

- Tell me about yourself.
- Why are you interested in this position?
- What do you know about our company/organization/school?
- What are your greatest strengths and weaknesses?
- What are your 2–3 proudest accomplishments and why?
- How would a supervisor, coworker, or professor describe you?
- What was your decision process when selecting your college/university/major?
- What are your future career goals? Where would you like to be in 5 years?
- Why are you the best candidate for this position?
- How would you describe your ideal work environment or culture?

Sample Behavioral Questions

- Tell me about a time when you had to resolve a difference of opinion with a co-worker, customer, or supervisor.
- Tell me about a time you failed at something.
- Give me an example of a time when you did not meet a deadline. How did you handle it?
- Describe the most creative presentation or idea that you developed or implemented.
- Tell me about a tough decision you made. What steps and considerations did you take to make that decision?
- What have you done in your present or previous job that goes beyond what was required?
- Describe a situation in which you had to persuade someone of a different point of view.
- Tell me about a time when you faced an ethical dilemma and how you handled it.
- What are three effective leadership qualities you think are important? How have you demonstrated these qualities in your past or current position?
- Give me a specific example of a time when you

had to address an upset client. What was the problem? The outcome?

- Tell me about a time when you demonstrated excellent communication skills. What did you need to communicate, and how did you communicate the information clearly?

Sample Case Question

- A major airline is considering the purchase of 24 new planes. They are unclear how this will affect their business performance in the short term and long term. You are the Senior Consultant, meeting with the Operating Committee for the first time. I am the Chief Operating Officer of the company. What would you need to know from me in order to assess the situation?

Pro Tip: Search the Vault Guide to Case Interviews in Vault (career.uga.edu/vault) for additional examples and advice on case interview questions.

Sample Situational Questions

- What would you do if the priorities suddenly changed on a project you were working on?
- What would you do if a team member was not meeting your expectations?
- What would you do if you disagreed with your supervisor or office leadership about how to handle a problem or situation?

Questions To Ask Employers

- How would you describe the work environment? Company culture?
- What type of training program or orientation does a new employee receive?
- What professional development opportunities are typically available to this position?
- How much travel will be involved in the role?
- What are the next steps in your search process, and what is your hiring timeline?

Pro Tip: When asking questions, state your company research and then ask a question. For example: "I saw in the job description that I would be working on A, B, & C. How much time will I spend on each area in a typical day?"

Use STAR Method to Ace Your Interview



The STAR method is a structure for responding to behavioral-based interview questions by describing your experiences with context about the specific situation, task, action, and result.

Situation (S)

Describe the situation around your story or the task that you needed to accomplish. This description should be a specific event instead of a generalized description. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, a volunteer experience, or any relevant event.

Task (T)

What goal were you working toward? What was the problem? What was your role?

Action (A)

Describe the actions you took to address the situation. If working with a team, interchange descriptions of the team's actions with your specific contributions. Use "we" to focus on your teamwork skills and "I" to describe your own actions.

Result (R)

Describe the outcome of your actions and take credit for your successes. What happened in the end? What did you accomplish? If the result was less positive, what did you learn? Ending your answer with a result helps you to meaningfully conclude your response and connect your answer to the question.

Sample Question 1

Tell me about a time you demonstrated excellent communication skills.

S: During my second year at UGA, I demonstrated my communication skills as co-captain on my ultimate Frisbee intramural team.

T: Our goal was to win the playoffs. As one of the team captains for 12 players, I communicated our plan and strategy with everyone.

A: I organized practice times twice a week, used group text, and sent calendar invites to everyone.

I also recorded our practices and emailed them to the team afterwards.

R: Because of all the steps that I took to communicate with my team, we felt prepared for the playoffs and won the series. My teammates told me how much they appreciated my reminders and videos, as it helped them feel more confident in their role on game day. I learned that communication makes it easier for all team members to contribute.

Sample Question 2

Tell me about a time you failed at something.

S: When I was a first-year student, I took a First-Year Odyssey Seminar to learn more about UGA and make connections with other students.

T: To get to know each other, the class wrote discussion posts every week on a different topic related to what we were learning in class and then respond to two of our classmates' reflections.

A: I was having an extremely busy week with my other classes and involvement in my student organization. I forgot to contribute to the discussion post and lost several points in the class.

R: Ever since I made this mistake, I now use my Outlook calendar in the beginning of every week to organize my studies and involvement. I also review all my syllabi in the beginning of the semester to record the due date of any major assignments so that I can plan ahead. Since implementing this change, I have not missed any more assignments.



Tips for Phone and Video Interviews



Employers often use telephone and video interviews to screen and narrow a pool of applicants just like an in-person interview. Though it may seem like a casual conversation, you should adequately prepare for a phone or video interview by taking these steps.

Phone Interviews

- Have a professional voicemail message if you miss a call from an employer.
- Choose a quiet interview location that is free from distractions.
- Disable or silence notifications on your phone to minimize interruptions.
- Keep your resume and notes nearby.
- Refrain from reading off a script as you might sound stilted or disingenuous.
- Smiling helps to produce a pleasant voice.
- Sit up straight or stand during a phone interview to sound more confident and alert.
- Speak clearly and directly into the phone.
- Conduct your interview in a location that has reliable cell service or Wi-Fi.

Live Video Interviews

- Read the interview instructions carefully and download the requested platform in advance.
- Update your software and check your settings prior to the interview's start time.
- Keep your background uncluttered or use a professional virtual background.
- Turn your cell phone on silent. Keep pets in a separate room. Ask roommates for privacy.
- Adjust the camera to ensure the employer can see your professional attire, not just your face.
- Dress professionally from head to toe – you never know when you may need to stand up.
- Have a phone readily available in case of technical issues.

Pre-Recorded Video Interviews

- Practice using a similar platform, like Big Interview (uga.biginterview.com), a resource that is free for UGA students.
- Make (virtual) eye contact by looking at the camera. If you are using a laptop, try elevating the laptop by placing a book underneath it.
- The interviewer is interested in your personality as well as your answer. Smile, emit confidence, and remain authentic.



Tips for Distance Interviewing

- Research the company, read through the job description, and practice answering interview questions in the same way you would for an in-person interview.
- Let your interviewer know if you cannot hear or understand them. There may be an easily fixable connection problem, and it is better to speak up than to misunderstand them.
- Call in early. You will want to have a few minutes to resolve any problems that may occur.
- Be concise. Depending on the scenario, you may not be able to pick up on visual cues that you have said enough. Keep your answers fairly brief, typically 2–3 minutes per question.
- Understand that many companies approach these conversations as screening interviews, so do not worry if it seems brief.
- Ask about next steps and further interviews.
- Consider calling the Career Center at least 24 hours in advance to inquire about using one of our interview rooms for your virtual interview.

Negotiation 101



Career Center Tips

The Negotiation Process

Before negotiating, you need to know your value. Develop value statements using this template: I accomplished *insert accomplishment* using *insert skill(s)*, which benefited my company by *insert result(s)*. Answer these questions to help cultivate your value statements:

- What are your skills, accomplishments, and abilities from past jobs, internships, or school projects?
- What successful outcomes resulted from your skills and abilities?

Before Negotiation, Ask Yourself:

- What do you wish to negotiate and why?
- Do you know the minimum salary and benefits you are willing to accept?
- What is the cost of living where you will be working?

Resources

- **Glassdoor** (glassdoor.com/Salaries/index.htm)
- **Bureau of Labor Statistics** (bls.gov/bls/blswage.htm)
- **Salary.com** (salary.com/research/salary)
- **Payscale.com** (payscale.com/research/US/Job)
- **Nerdwallet Cost of Living Calculator** (nerdwallet.com/cost-of-living-calculator)
- **AAUW Work Smart** (aauw.org/resources/programs/salary)

Practice Scenarios

Scenario 1

Early in the interview process you are asked the question, “What salary are you seeking?” How do you respond?

You: “What is most important to me is whether or not the job is a good match for me and the company. I am willing to negotiate, but I would rather wait to discuss salary until after we determine whether or not I am the best person for this position.”

Employer: “We need to know what you are expecting.”

You: “Based on the research I have conducted, the market rate salary for this type of position could be anywhere from \$50,000–\$55,000, depending on the specifics of the job, the location, and the total compensation package. I would expect a salary and benefits package that is comparable to the market rate.”

Scenario 2

You are offered a salary of \$45,000 for a Financial Advisor position, but you would like to negotiate for a higher figure. What do you say?

You: “I am pleased to read the initial annual salary of \$45,000 provided by your company. According to my market research, the average salary for Financial Advisors in this region is above \$50,000. Such salaries correspond with the experience and knowledge that I will bring to your team. I am very interested in this position and your company. Is there any room to negotiate this initial offer?”

Scenario 2 Alternative

You: “I am very excited to work for your company, and I am confident that I will bring value to the job. I appreciate the initial salary offer of \$45,000, but I am expecting to be in the \$50,000 range based on my experience, past performance, and offers extended to me by other companies. While salary is not my only motivation for working here, would it be possible to discuss a salary and/or benefits increase?”

Employer: “The company is not in a position at this time to offer a higher initial salary.”

You: “I understand. Are there other areas we can discuss, such as start date, childcare, and/or a flexible work schedule to accommodate the gap in total compensation?”

Pro Tip: Be open to negotiating salary, health benefits, paid personal days, telework opportunities, or other items that are important to you.

Steps to Graduate & Professional School



Applying to graduate school requires careful planning and consideration to make a sound financial and academic decision. The considerations below can help you get started.

Start with, “Why?”

- Is an advanced degree required to enter or advance in your profession of interest?
- Do you have the financial resources or know of options to cover the cost of graduate school?
- Are you exhausted academically and need to take time off?
- Do you want to go to school full-time or part-time?

Compare reasons to attend graduate school:

Some good reasons to enroll in graduate school include:

- Your career goal requires an advanced degree, such as being a professor, lawyer, or doctor.
- You want to specialize in a subject that is important to you.
- You want to advance in your career or change career directions.

Some poor reasons to enroll in graduate school include:

- You do not know what you want to do.
- You do not want to get a job, or you do not think you can get a job (but you have not tried yet).
- You want to postpone paying student loans.

Pro Tip: Review Career Outcomes data by major (career.uga.edu/outcomes) to see examples of graduate school programs attended by students in your major. You can also browse UGA graduate programs in this list to discover their career outcomes and evaluate if a given graduate degree has potential outcomes that align with your goals.

Research and select schools:

Reflect on your top priorities when comparing graduate schools. See if UGA has a graduate program in your field (grad.uga.edu/programs). You may also investigate Double Dawgs programs (doubledawgs.uga.edu/ProgramList) to see a few possible Master’s degrees that can combine with your Bachelor’s in an accelerated timeline. If you are considering online graduate school, you can start with USG’s Georgia On My Line (georgiaonmyline.org) to search for in-state programs.

- | | |
|--|---|
| <input type="checkbox"/> Geographic location | <input type="checkbox"/> Faculty |
| <input type="checkbox"/> Cost of program/living | <input type="checkbox"/> Research opportunities |
| <input type="checkbox"/> Duration of program | <input type="checkbox"/> Application requirements |
| <input type="checkbox"/> Emphasis areas and certificates | <input type="checkbox"/> Program deadlines |
| <input type="checkbox"/> Accreditation | <input type="checkbox"/> Job placement/career support |
| <input type="checkbox"/> Practicums or internships | <input type="checkbox"/> Availability of assistantships |
| <input type="checkbox"/> Reputation or ranking | <input type="checkbox"/> Full/part-time enrollment |
| <input type="checkbox"/> Course options/curriculum | |

Career Center Tips

Gap Year Options

Consider your options for using a year or more to gain experience before attending graduate school. Alternatives to immediately pursuing a graduate degree include:

- Intermediate education and skill development (certificate, credential, licensing, boot camp, prerequisites, etc.)
- Employment that offers relevant experience
- Internships or volunteer positions in your field

Some organizations within certain industries may provide rewards or incentives related to graduate study after working for them for a set amount of time (e.g., non-profits or educational institutions). Consider sites like idealists.org or higheredsjobs.com to broaden your search.

Reflect on what you hope to gain, where you would like to go after, how long you want to spend on this experience, what you would like to do, and how the experience fits into your career goals.

Pro Tip: Check the upcoming events in the Arch Ready Professionalism Certificate (career.uga.edu/calendar) for workshops on applying to graduate school, personal statements, and gap year panel discussions.

Applying to Graduate/Professional School



Step 1: Research and Select Schools

Make note of application requirements, including if you need to apply to only the graduate school or both the school and specific program. When applying to a professional school, note the specific documents required for the central application system and each school to which you are applying.

Step 2: Take Your Standardized Test

Find out which exam is required for admission. Some schools or programs require the GRE, GMAT, LSAT, MCAT, etc. Be sure to do your research on which test each school accepts. While timing for taking the test depends on individual preferences, consider if you would like this requirement done the semester before your applications are due.

Resources:

- UGA Testing Services | (testing.uga.edu)
- GRE | (ets.org)
- GMAT | (mba.com)
- LSAT | (lsac.org)
- MCAT | (students-residents.aamc.org/register-mcat-exam/register-mcat-exam)

Step 3: Refine Your Resume or CV

To demonstrate your qualifications, you will need to provide a record of your activities (research, clinical, professional, etc.). Use our resume and CV examples (career.uga.edu/resume_examples) to get started. Complete this document prior to asking for letters of recommendation and send it to your recommenders.

Step 4: Write Your Personal Statement

Summarize your goals for applying to graduate school along with your professional focus and vision. See p. 53–54 for tips and examples. Complete this statement prior to asking for letters of recommendation and send it to your recommenders.

Step 5: Request Letters of Recommendation

Choose the right individuals to write your letters, such as professors, supervisors, and colleagues. Provide these individuals with a copy of your resume and personal statement to aid them in writing a strong letter. Be mindful of deadlines and try to ask at least one month in advance.

Step 6: Complete Application Forms

Most likely, you will apply online. If mailing your application, send it by certified mail and request a return receipt. Remember to send the appropriate application fee.

Step 7: 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 8: Financial Aid and Assistantships

Check for financial aid deadlines. Indicate on your application (if space is available) that you are interested in an assistantship or other aid. Most programs will provide information about applying for these opportunities on their website.

Step 9: Follow-Up

Contact the admissions office to inquire about your application status. Be persistent but allow six weeks for processing.

Pro Tip: If you notice the same accrediting organization mentioned by a few different schools, search for more information on that organization. Some accrediting organizations provide a directory of accredited schools, giving you a vetted list for additional program comparison.



Writing Your Personal Statement



The personal statement is an opportunity to explain your story in a way that is not represented elsewhere in your application. Visit the Career Center during Drop-In Hours or schedule an appointment with your Career Consultant for a review. UGA also has a Writing Center (english.uga.edu/writing-center) with experts to help you revise your personal statement at any point in your writing process.

General, comprehensive statement: General statements are appropriate for standard medical school, law school, and other programs that use a Centralized Application System (CAS). Because these statements apply to multiple programs, they can have a broader focus when describing your motivations.

Response to specific prompts: Other graduate school applications might ask specific questions, so your statement should focus on responding to them. Typically, personal statements include your interest in the program, your goals, your research on the program, and descriptions of your unique experiences.

4 Key Components

Motivation

- What influences you to pursue your profession?
- Why are you applying to graduate school?
- Did you have a "moment" you realized your goal?

Fit

- How do you know this is the right path?
- Which of your values/traits align with this path?

Capacity

- Which of your skills/strengths will help you?
- What successes/challenges built your strengths?

Vision

- Where do you see yourself in 5-10 years?
- How or why do you want to impact your field?
- What are your goals in this profession?

Structuring Your Statement

Introduction

- Try starting with a story from your experiences.
- Introduce your main idea or theme.
- Consider relating your idea to your motivation.

Supporting Paragraphs

- Support your theme with your fit and capacity.
- *Point:* Topic sentence to state the main idea.
- *Evidence:* Details/context to support the point.
- *Explanation:* Describe the relevance of your evidence to your program and/or profession.
- *Link:* Create a transition by connecting this explanation to your next paragraph.

Conclusion

- Reflect on your vision for the future with short and long-term goals.
- Connect to your story from the introduction.
- Emphasize your main point or motivation again.

Pro Tip: Being impersonal can make a well-structured piece of writing fall short of displaying important information about your background. Remember, this is a *personal* statement. Show who you are through life experiences that have impacted you as a person and as a future professional. Reflect on what your experiences mean to you and share your perspective. Be specific in relating the details and meaning of each experience so that the reader can develop a unique connection to your story. Narrow your story to 1-2 main themes to leave room for the details supporting your purpose.



Personal Statement Examples



Interesting Introductions

Sample: I met Micah when I volunteered with Butterfly Dreams Farm Therapeutic Riding Program. Micah saw the horses and was excited for his first ride, smiling when he was placed in the saddle. I spoke to him gently and encouraged him to follow his therapist's instructions. As the weeks passed, I kept speaking with Micah – describing the horse, giving words of encouragement, and saying his name often. One week, Micah responded to me. It was one of the few times Micah has ever spoken, as Micah is nonverbal. I am pursuing occupational therapy because of children like Micah. I hope to apply my shadowing experiences, research background, and interpersonal skills I gained through volunteering to integrate each patient's unique needs into the therapy process.

Sample: I am pursuing graduate education in chemical engineering because I want to work in a field that directly impacts society. I value practicality over abstraction, and engineering is ideal for me because it applies the concepts of math and science to real-world problems. In addition, I am looking for an immersive academic experience that builds on my undergraduate career. A PhD program will allow me to pursue my research interests to a much greater depth while also expanding my career opportunities. I hope to continue improving the teaching ability I developed with my extensive tutoring experience and biochemistry preceptorship. Finally, joining a community of like-minded individuals will give me a valuable chance for collaboration and personal growth.²

Describing Experiences

Sample: On a personal level, my debate competitions helped me make new connections, improved my confidence, and instilled my love of international travel. On an intellectual level, they exposed me to a wide variety of topics I would otherwise have never considered. I learned to think critically and examine an issue from multiple perspectives. I loved working past the rhetoric in my opponent's arguments. Sometimes I had many months to prepare a topic, and sometimes I only had two minutes. Whichever the case, I always applied my creativity in developing my arguments.³

Sample: Having majored in Literary Studies (World Literature) as an undergraduate, I would like to concentrate on English and American literature. I am especially interested in nineteenth-century literature, women's literature, Anglo-Saxon poetry, and folklore. For the oral section of my comprehensive exams, I specialized in nineteenth century novels by and about women. The relationship between "high" and folk literature became the subject for my honors essay, which examined Toni Morrison's use of classical, biblical, and African folk tradition in her novel. I plan to work further on these ideas, treating her other novels and preparing a paper suitable for publication.¹

Concluding Ideas

Sample: My related experience, academic preparation, and personal qualities have prepared me for the expectations of ___ University's MPH program in epidemiology. My objective for graduate school is to combine academic study with hands-on experience, and I have found that ___ University offers opportunities for my goals. Lastly, I believe that I can contribute to the program through research, publishing, and multidisciplinary collaboration. I hope to apply my research experience to publishing new knowledge related to the control of chronic diseases in children.¹

Sample: Shadowing showed me how difficult dentistry can be and motivated me to excel academically. I hope to apply my studies to learning new best practices for tooth operations. I would like to continue to contribute as a dentist to my community – abroad and locally, like when I observed Lucia getting her first filling or in ___ free clinic when Jamie smiled proudly after receiving a dental implant. I want to be a part of increasing accessibility to preventative dental care at an early age.

1. Purdue University, *Examples of Successful Statements*, 2. MIT: Chem E, *Communication Lab. Graduate School Personal Statement*, & 3. University of Toronto Law, *Personal Statement Examples*.

ACCOUNTING IS THE LANGUAGE OF BUSINESS



...And employers are always seeking fluent speakers.

A Master of Accountancy (MAcc) from the Terry College of Business J.M. Tull School of Accounting sets you up for career success, whether you're following the traditional MAcc path or one of Terry's other options, such as the Double Dawg track for non-accounting BBA students.

With Tull alumni at key firms across the globe, connections — and opportunities — abound.



**75,000+ TERRY ALUMNI
ACROSS THE GLOBE**



**100% PLACEMENT WITHIN THREE
MONTHS OF GRADUATION**



MULTIPLE DEGREE PATHS

LEARN THE LANGUAGE. LAND THE JOB. LEARN MORE AT TERRY.UGA.EDU/MAcc



**UNIVERSITY OF
GEORGIA**
Terry College of Business

Master of Public Administration Ready for a Government or Non-Profit Career?

#3

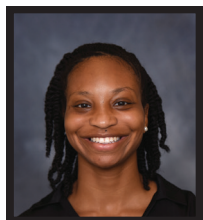
**Public
Management
& Leadership**

Top 10

**Public Affairs
School**

#3

**Public
Finance &
Budgeting**



Gabrielle Connally, MPA '22

Investigator for the U.S. Department of Labor



Nira Marte, MPA '21

Analyst for the U.S. Government Accountability Office



Alec Shirer, MPA '22

Budget Analyst for the City of Charleston, South Carolina



Kelsie Kruskol, MPA '21

Research Analyst for Georgia Department of Economic Development



UNIVERSITY OF
GEORGIA

Interested? Email Brandon Solie
at Brandon.Solie@uga.edu

padp.uga.edu