

# GRADUATE STUDENT CAREER GUIDE



UNIVERSITY OF  
GEORGIA



career.uga.edu | @ugacareercenter

# Table of Contents

<b>Career Center Services for Graduate and Professional Students.....</b>	<b>3</b>
<b>Career Development Plans.....</b>	<b>5</b>
<b>The Individual Development Plan.....</b>	<b>10</b>
<b>Building a Network of Support .....</b>	<b>12</b>
<b>Application Materials .....</b>	<b>15</b>
CV vs. Resume.....	15
Resume Layout .....	16
CV Layout .....	18
Converting CV to a Resume.....	23
Writing a Cover Letter .....	24
Additional Application Materials for Academic Roles .....	25
<b>Job Search Times for Academic vs Industry Roles.....</b>	<b>26</b>
<b>Organizing Your Job Search.....</b>	<b>29</b>
<b>Preparing for Interviews.....</b>	<b>30</b>
<b>Additional Topics for Career Planning Success .....</b>	<b>35</b>
Disability Disclosure in the Workplace .....	35
International Student Resources .....	37

## Career Center Services for Graduate and Professional Students

The Career Center Provide a variety of services and resources to Graduate and Professional students including:

- CV, Resume, & Cover Letter Review
- Career and Professional Development Programming
- Preparation for Career Fairs & Conferences
- Networking and Professional Etiquette Opportunities
- Disability disclosure resources
- Career coaching for international students
- Application Document Reviews
- Salary Negotiation Support
- Career Exploration Support
- Interview Preparation

### How To Engage with Career Center Services and Resources

**Online Resources & Career Guides** | Check out our digital resources for graduate and professional students ([https://career.uga.edu/graduate\\_students](https://career.uga.edu/graduate_students)). To access a full list of services, visit the Career Center website ([career.uga.edu](https://career.uga.edu)).

**Handshake** | This platform provides opportunities to register for events/programs, make appointments with your career consultant, search for employment opportunities, and attend events hosted by employers.

**Arch Ready Professionalism Certificate** | This certificate includes a series of workshops ([career.uga.edu/archready](https://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](https://mentor.uga.edu)).

**Drop-In Hours** | Have a quick question? Meet with a Career Center team member for 10-15 minutes Monday-Friday during fall and spring semesters. There are virtual and in-person options. Stop by the Front Desk for in-person hours on Monday-Thursday or use the Zoom link on our website ([career.uga.edu/appointments](https://career.uga.edu/appointments)) for virtual Friday hours. No appointment necessary.

**Satellite Hours** | Visit our staff directory ([career.uga.edu/directory/directory\\_consultants](https://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](https://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](https://career.uga.edu/calendar/career_fairs)).

***Career Assessments*** | Take a career assessment ([https://career.uga.edu/graduate\\_students/exploring\\_your\\_options](https://career.uga.edu/graduate_students/exploring_your_options)) to learn how your personality, interests, values, and skills can help you choose a major and career.

# Career Development Plan for Masters Degree Students

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.

## Year 1 in Graduate School

### *Explore*

- Complete Career Assessments and debrief with your Career Consultant to begin career vision planning.
- Use exploratory tools to research relevant industries and opportunities.
- Create your Individual Development Plan (see below).
- Engage in [GradUP programming](#) and resources offered by the graduate school to identify and develop transferrable, transdisciplinary skills throughout your time at UGA.

### *Build Support System*

- Join the University Mentor Program and connect with a mentor for a Quick Chat or formal mentorship.
- Build Your Board of Directors slowly, intentionally, in consultation with your Career Consultant.
- Join relevant local and national organizations to expand your knowledge of professionals on campus and beyond.

### *Get Experience*

- Look for opportunities to gain functional work experience and/or develop competencies such as internship, project-based work, research teams, committees, and more!

## Year 2+ in Graduate School

### *Explore*

- Use exploratory tools to research relevant industries and opportunities.
- Conduct informational interviews with professionals in positions of interest.
- Research companies of interest and titles/positions of interest.

### *Build Support System*

- Maintain connections with mentors and expand your board of directors by asking for referrals to professional and the mid-career level. Seek information on workforce trends, expectations, and suggestions from seasoned professionals.
- Consider any micro-credentialing (i.e., certificate, trainings, etc.) that would best prepare you for future work opportunities

### *Get Experience*

- Continue to look for and engage in opportunities to gain functional work experience and/or develop competencies such as internship, project-based work, research teams, committees, and more!

*When you're ready, search for roles.*

- Update your resume / CV and have it reviewed by a Career Consultant, faculty member, and / or industry professional
- Create additional documents as needed (research statement, teaching philosophy, cover letter) and review them with your Career Consultant, faculty member, and / or industry professional
- Create a timeline for your job search with deadlines for completing certain tasks
- Determine references (faculty, supervisors, etc.) and provide them with a copy of your resume / CV and other pertinent job information
- Request recommendations on LinkedIn to strengthen your profile
- Research employers through company websites and social media accounts
- Participate in career fairs and other on-campus recruiting events related to areas of interest
- Meet with your Career Consultant to discuss salary negotiation
- Complete the Career Center's Career Outcomes Survey to tell us what you are doing after graduation

# **Career Development Plan for Doctoral & Professional Degree Students**

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.

## **Year 1 in Graduate School**

### *Explore*

- Complete Career Assessments and debrief with your Career Consultant to begin career vision planning.
- Use exploratory tools to research relevant industries and opportunities.
- Create your Individual Development Plan (see below).
- Engage in [GradUP programming](#) and resources offered by the graduate school to identify and develop transferrable, transdisciplinary skills throughout your time at UGA.
- 

### *Build Support System*

- Join the University Mentor Program and connect with a mentor for a Quick Chat or formal mentorship.
- Build Your Board of Directors slowly, intentionally, in consultation with your Career Consultant.
- Join relevant local and national organizations to expand your knowledge of professionals on campus and beyond.

### *Get Experience*

- Look for opportunities to gain functional work experience and/or develop competencies such as internship, project-based work, research teams, committees, and more!
- Update your Resume/CV

## **Year 2 in Graduate School**

### *Explore*

- Use exploratory tools to research relevant industries and opportunities.
- Conduct informational interviews with professionals in positions of interest.
- Research companies of interest and titles/positions of interest.

### *Build Support System*

- Maintain connections with mentors and expand your board of directors by asking for referrals to professional and the mid-career level. Seek information on workforce trends, expectations, and suggestions from seasoned professionals.
- Consider any micro-credentialing (i.e., certificate, trainings, etc.) that would best prepare you for future work opportunities

### *Get Experience*

- Continue to look for and in engage in opportunities to gain functional work experience and/or develop competencies such as internship, project-based work, research teams, committees, and more!
- Present at conferences in your area of study/industry of interest.
- Obtain a leadership role in a relevant student or professional association.
- Update your Resume/CV

## **Year 3 in Graduate School**

### *Explore*

- Use exploratory tools to research relevant industries and opportunities.
- Conduct informational interviews with professionals in positions of interest.
- Shadow professionals in relevant fields/positions.

### *Build Support System*

- Maintain connections with mentors and expand your board of directors by asking for referrals to professional and the mid-career level. Seek information on workforce trends, expectations, and suggestions from seasoned professionals.
- Consider any micro-credentialing (i.e., certificate, trainings, etc.) that would best prepare you for future work opportunities
- Connect with your Career Consultant
  - Strengthen your interviewing skills by scheduling a mock interview with your Career Consultant
  - Update your resume / CV and have it reviewed by a Career Consultant, faculty member, and / or industry professional
  - Create a timeline for your job search with deadlines for completing certain tasks
  - Determine references (faculty, supervisors, etc.) and provide them with a copy of your resume / CV and other pertinent job information
  - Research employers through company websites and social media accounts
  - Participate in career fairs and other on-campus recruiting events related to areas of interest

### *Get Experience*

- Continue to look for and in engage in opportunities to gain functional work experience and/or develop competencies such as teaching experience, research experience, internship, project-based work, association committees, and more!
- Present at conferences in your area of study/industry of interest.
- Obtain a leadership role in a relevant student or professional association.



- Read magazines and journals to become familiar with career trends and areas of opportunity.
- Update your Resume/CV

## **Year 4+ in Graduate School**

### *Search for Roles*

- Update your resume / CV and have it reviewed by a Career Consultant, faculty member, and / or industry professional
- Create additional documents as needed (research statement, teaching philosophy, cover letter) and review them with your Career Consultant, faculty member, and / or industry professional
- Create a timeline for your job search with deadlines for completing certain tasks
- Determine references (faculty, supervisors, etc.) and provide them with a copy of your resume / CV and other pertinent job information
- Request recommendations on LinkedIn to strengthen your profile
- Research employers through company websites and social media accounts
- Participate in career fairs and other on-campus recruiting events related to areas of interest
- Meet with your Career Consultant to discuss salary negotiation
- Complete the Career Center's Career Outcomes Survey to tell us what you are doing after graduation

# The Individual Development Plan

An individual development plan is a plan is an opportunity to reflect on your skills, interests, and values in relation to the career possibilities before. In other words, creating this plan involves you articulating your belief system, proficiencies, discipline and marketability of skills and setting goals to reach a potential career path.

**Step 1: Take an assessment** | There are a plethora of tools to evaluate one's skills, interest, values, and career opportunities. Take the time complete an assessment from our array of assessment tools and **[schedule a meeting with your consultant](#)** to debrief the results. We have **[general assessment tools](#)** and **[graduate student specific](#)** tools for your use.

**Step 2: Goal Setting** | After debriefing with your career consultant or colleague identify short term and/or long-term goals to reach that lead you toward identifying a career pathway or pursuing a specific career pathway. Example goals categories include but are not limited to:

- Degree Completion Goal Examples
  - Completing course work
  - Getting experience teaching
  - Writing your publishable, etc.
  - Preparing dissertation proposal
- Career Development Goal Examples
  - Getting a mentor
  - Creating a LinkedIn Profile
  - Presenting at a Conference
- Professional Development Goal Examples
  - Design a Syllabus
  - Join a conference planning committee
  - Guest lecture in a course
  - Cowrite a grant proposal
- Well-being Goal Examples
  - Maintain mental health
  - Manage debt
  - Improve social capital
  - Connecting with community beyond courses
  - Maintain good health in consultation with your primary care physicians
- Funding
  - Apply for fellowship opportunity
  - Complete grant application
  - Seek funding for a research project

More examples are found on ImaginePhD. After creating your account with your university of Georgia email credentials, navigate to “*My Plan*” where they will provide a downloadable list of suggested goals.

**Step 3: Connect with a Mentor** | Networking with your Bulldog family can help you get ahead in life and career, but where do you even start? The **[UGA Mentor Program](#)** narrows down the world of possibilities to meaningful connections. We are personalizing the mentoring experience, connecting you with 3,800+

diverse, experienced UGA mentors (staff, faculty, and alumni) who are just right for your commitment. There are also helpful guidelines, icebreakers, and resources on this site to guide you along the way.

Becoming a mentee is easy:

- Complete a profile at [mentor.uga.edu](https://mentor.uga.edu)
- Request a mentor

What's the commitment?

- 16-week mentorship (1-2 hours per month)
- Quick Chats (20-30 minutes)
- Ask questions, be curious
- Express gratitude

If you're not sure where to start, [\*\*there are guidelines, icebreakers, and resources on this site\*\*](#) to help you along the way.

**Step 4: Revisit Step 2 & Evolve** | Remember, goal setting is a cyclical process and as you grow and advance in your program priorities, aspiration, responsibilities, and more are more dynamic than they are stable. Be open to revisiting your goals and resetting expectations or aspirations to align with your present reality.

# Building a Network of Support

**How to Find Professionals Who Can Help You** | 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.

## Getting Started is Simply: The University Mentor Program

1. Create a profile at [mentor.uga.edu](http://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, 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](http://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.

## Resources for Outreach to Mentors

- [How to Request a Mentor](#)
- [Initial Conversation Guide](#)
- [How Can a Mentor help Me?](#)
- [Mentee Communication Guide](#)
- [Questions to Ask Your Mentor](#)
- [Developing SMART Goals Worksheet](#)
- [Quick Chat Guide](#)
- [Building Your “Board of Directors”](#)
- [Suggested Activities and Discussion Topics](#)

## LinkedIn for Networking

LinkedIn is also a tool for researching alumni and/or company employee profiles. After creating and updating your LinkedIn profile, [search for the University of Georgia’s Profile](#). Select Alumni on the sidebar. Add filters for industry, degree, skills, company, etc. to search for alumni who match the criteria you’ve set based on the filters.

To generally search LinkedIn and explore opportunities broadly, enter the search terms (i.e., company, role title, industry, skills, etc.) and select appropriate filters (i.e., location, language, etc. ). You will be able to select the “people” button to research relevant working professionals.

## Networking

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. 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. 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 your network and 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. Develop and practice your 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.

### Modalities of Networking

- *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. Career fairs are a convenient way to meet with employers face-to-face. **Join us for events that a scaffolded to support the development of networking skills.**

However, we cannot stress the importance of networking in your local or national associations enough. Each year engage in university, local, or national professional organizations' events to network with peers and leaders in the community.

- *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. Use formal greetings, such as "Dear Mr./Ms. [last name]:". Include a signature with your name, major, and contact information.

### Informational Interviews

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](http://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.

### **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 a good time for me would be 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?

## Resume vs. CV

**What is a resume?** | A resume is a 1-2 page document outlining your professional achievements that is tailored to a specific role that you're applying for. Primarily used when applying to industry job postings, internships, part time jobs, or nonacademic jobs. A resume tailors information to outline skills, experiences and education directly related to a specific field area. 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.

To write about your experience in bullet points, we encourage you to following the following instructions.

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

[Examples of resumes and templates for diverse industries can be found on our website.](#)

### What is a Curriculum Vitae (CV)?

A CV is a document used in academia that extensively outlines your accomplishments, experiences and information pertaining to your career. Primarily used when applying to academic, educational, scientific, or research positions. These documents are also sometimes used to apply to PhD programs, fellowships or grants. A CV dives extensively into your educational and academic background covering areas such as teaching and research experience, publications, presentations, grants, honors and awards. [The basic CV template can also be found on the website.](#) The tips regarding writing your experiences as bullet points on resumes still remain true for writing bullet points for CVs.

*What is the difference between an international CV and a U.S.A. CV?* In many other countries a “CV” is equivalent to what the United States refers to as a resume. If applying for international opportunities, please confirm the type of CV they request, if they request a CV.

# 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.

## Name (14pt-16pt font)

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

### EDUCATION

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**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



# CV Breakdown

Below is a CV 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, relevant coursework is another option to place on a resume especially when employer require coursework history.

## Name (14pt-16pt font)

Postal Address  
Phone Number  
Professional Email Address  
Portfolio, Website or LinkedIn Address (Optional)

### EDUCATION

<b>Institution</b>		City, State
<i>Doctor of Philosophy (PhD) in Degree</i>	Month and Year Received/Expected	
Dissertation (if applicable)		GPA:X.XX/4.00
<hr/>		
<b>Institution</b>		City, State
<i>Master of Science (MS)/Art (MA) in Degree</i>	Month and Year Received/Expected	
Thesis (if applicable)		GPA:X.XX/4.00
<hr/>		
<b>Institution</b>		City, State/Country
<i>Bachelor of Science (BS)/Art (BA) in Degree</i>	Month and Year Received	
Minor/Emphasis		GPA:X.XX/4.00

### RESEARCH EXPERIENCE

<b>Department Name, Institution</b>		City, State
<i>Your Role (Job Title)</i>		Month and Year Range
<ul style="list-style-type: none"> <li>• Start off with action verbs (i.e. researched, investigated, tested, analyzed, etc.) to describe your research experience</li> <li>• Include #, \$, or % if possible to help the reader understand the scope of what you did</li> <li>• Be sure to include any technical, computer, laboratory, or other skills that you gained through this experience</li> <li>• Use industry jargon and terminology in this section</li> </ul>		

### TEACHING EXPERIENCE

<b>Department Name, Institution</b>		City, State
<i>Your Role (Job Title)</i>		Month and Year Range
<ul style="list-style-type: none"> <li>• Discuss topics you covered, # of sections taught, level of students taught, and so on</li> <li>• Mention teaching methods (lecture, handouts, discussion groups, etc.)</li> </ul>		

### SELECTED PUBLICATIONS / PRESENTATIONS

This section should be formatted in your field's citation style (APA, MLA, Chicago, etc.). Always bold your name within formatting to indicate your level of involvement. Remember to make a note if the publication/presentation is pending.

### OTHER EXPERIENCE

<b>Name of Company</b>		City, State
<i>Your Role (Job Title)</i>		Month and Year Range
<ul style="list-style-type: none"> <li>• Include industry experiences in your field of interest that you would still like to include on your CV</li> </ul>		

### PROFESSIONAL AFFILIATIONS

<b>Organization Name, Your Role (if applicable)</b>	Month and Year Range
<ul style="list-style-type: none"> <li>• Keep this section focused solely on associations specific to your area of study</li> </ul>	

### HONORS AND AWARDS

<b>Name of Honor / Award / Grant</b>	Year Awarded
<ul style="list-style-type: none"> <li>• This section could include assistantships, scholarships, or other forms of recognition</li> </ul>	

**INVITED LECTURES**

---

<b>Title</b>	<b>Date</b>
<i>Institution</i>	<i>City, State</i>

**SKILLS**

---

List skills in order of what most pertains to your field. Skills can include language, technical, or laboratory.

Skill 1	Skill 2	Skill 3
Skill 4	Skill 5	Skill 6

**LANGUAGES**

---

List any languages and proficiency levels

**SERVICE PROJECTS**

---

<b>Organization Name, Your Role (if applicable)</b>	<b>Month and Year Range</b>
---	-----------------------------

**CERTIFICATIONS**

---

<b>Title of Certification, Awarding Association</b>	<b>Month and Year Range</b>
---	-----------------------------

# Writing Experience Sections in Resumes and CVs

## Experience Sections Tips

- Experiences should be listed in reverse chronological order.
- Include your position title, name of the institution/company, location (city and state/country), and the dates.
- Your work title should be bolded, italicized, or underlined.
- For any current positions, use present tense verbs when describing your experiences.
- For past positions, use past tense verbs to describe your experiences.
- Remember to include numbers, percentages, and monetary amounts when describing your responsibilities in numerical form.
- Use language and terms included on the job description.
- Your dissertation can be placed under research experience or education.
- Remember to be consistent with your dates. You should either use seasonal terms (i.e. fall, summer, spring) or list dates by what month you started and ended that experience.

## Examples of Experience Sections

### ***TEACHING EXPERIENCE***

*Teaching Assistant*

August 2017 - Present

**University of California**

Irvine, CA

- Prepare readings and essay assignments, lead discussions, and create writing workshops for 65 undergraduate students
- Use Blackboard to post readings and moderate comments in conversation during virtual class time
- Grade homework assignments, quizzes, and exams
- Meet with students during office hours to address student questions

### ***SUPERVISORY EXPERIENCE***

*Supervisor- Graduate Student Proctors*

January 2015 - May 2015

**University of Georgia**

Athens, GA

Supervisor: Dr. Arlene Stewart

- Supervised and trained a group of 20 proctors in conducting and facilitating undergraduate exams
- Independently managed scheduling and advising students as needed

### ***LABORATORY EXPERIENCE***

*Graduate Research Assistant*

September 2013 - December 2016

**Boston University and Biocontainment Lab**

Boston, MA

Produced and analyzed 9, large RNA sequence datasets with existing bioinformatics tools resulting in the identification of over 1,000 stress-resistance gene candidates. Trained 5 undergraduate students in the use of these novel assays and existing bioinformatics tools so that new projects could be completed independently. Wrote and revised standard operating procedures for the use in the BSL-3 containment lab.

### ***CLINICAL EXPERIENCE***

*Psychological Evaluation Trainee*

October 2013 - Present

**Santa Monica Child Guidance Center**

Santa Monica, CA

Present issues to eliminating learning disabilities, clinical depression, ADHD, and oppositional defiant disorder. Consult and communicate with parents, teachers, and therapists about next steps to ensure children's success.

### ***RESEARCH EXPERIENCE***

*Graduate Research Assistant,*

May 2008-February 2009

**The James & Jennifer Harrell Center for the Study of Family Violence**

Tampa, FL

- Member of team evaluating the impact of dependency mediation programs in Florida in order to improve outcomes for abused or neglected children
- Participated in the design of survey questionnaires for multiple informant types
- Assisted with data collection activities, including retrospective records review and prospective survey administration in courtrooms across the state of Florida

## **Strong Action Verbs**

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

### **Creative**

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

### **Financial**

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

### **Helping**

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

### **Leadership/Management**

Accomplish | Account for | Administer | Adjust | Analyze | Appoint | Approve | Assign | Assume  
Attain | Chair | Choose | Conceptualize | Conduct | Consolidate | Consult | Contact | Contract  
Coordinate | Decide | Decrease | Delegate | Design | Determine | Develop | Devote | Direct | Dispatch  
Dispense | Eliminate | Employ | Emphasize | Enforce | Enhance | Establish | Evaluate | Execute  
Formulate | Generate | Handle | Head | Hire | Implement | Improve | Incorporate | Increase | Initiate  
| Institute | Lead | Leverage | Manage | Maintain | Merge | Motivate | Orchestrate | Order Organize |  
Overhaul | Oversee | Plan | Perfect | Replace | Preserve | Preside | Prioritize | Produce Propose |

Protect | Realize | Recommend | Recruit | Regulate | Reorganize | Replace | Review Revitalize |  
Reward | Save | Set goals | Schedule | Streamline | Strengthen | Supervise | Terminate Unify

### **Communicate**

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

### **Problem-Solving/Analytical**

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

### **Results**

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

### **Teaching**

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

### **Technical/Research**

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

## **Converting a Resume to a CV**

If you already have a CV and you are looking to apply for industry jobs, you may need to consolidate the document to fit into a resume format. Here are tips for converting your resume to a CV:

- Consult with industry professionals, mentors, faculty with history in or connection to industry, recent graduates for examples of resumes that have been tailored to an industry position.
- Review job description at length and identify the skills and qualifications that the employer is seeking. Reflect on your experience, accomplishments, transferrable skills that directly relate to the position or industry you are looking for. Experiences on your CV that align with the employer's job posting are the experiences to emphasize in the resume that you create.
- If the resume you create exceeds the required minimum or suggested 2-3 page max, eliminate experiences that are not related to the job.
- Have your resume reviewed by professionals, mentors, faculty, and/or your Career Consultant.

# Writing a Cover Letter

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.
- 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.

## 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.

## 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.



## Additional Application Materials for Academic Roles

**The Teaching Philosophy** | A [teaching philosophy](#) should introduce your beliefs about teaching and learning to the search committee. This self-reflective statement is an opportunity to express your passion for teaching and your field. As you write your statement, consider why you teach, what you expect of your students, and how you engage students in the learning process. The teaching philosophy is sometimes accompanied by a teaching portfolio that further outlines examples of your teaching experience. Ask a faculty member to read over your teaching philosophy.

**Research Statement** | The Research Statement, sometimes referred to as "research agenda" or "research plan," is an opportunity to show the search committee your scholarly history and aspirations (i.e., completed research projects and future plans). This statement will convey your research expertise per your history of research and convey how your research would benefit the institution. You also should note any monetary/grant awards for research. Your CV will note your project, publications, and presentation; however, this document may address:

- Your area of research
- Why you are interested in these areas
- Significant projects/questions you address in your research
- The importance of your research
- The next steps you are taking regarding your research.

Resource below highlights approaches one may take to craft a research statement.

**Letter of Recommendation & References** | Applications will typically require between 2-5 letters of recommendation or references for a position. Ask faculty that know you and your work well to serve as these references. Those who serve as reference should know for a substantial amount of time and should be able to speak to your character, transferability of skills, and potential. For academic positions, oftentimes an actual letter is required. Be sure to provide your recommenders with a copy of your CV and the position descriptions for any jobs for which you are applying. Give your recommenders plenty of advance notice to complete letters, and always ask before applying for a position. Send a thank-you note, and update them on your job search status.

## Job Search Timeline for Academic vs. Industry Roles

**The Academic Job Search Timeline** | The typical hiring cycle for academic jobs is in October through May. Your timeline may differ depending on when you complete your dissertation. The following cycle is a general hiring cycle.

- *Fall* | From October - December, review jobs, network with peers/colleagues, begin applying for positions, and prepare for interviews.
- *Spring* | From January to May, continue applying for job; however, prepare for first-round and second-round interviews through mock interview, practice presentations, etc. Also, prepare for negotiations and evaluation of offer by conducting salary and compensation package research.
- *Summer* | From June to September update your CV or resume, reconnect with your network, ask for people to serve as references, prepare application materials such as the cover letter, teaching philosophy, etc.

### Academic Job Search Platforms:

- [HigherEd Jobs](#) | Higher Ed Jobs has a wide array of resources available from job search advice, salary surveys, higher education employment reports, webcasts, institutional profiles, and a job board.
- [The Chronicle of Higher Education](#) | The Chronicle of Higher Education is a newspaper and website that presents news, information, and jobs for college and university faculty and student affairs professionals. A subscription is required to read some articles.
- [Inside Higher Ed](#) | Inside Higher Ed is a media company and daily online publication that provides news, opinion, resources and jobs focused on college and university topics. Online access is free.
- [Higher Education Recruitment Consortium](#) | The Higher Education Recruitment Consortium (HERC) offers the largest database of higher education and related jobs in the world. This website is a non-profit consortium of over 600 colleges, universities, hospitals, research labs, government agencies, and related non- and for-profit organizations.

**The Industry Job Search Timeline** | The typical hiring cycle for industry jobs is year-round. The steps that follow are all important to include in your plan but may be re-ordered based on your industry-specific needs. The following is a general timeline of what to do one year prior to graduation from your program.

- Step 1: Confirm Job Search Can Begin
  - Have a conversation with your major professor/advisor /primary investigator and your graduate coordinator in your department to confirm when it is time go on the market (e.g., Should you begin searching after course work is completed vs. thesis proposal).
- Step 2: Prepare to Enter the Market
  - Connect with your Career Consultant, attend relevant Arch Ready Workshops focused on career planning, updated your digital presence (i.e., LinkedIn, ePortfolio, reach out to your network or expand your network, research the industry (i.e., trends, opportunities, etc.), and begin identifying prospective roles.
- Step 3: Prepare Application Materials

- Finalize your master resume (i.e., a general resume that you will tailor for each position) and a cover letter draft that can be tailored for each position.
- Step 4: Apply to Prospective Positions
  - Create an organization system that tracks where you're applying, what you've submitted, any known timeline, etc. so that you are aware of your progressive.

### **Non-Academic Job Search Platforms:**

**Professional Organizations** | Explore professional organizations in your field, which often advertise relevant openings. This kind of community is key for a graduate student because these job boards of professional organizations that align with your discipline. Be aware that you may need to pay a membership fee and join the organization for access to certain opportunities. Usually, organization offer a student discount which you will have limited access to as soon as you graduate. Take advantage of student rates while you can. Look for a "Careers" or "Jobs" menu on their websites.

**LinkedIn** | LinkedIn is the world's largest virtual professional network. Use LinkedIn to build your professional brand, follow companies, and connect with professionals across the world. Looking for someone from a specific company or industry? Use the Career Insights tool to identify and connect with UGA Alumni who are working in jobs you are interested in pursuing. Visit [linkedin.com](https://www.linkedin.com) to set up your account today.

**Glassdoor** | Glassdoor is a free jobs and career community that offers the world an inside look at jobs and companies. What sets this website apart is their "employee generated content" – anonymous salaries, company reviews, interview questions, and more – all posted by employees, job seekers, and sometimes the companies themselves. Now with nearly 3 million salaries and reviews, you have all the information you might need to make your next career decision.

**Indeed** | Indeed is a job search tool that leverages artificial intelligence technology to connect millions to new opportunities.

**Google** | Google provides a hybrid approach to searching for opportunities by pulling information from other tools like Glassdoor and LinkedIn to provide comprehensive information relevant to your industry job search. In the Google search bar type in "position title near city location", and it will show jobs currently posted in that geographical location.

**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](https://interstride.com/UGA))
- Micro-internships on Parker Dewey ([info.parkerdewey.com/uga](https://info.parkerdewey.com/uga))
- Federal government on USA Jobs ([usajobs.gov](https://usajobs.gov))
- State government on Team Georgia Careers ([careers.georgia.gov](https://careers.georgia.gov))
- Georgia public schools on TeachGeorgia ([teachgeorgia.org](https://teachgeorgia.org))
- Nonprofits on Idealist ([idealist.org](https://idealist.org))

*Considerations: Before you begin searching for a job in academia, you must determine the type of institution and role you are seeking. Make a list of your non-negotiables and items on which you are willing to be flexible. Before you begin searching for a job in industry, you must determine the type*

*of field area and role you are seeking. Make a list of your non-negotiables and items on which you are willing to be flexible.*

## Organizing Your Job Search

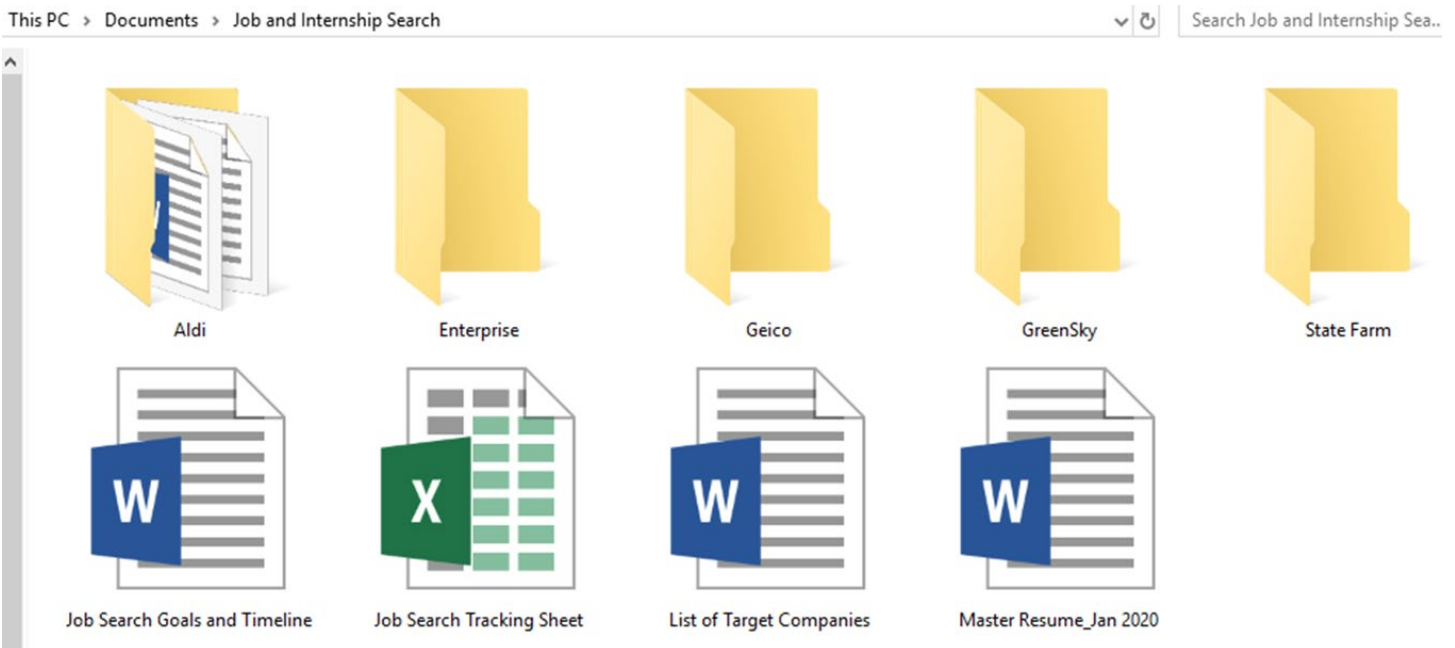
As you prepare for your job search, you will want to create a system that allows you to stay organized. The UGA Career Center recommends the following system. Please adapt it to fit your needs.

**Step 1:** Create a job search folder on your computer.

**Step 2:** Create a tracking spreadsheet and save this in your Job Search folder. Tabs you can include company / organization name, contact name, contact email, contact business card, contact phone number, link to application, application deadline, how I found the position, date of initial contact, notes from conversation, follow-up steps taken, date of follow-up, date of application submission, follow-up steps taken, notes for interview, and more!

	Company	Location	Position Title	Position #	Department /Office	Application Status	Resume	Cover Letter	References	Job Posting Location	Website	HR Site Username	Password	Salary Range
1														
2														
3														
4														
5														
6														
7														
8														
Date App Submitted	Confirmation	Correspondence	Interview Scheduled?	Interview Date(s)	Transportation Method	Transportation Confirmation	Contact Person	Contact Title	Contact Phone	Contact Email	Contact Address			
1														
2														
3														
4														
5														
6														
7														
8														

**Step 3:** Within the job search folder, create a subfolder for each company/organization to which you apply. Within each subfolder, add your tailored resume, cover letter, and any other relevant documents.



## Preparing for 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.

### 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](https://www.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](https://sga-professional-clothing-closet.myshopify.com)) provides free professional clothing. As a UGA student, you have access to 1 outfit per academic year.

(Adding in the image of the clothes here)

## Preparing for Industry Interviews

### 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.
- Review common questions and practice answering them aloud.
  - *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.
  - *Common Interview Questions*
    - Tell us about yourself
    - Please discuss your dissertation research with the committee.
    - Will you have your dissertation completed by the start of the next academic year?
    - What direction do you expect to see your research to take in the future?
    - Describe your research plan and potential funding sources?
    - What are your short-term and long-term professional goals?
    - What areas of teaching do you want to work in and what could you handle if you had to?
    - What is your teaching philosophy?
    - Which of our courses would you be most comfortable teaching?
    - Describe a challenging situation with a colleague, professor or student. How did you handle it?
    - How interested are you in collaborating with other faculty in other disciplines?
    - With the courses you would be teaching in this role, what textbooks would you use to teach those subjects?
    - Do you plan to apply for any funding? Do you have grant writing experience?
    - Why are you interested in our school/department?
    - Would you be able to take on a student immediately?
    - How do you integrate technology in your teaching/lab activities?
    - How would you balance research and teaching?
    - Do you have any questions for us?
- Understand the four main types of interview questions and how to prepare for them.
- Prepare 3-5 questions to ask the interviewer.
- Plan what to wear

## 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.
- 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.

## Academic Interviews Tips

Academic interviewing typically involves multiple steps. The process involves multiple interviews and can span over an entire day or longer. You may meet with the search committee, faculty, students, and administrators over the course of your interviews. The first interview will usually be via phone or video conferencing, or in-person at a conference/convention. There may be a second interview that will also take place over phone or video conferencing. The last interview is the on-campus interview, which may last one or multiple days, where you will interact with a number of people and departments on campus.

## 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.

## Before the Interview

- Confirm the time, date, and location/platform of the interview. Research the position and organization thoroughly. Identify your skills and experiences that relate to the job.
- If they share the committee members, research the members' positions, area of research, etc. You will need to be aware of the backgrounds to anticipate the types of questions they will be asked.
- Review common questions and practice answering them aloud.
  - *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.
- Schedule a mock interview with your Career Consultant.

## During the First-Round Interviews



- Time your arrival (both in-person and virtual) 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. Use the S.T.A.R. method when relevant.
- 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.
- Follow up to determine your application's status if the employer has not contacted you within the stated time frame.
- Continue to apply to other roles and network with employers until you have accepted an offer.

### **Prepare for Second-Round Interviews**

- Usually, the second round of interviews is conducted in person at the institution you apply to. Many of the best practices for the first-round interview apply to the second-round interview. You will still need to prepare to meet those on the committee but also will meet others invited to the process. Anticipate that there will be some similar question types; however, this visit may bring more nuanced questions directly related to your work history, teaching experience, research experience, leadership experience, and more. Additionally, you may be required to have different presentations prepared for different audiences.
  - Teaching Demo | Many faculty positions require a teaching demonstration as a part of the interview process to observe your instructional effectiveness. This is a critical part of an instructional/faculty job interview. You will need to demonstrate pedagogical content knowledge while delivering an engaging lesson to stakeholders at the university. People who may attend your teaching demonstration include, but are limited to, students, potential colleagues in the department, the administrators, and anyone on the hiring committee (i.e., a selected group of professionals overseeing the interviewing process for the position). For information on workshops and information on teaching excellence, visit the [Center for Teaching and Learning's](#) events page. For more formation on teaching related professional development, you may contact [gradteach@uga.edu](mailto:gradteach@uga.edu).
  - The Job Talk | As if a job interview isn't stressful enough, you may be asked to give a presentation as part of the process. Especially if your position requires regular public speaking, teaching, or training. Even if your position does not require regular public speaking, a presentation component could be included to provide you with an opportunity to fully address your approach to the role. Regardless, this is your potential employer's way of fully assessing your abilities as it relates to the position.
    - A well-developed and delivered presentation can help you stand out among your competition. On the other hand, though, a poor presentation can have a damaging effect on your chances of landing the job. So, how do you prepare for a presentation during your interview? Try these steps for interview presentation success.

- **Pay Attention to Your Presentation Prompt or Guidelines** - In most cases, if you've been asked to give a presentation as part of your interview be sure to pay close attention to the prompt or guidelines provided. If no prompt or guidelines have been provided, start by asking the hiring manager a few questions. Learn more about the topics you should present on, who will be present during your presentation, understand how much time you'll be allotted, and what technology will be available if any.
- **Start With a Structure** - Once you've identified the topics you should present on, consider how you will structure your presentation so that you can stay on track and ensure your audience is able to follow along. Some presentation elements to consider might include:
  - A captivating introduction
  - Learning methods and activities (if appropriate)
  - Recommendations of how you would tackle the position or projects for the company
  - Other ways to connect your experience with what the employer needs (as expressed in the job description)
- **Prepare Aids** - If technology is available, consider using a presentation tool such as PowerPoint, Canva, or Prezi to highlight key points you want to get across and keep your audience engaged. If technology is not available, consider creating a 1-page handout for the audience to refer to throughout your presentation. Similar to presentation slides, a handout should call back your key points and highlight the things you would like the audience to remember about you as a candidate.
- **Practice** - Once your presentation structure and aids are developed, carve out plenty of time to practice your presentation on your own and in front of others. Maybe you used too many filler words like "um" and "like" for example. Or perhaps you read directly from your slides. You'll want to solicit feedback from your practice audience and incorporate that feedback into your edits.
- **Looking for assistance with practicing presentations?** UGA students can visit the Presentation Collaboratory located on the first floor of Milledge Hall. Learn more [here](#).
- **Ace the Delivery** - Part of acing the delivery includes dressing professionally. Refer to our Business Professional and Business Casual Attire Pinterest Boards for professional dress examples. Maintain good eye contact with your audience, consider your body language, and anticipate potential audience questions at the conclusion of your presentation.

### **After the Interview**

- Write a thank you email to the interviewer(s). Review the email for spelling or grammatical errors.
- Continue to apply to other roles and network with employers until you have accepted an offer.

# When Should I Disclose a Disability in the Workplace?

You have the option to decide if, when, and how to disclose your disability at work or during the hiring process. Since disclosure is voluntary, it is up to you to discuss your disability, and any accommodation needed with your employer. Be aware that the employer may request documentation of your disability to support your accommodation request.

You may disclose a disability at any stage during the hiring process or while employed. When deciding whether and when to disclose, consider the advantages and possible drawbacks of disclosing at various points in hiring and employment.

The process of disclosing a disability can differ based on whether the disability is visible or invisible. For invisible disabilities, you must disclose them to request accommodations, as employers cannot accommodate a disability, they are unaware of. For visible disabilities, be prepared for potential questions from employers or colleagues, and think ahead about how you want to respond. Ultimately, you have the choice of when (or if) to disclose a disability and request accommodations.

## Disclosure Resources

As a reminder, the disclosure and accommodations process is usually a confidential interaction between you and your employer. It is important to learn what the process is at your organization and identify the correct contact with whom to have this conversation. However, you may want to be prepared to have this conversation if it comes up, or if you want to bring it up, in other situations. Use these templates to practice or compose a disclosure. Include a brief description of how the disability impacts you in the work environment and the specific accommodations you are requesting.

Communicate to the employer that you are reliable, valuable to the organization, and able to complete the role as well as (or better than!) others.

### Scripts

- On Resume: Share disability-related activities, such as “Disability Center Peer Advisor” or “Member of Students for Disability Advocacy.”
- In a Cover Letter: “I am confident I can be successful in this role. I work best when (describe ideal working conditions). Sometimes, my work environment may require accommodations. I look forward to discussing the position and my candidacy with you in a formal interview.”
- In an Interview: “My disability gives me a unique perspective and skill set. For example, (describe specific traits or accomplishments). I use these skills to benefit the team by (example from current or former work).”
- After a Job Offer: “Thank you for this offer. I am very excited about the opportunity to work with your team, and I am confident I can be successful in this role. I would like to discuss some accommodations I may need.”
- After Starting a Job: “Thank you for taking the time to meet with me. I am enjoying this role, and I value the work we do. I feel it is important that I share that I have (describe disability), which can require me to (describe need and/or accommodation request). I wanted to bring up this information early to ensure we can work together on a reasonable accommodation.”
- A Performance Issue Arises: In this role, I have used my strengths and developed new skill sets. I have noticed that I have difficulty when (describe difficulty). Some possible solutions to help

me include (describe accommodation). I would appreciate your support in implementing these strategies.”

(Adding disclosure timing: pros and cons image here)

# International Student Resources

## *H-1B Visa Resources*

An H-1B is an employment status for temporary employment in the U.S., allowing international citizens to work in specialty jobs that require skills and knowledge achieved through a baccalaureate or higher degree. If your employer would like to sponsor you for an H-1B visa, start the process as soon as possible! The number of available visas has reduced considerably over the past few years.

### **Resources for information on the H-1B**

*U.S. Department of Labor* | [dol.gov/agencies/whd/immigration/h1b](https://dol.gov/agencies/whd/immigration/h1b)

- The Department of Labor is a federal agency which exists to promote the welfare of job seekers, workers, and retirees.

*U.S. Citizenship & Immigration Services* | [uscis.gov/working-united-states/temporary-workers/h-1b-specialty-occupations-dod-cooperativeresearch-and-development-project-workers-and-fashion-models](https://uscis.gov/working-united-states/temporary-workers/h-1b-specialty-occupations-dod-cooperativeresearch-and-development-project-workers-and-fashion-models)

- Responsible for the administration of immigration and naturalization adjudication functions and establishing immigration services, policies, and priorities.

*Interstride* | [Interstride.com](https://interstride.com)

- Log in with your UGA email and password and click on “Visa Insights.”

*Cultural Vistas\** | [culturalvistas.org](https://culturalvistas.org)

- Practical Training information for international students and non-U.S. citizens seeking career related experience.

*International Student\** | [internationalstudent.com](https://internationalstudent.com)

- Immigration information as well as extensive job search and graduate school resources.

*My Visa Jobs\** | [myvisajobs.com](https://myvisajobs.com)

- Extensive reports on companies applying for H-1B visas.

\*These three websites are external, commercial sites and the University of Georgia cannot vouch for the accuracy of their information.



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