

A guide for your part-time job search

# Job Search

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# Preparing the Professional “You”

## Developing the Brand Called “You”

Think of yourself as a brand. How will you package your brand? Your cover letter, résumé, personality, and online presence should work together to create a consistent identity.

Your choice of words, fonts, layout, and the way you express your strengths will begin to depict your brand. Using these choices consistently throughout all of your application pieces and experiences will show that you have a distinct style. This is the time to start thinking of yourself as a professional-in-training.

## Becoming Competitive

Searching for on-campus jobs can be very competitive, and the process should be treated just like any other job search. This guide will provide you with helpful tips and advice so you can create a brand for yourself and stand out amongst the herd. In addition, The USF Career Center is available to help you prepare for a competitive job search both on and off campus.

Allow yourself plenty of time to prepare application documents and to seek feedback from the Career Center, to ensure that you are taking the right steps towards employment.

Your time as a USF student is the perfect opportunity to grow as a student and as a professional. Utilize our resources and let us help you achieve your goals.

# Building your Résumé

## **Limit your résumé to one page.**

Two-page résumés generally show more than 10 years of experience. The sole purpose of your résumé is to land an interview, so stick to the key elements that highlight your skills.

**Use action verbs** to describe your job responsibilities. This will help the reader quickly detect your transferable skills. Use past-tense action verbs, except to describe a current position. Refer to the list on page 6 to get you started.

**Make a PDF version** so anyone can view your document without formatting or font issues. (These issues are most common with Microsoft Word documents). Save your document as yourname\_resume.pdf and upload the PDF to the Student Employment job posting. Do the same for your cover letter.

**Use universal fonts** such as Arial, Century Gothic, Garamond, Helvetica, and Verdana. Stick to using just one or two fonts throughout your résumé to make sure it is consistent and easy to read.

## **PROOFREAD!**

Misspelled words, incorrect punctuation, and grammatical errors will send your résumé straight to the trash. Bring in your résumé to The Career Center to have it reviewed. Attention to detail will get you a long way.

## **Do the 5-second scan.**

In a matter of seconds, your potential employer will scan your résumé for the most important information. Make sure that the headers are bolded and your formatting is clear and concise. Let the Career Center do a scan of your résumé before sending it off to employers.

## Suggested Résumé Headers

**Header**

**Objective**

**Education**

**Employment Experience**

**Related Experience**

**Involvement & Service Experience**

**Academic & Leadership Honors**

**Skills {including computer, social media, ability to use office tools, language & artistic ability}**

# Résumé Writing

## Write Better Bullet Points

**Communicate your “transferable skills” when writing descriptions for paid and unpaid positions you have held.**

Omit any jargon that was unique to the position you worked in; instead describe your accomplishments in a way a layperson would understand. Keep everything simple, clear, and concise. These bullet points are the most important part of your résumé.

## Bullet Point Examples

These examples demonstrate and communicate strong transferable skills:

**1. Developed communication skills by designing a monthly newsletter highlighting sorority updates and planning weekly meetings with the house executive board**

Do not make the reader of your résumé guess what skill you are trying to demonstrate. Just come right out and say it! In this example, communication skills are highlighted.

**2. Created an engaged, socially-aware living community by planning group community service activities once a week**

With this bullet, the author demonstrates that the goal of creating a socially-aware living community was accomplished.

## Useful Words & Phrases

ability to delegate	handle multiple tasks
ability to implement	industrious
ability to plan	innovative
ability to train	leadership qualities
adaptable	organizational skills
analytical ability	persuasive
assertive	problem solver
communication skills	public speaking skills
conceptual ability	results-oriented
conversant in	risk taker
critical thinking skills	self-starter
detail-oriented	setting priorities
flexibility	take initiative
follow-through	team player
follow-up	willing to travel
	working knowledge of

# Action Words

Accelerated  
Accompanied  
Accounted  
Achieved  
Acquired  
Adapted  
Addressed  
Adjusted  
Administered  
Advanced  
Advertised  
Advised  
Advocated  
Aligned  
Allocated  
Analyzed  
Applied  
Appreciated  
Arranged  
Articulated  
Assembled  
Assessed  
Assigned  
Audited  
Authorized  
Balanced  
Briefed  
Budgeted  
Calculated  
Catalogued  
Centralized  
Chaired  
Changed  
Clarified  
Classified  
Closed  
Collaborated  
Collected  
Commanded  
Communicated  
Compared  
Compiled  
Completed  
Composed  
Computed  
Conceptualized  
Condensed  
Conducted  
Connected  
Contacted  
Contracted  
Constructed  
Consulted  
Contracted  
Contributed  
Controlled  
Converted  
Cooperated  
Coordinated  
Corrected  
Correlated  
Corresponded  
Counseled  
Created  
Cultivated  
Customized  
Decided  
Defined  
Delegated  
Delivered  
Demonstrated  
Designed  
Detailed  
Determined  
Developed  
Diagnosed  
Differentiated  
Directed  
Discovered

Documented  
Drafted  
Earned  
Edited  
Educated  
Effected  
Eliminated  
Empowered  
Enabled  
Enacted  
Encouraged  
Enforced  
Endorsed  
Engineered  
Enhanced  
Employed  
Entertained  
Established  
Estimated  
Evaluated  
Examined  
Exceeded  
Excelled  
Executed  
Exhibited  
Expanded  
Expedited  
Explained  
Explored  
Facilitated  
Filed  
Finalized  
Financed  
Focused  
Followed  
Forecasted  
Formalized  
Formed  
Formulated  
Fostered  
Founded  
Fundraised

Generated  
Governed  
Graduated  
Guided  
Headed  
Hosted  
Identified  
Illustrated  
Implemented  
Improved  
Improvised  
Incorporated  
Increased  
Indexed  
Influenced  
Informed  
Initiated  
Innovated  
Inspected  
Inspired  
Installed  
Instructed  
Insured  
Integrated  
Intensified  
Interpreted  
Interviewed  
Introduced  
Invented  
Investigated  
Justified  
Launched  
Led  
Leveraged  
Licensed  
Listened  
Located  
Logged  
Maintained  
Managed

Manufactured  
Marketed  
Mastered  
Measured  
Mediated  
Mentored  
Minimized  
Mobilized  
Modeled  
Modified  
Monitored  
Motivated  
Negotiated  
Nominated  
Observed  
Obtained  
Officiated  
Operated  
Orchestrated  
Ordered  
Organized  
Originated  
Outlined  
Oversaw  
Participated  
Perceived  
Perfected  
Performed  
Persuaded  
Piloted  
Pinpointed  
Pioneered  
Placed  
Planned  
Prepared  
Presented  
Presided  
Positioned  
Prevented  
Prioritized  
Processed  
Procured

Procured  
Produced  
Programmed  
Projected  
Promoted  
Proposed  
Proved  
Provided  
Publicized  
Published  
Purchased  
Qualified  
Quantified  
Quantified  
Read  
Realized  
Reasoned  
Recognized  
Recommended  
Reconciled  
Recorded  
Recruited  
Reduced  
Refined  
Reinforced  
Reorganized  
Repaired  
Replaced  
Reported  
Represented  
Researched  
Resolved  
Restructured  
Responded  
Retrieved  
Revamped  
Reviewed  
Revised  
Scheduled  
Screened  
Secured  
Selected

Separated  
Set Up  
Served  
Simplified  
Solved  
Sorted  
Spearheaded  
Specialized  
Spoke  
Sponsored  
Staffed  
Standardized  
Streamlined  
Strengthened  
Structured  
Succeeded  
Summarized  
Supervised  
Supported  
Surveyed  
Synthesized  
Systematized  
Tabulated  
Targeted  
Taught  
Tested  
Theorized  
Trained  
Transferred  
Transmitted  
Transcribed  
Translated  
Tutored  
Unified  
Updated  
Upgraded  
Used  
Utilized  
Validated  
Verified  
Volunteered  
Wrote

# Freshman or Foundation Résumé with No Employment Experience

## DANIELLE DAVIDSON

10988 Fowler Avenue  
Tampa, FL 33612  
Tel: 813.999.7999  
ddanielle@mail.usf.edu

### OBJECTIVE

To obtain the position of Student Director for Leadership and Community Service within the Center for Student Involvement Campus Activities Board at the University of South Florida Tampa campus

### EDUCATION

**University of South Florida**, Tampa, FL  
Bachelor of Arts in Early Childhood Education Candidate May 2015

**Lake View High School**, Tampa, FL  
Overall GPA 3.7 Graduate May 2011

### SKILLS

Mac and PC Platforms  
Microsoft Office: Microsoft Word, Excel, PowerPoint  
Familiar with office machines: multi-line telephone, copier, fax

### RELATED EXPERIENCE

**University of South Florida**, Tampa, FL  
**Center for Student Involvement**  
*Bulls Night Out Street Team Member* 08/11 – present

- Contribute to the management of each bi-weekly night program
- Promote Bulls Night Out events throughout the entire USF campus
- Help strategically plan new marketing and event ideas for Bulls Night Out

**Azalea Elementary**, Tampa, FL  
*Field Internship* 08/10 – 05/11

- Maintained a record of students' academic development and discussed progress with parents
- Aided the instructor with daily classroom activities and projects

### INVOLVEMENT AND SERVICE EXPERIENCE

**University of South Florida**, Tampa, FL  
**Alpha Delta Pi Sorority**  
*Member* 09/11 – present

- Organize several philanthropic events, on campus and throughout Tampa Bay
- Successfully raised over \$1,000 for local charities

### Broaden the scope of your content.

Many students work for the first time in college. Your first résumé may include school activities or projects, volunteer work, extracurricular activities, as well as previously held part-time jobs that are not related to your long-term career goal. If you are writing a résumé for a part-time job it will most likely look different than a résumé for a full-time degreed position.

### Fill the page.

Reduce the margins. Use a larger font for your name and headers. Avoid writing in paragraph format, and instead start each new expression of an accomplishment or task on a separate line.

### Be Creative.

Your résumé is a reflection of you! Use your space in a creative way. If you are having trouble filling the page try using margins as part of the design, similar to this résumé example.

# Sophomore Résumé with Employment & Involvement Experience

## Save each copy of your résumé.

Once you have created your résumé, save it as a “general” résumé so that you can keep your experiences in one place and update it as necessary. This résumé should show your basic skills and does not need an objective because you will not be sending this one to employers. This will also allow you to have the same starting place each time you build a new tailored résumé.

Save every tailored résumé that you use for applications in case you need to send it again and also so you can bring copies with you to an interview.

## Keep updating.

As you gain employment experience and additional involvement experience, add them to your résumé while you are actively engaged in the experience. Don't wait until you are forced to update your résumé when you want to apply for a new experience. Think of this document as a living document – it is constantly growing. This will minimize your stress level and keep you from procrastinating putting your work experiences on your resume.

<b>RK</b>	
<b>Ryan Kauffman</b> 1566 Campus Drive Tampa, FL 33617 813-567-7788	
<b>EDUCATION</b>	<b>University of South Florida</b> , Tampa, FL Bachelor of Arts in International Studies, Candidate May 2014 <b>Bloomingdale High School</b> , Tampa, FL Graduate May 2010
<b>EMPLOYMENT EXPERIENCE</b>	<b>Self-Employed</b> , Tampa, FL, June 2009 - Present Lawn Care Provider <ul style="list-style-type: none"><li>• Deliver friendly and reliable lawn care service to local neighborhoods</li><li>• Maintain a tight schedule to be available and flexible for all clients</li><li>• Preserve personal lawn care machinery as well as customer owned equipment and supplies</li></ul> <b>University of South Florida</b> , Tampa, FL, Summer 2011 Orientation Leader <ul style="list-style-type: none"><li>• Selected by a committee to be one of 25 Orientation Team Leaders</li><li>• Informed first year college students about the process to register for courses</li><li>• Guided informative group tours for prospective students around campus</li><li>• Represented the student voice during new student orientation</li></ul>
<b>INVOLVEMENT &amp; SERVICE EXPERIENCE</b>	<b>University of South Florida</b> , Tampa, FL <b>Center for Leadership and Civic Engagement</b> , January 2012 - Present BullSERVE Volunteer <ul style="list-style-type: none"><li>• Attend weekly meetings on campus to coordinate volunteer efforts for the local Feeding America organization</li><li>• Volunteer at local Feeding America food distribution centers to provide and transport food to the Tampa Bay community</li></ul> <b>Stampede of Service</b> , January 2012 <ul style="list-style-type: none"><li>• Joined in USF's largest day of service to celebrate community service</li><li>• Partnered with the Children's Cancer Center to help renovate their new facilities</li></ul>
<b>SKILLS</b>	Proficient in Adobe Photoshop Microsoft office, Power Point, Microsoft Word

## Posting Preview

### Posting Details

Posting Title: FWS - Community Service/Leadership - **Tutor/Mentor** (6)

Department Number/Name: 0-5880-000 FMHI - Administration

College/Division: College of Behavioral & Community

Sciences Location of Position/Campus: Tampa

Other Work Location:

Salary Plan: Temporary

Hiring Salary/Salary Range: \$9.00 per hour

**College Link** Tutor/Mentors strive to make a positive difference in the lives of students in need of academic assistance, support and guidance to reach higher educational opportunities. Working as a Tutor/Mentor you have the ability to impact the community by working closely with the youth in Tampa, positively influencing students, and using the knowledge that you learn in your classrooms at USF, to help the students in our local high schools.

Must be able to:  
 \*Serve 10-20 hours per week for approximately 15 weeks (January 2012- April 2012)  
**\*Provide subject specific tutoring at grant specific, local high schools**  
 \*Communicate regularly with site assistant  
**\*Maintain established schedule at the school site** and follow procedures for reporting absences or tardiness to the site assistant  
 \*Participate in ongoing training and meetings at least twice a month  
 \*Foster an atmosphere of professionalism and respect at the school site  
**\*Maintain Activity Logs and Student Progress Assessments \*Report and submit USF timesheets in a timely manner**

As a result of this position, student will be able to:  
 \*Demonstrate basic employability skills such as: timeliness to work, appropriate dress, interpersonal communication, and time management  
 \*Receive and solicit feedback from supervisor and effectively apply feedback on the job  
 \*Assess workplace and demonstrate how personal talents, skills, and knowledge fit into the employer's goals, mission, and vision  
 \*Demonstrate her or his professional brand (identity)  
 \*Communicate transferrable and functional skills to prospective employers

\*MUST have a current FWS award for 2011-2012 in order to apply for this position. You will be required to provide a copy of your award prior to being hired.

Minimum Qualifications (Education & Experience):  
 \*2.5 minimum GPA  
 \*Reliable transportation and valid driver's license. (Public transportation is acceptable).  
 \*Must have 4 hour blocks of availability in a work day.

# Tailor Your Résumé

It is important that you read every part of the advertised job description carefully and consider what will be important to highlight on your résumé. Do not make the mistake of using the same résumé to apply for every job being advertised. This is not an effective way to highlight your transferrable skills.

The image on this page is an example of a real job description for a student position advertised on [employment.usf.edu](http://employment.usf.edu) in **Careers@USF**. Read over it carefully and consider how you might write a résumé to apply for this position. Next, view the following two pages to see an example of how a student résumé was tailored to this position description.

Preferred Qualifications (Education & Experience): NA

Special Skills/Licenses/Training/Certifications:

Position Number:

Application Posting Date: 01-15-2012

Posting Number: 0006420

Application Deadline Date:

Additional Information for Applicants:

\*MUST attach your FWS "Award Overview" screen from OASIS as a .txt or .pdf document and upload it as "Federal Work Study Award" when you apply.  
 \*We are hiring for 10-15 available positions.  
 \*If hired a background check is required.  
 \*Copy of class schedule is required. Please upload class schedule as Other Document 1 (prefer week at a glance view).

For questions about this position contact Theresa Gendreizig at 813-974-9024.

# Lindsey Smith

1234 Branch Street | Tampa, FL 33456 | 813-998-6755 | lsmith123@mail.usf.edu

## OBJECTIVE

1

2

To obtain the position of **Tutor/Mentor** for the **College Link** program at the University of South Florida Tampa campus in order to better serve the Tampa community

## EDUCATION

**University of South Florida**, Tampa, FL Expected Graduation: May 2015  
Bachelor of Arts in Social Work

**Lake View High School**, Tampa, FL Graduated: May 2011  
GPA: 3.75

## EMPLOYMENT EXPERIENCE

**Target Cooperation**, Tampa, FL June 2008 – Present  
**Team Member/Cashier**

- Commit to working well with team members and supervisors in order to provide high level of guest satisfaction; earned employee of the month April 2011
- Maintain a regular weekly schedule and update timesheet daily; reliable availability for call-ins and holiday shifts
- Increase professional development by attending weekly staff meetings and additional training sessions

**Self-Employed**, Tampa, FL June 2009 – May 2011  
**Childcare Provider, Thomas Family**

- Supervised two children to ensure that they were in a safe environment; picked them up from school daily
- Engaged children in daily activities by participating in child-friendly games and encouraging good study habits
- Prepared a nutritional weekly meal plan for children and completed grocery shopping with budgeted money provided by Mrs. Thomas

## RELATED EXPERIENCE

**Relay for Life**, Tampa, FL April 2011 – May 2011  
**Volunteer**

- Supported the American Cancer Society by volunteering at this all-day event
- Provided marketing support by creating 5 fundraising events on Facebook and advertising them through Twitter
- Prepared and replenished on-site needs and supplies, including tent set-up, food and drinks and awards

**Lake View High School**, Tampa, FL August 2009 – May 2011  
**Peer Tutor, National Honor Society**

- Tutored 5 students each semester in English & Math courses
- Designed study schedules to provide to students being tutored

## SKILLS

- Completed AP classes in English Literature and Calculus at Lake View High School
- Proficient in Microsoft Office and Outlook
- Experience using Facebook and Twitter to market events, have had a completed LinkedIn profile since May 2011
- Proficient in use of Prezi
- Fluent in Spanish

## Posting Preview

### Posting Details

Posting Title:	FWS - Community Service/Leadership - <b>Tutor/Mentor (6)</b> 1
Department Number/Name:	0-5880-000 FMHI - Administration
College/Division:	College of Behavioral & Community Sciences
Location of Position/Campus:	Tampa
Other Work Location:	
Salary Plan:	Temporary
Hiring Salary/Salary Range:	\$9.00 per hour 2
Duties:	<p><b>College Link</b> Tutor/Mentors strive to make a positive difference in the lives of students in need of academic assistance, support and guidance to reach higher educational opportunities. Working as a Tutor/Mentor you have the ability to impact the community by working closely with the youth in Tampa, positively influencing students, and using the knowledge that you learn in your classroom's at USF, to help the students in our local high schools. Must be able to: *Serve 10-20 hours per week for approximately 15 weeks (January 2012-April 2012) *Provide subject specific tutoring at grant specific, local high schools. *Communicate regularly with site assistant. *Maintain established schedule at the school site and follow procedures for reporting absences or tardiness to the site assistant. *Participate in ongoing training and meetings at least twice a month. *Foster an atmosphere of professionalism and respect at the school site. *Maintain Activity Logs and Student Progress Assessments *Report and submit USF timesheets in a 5 timely manner.</p> <p>As a result of this position, student will be able to: *Demonstrate basic employability skills such as: timeliness to work, appropriate dress, interpersonal communication, and time management *Receive and solicit feedback from supervisor and effectively apply feedback on the job *Assess workplace and demonstrate how personal talents, skills, and knowledge fit into the employer's goals, mission, and vision *Demonstrate her or his professional brand (identity) *Communicate transferrable and functional skills to prospective employers</p> <p>*MUST have a current FWS award for 2011-2012 in order to apply for this position. You will be required to provide a copy of your award prior to being hired.</p>
Minimum Qualifications (Education & Experience):	*2.5 minimum GPA *Reliable transportation and valid driver's license. (Public transportation is acceptable). *Must have 4 hour blocks of availability in a work day.

## Lindsey Smith

1234 Branch Street | Tampa, FL 33456 | 813-998-6755 | lsmith123@mail.usf.edu

### OBJECTIVE

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2

To obtain the position of **Tutor/Mentor** for the **College Link** program at the University of South Florida Tampa campus in order to better serve the Tampa community

### EDUCATION

**University of South Florida**, Tampa, FL Expected Graduation: May 2015  
Bachelor of Arts in Social Work

**Lake View High School**, Tampa, FL Graduated: May 2011  
GPA: 3.75

### EMPLOYMENT EXPERIENCE

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- Commit to working well with team members and supervisors in order to provide high level of guest satisfaction; earned employee of the month April 2011
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**Self-Employed**, Tampa, FL June 2009 – May 2011  
**Childcare Provider, Thomas Family** 3a

- **Supervised two children** to ensure that they were in a safe environment; picked them up from school daily
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### RELATED EXPERIENCE

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**Lake View High School**, Tampa, FL August 2009 – May 2011  
**Peer Tutor, National Honor Society** 3b

- **Tutored 5 students each semester in English & Math courses**
- Designed study schedules to provide to students being tutored

### SKILLS

3c

- **Completed AP classes in English Literature and Calculus at Lake View High School**
- Proficient in Microsoft Office and Outlook
- Experience using Facebook and Twitter to market events, have had a completed LinkedIn profile since May 2011
- Proficient in use of Prezi
- Fluent in Spanish

## First Semester Freshman With Employment Experience

1. Your objective statement should include the name of the position for which you are applying.

2. Your objective statement should also include the name of the program or department in which the position is located.

3. The applicant's résumé should reflect that he/she has the transferable skills that relate to the posting's specified qualifications. This résumé example shows that the student has experience supervising children as well as appropriate mentoring ability with high school students. This résumé should also demonstrate that the student has had tutoring experience within specific subjects.

4. The applicant's résumé should demonstrate that the student will be detail-orientated on the job and can handle the responsibility of committing to a regular schedule.

5. It is evident that the student has had experience filling out a timesheet and has supported the team she worked for by making herself available to work should another employee be unable to.

1

<b>RK</b>	<b>Ryan Kauffman</b> 1566 Campus Drive Tampa, FL 33617 813-567-7788
<b>EDUCATION</b>	<b>University of South Florida</b> , Tampa, FL Bachelor of Arts in International Studies, Candidate May 2014  <b>Bloomingdale High School</b> , Tampa, FL Graduate May 2010
<b>EMPLOYMENT EXPERIENCE</b>	<b>Self-Employed</b> , Tampa, FL, June 2009 - Present Lawn Care Provider <ul style="list-style-type: none"> <li>• Deliver friendly and reliable lawn care service to local neighborhoods</li> <li>• Maintain a tight schedule to be available and flexible for all clients</li> <li>• Preserve personal lawn care machinery as well as customer owned equipment and supplies</li> </ul> <b>University of South Florida</b> , Tampa, FL, Summer 2011 <b>Orientation Leader</b> <ul style="list-style-type: none"> <li>• Selected by a committee to be one of 25 Orientation Team Leaders</li> <li>• Informed first year college students about the process to register for courses</li> <li>• Guided informative group tours for prospective students around campus</li> <li>• Represented the student voice during new student orientation</li> </ul>
<b>INVOLVEMENT &amp; SERVICE EXPERIENCE</b>	<b>University of South Florida</b> , Tampa, FL <b>Center for Leadership and Civic Engagement</b> , January 2012 - Present <b>BullSERVE Volunteer</b> <ul style="list-style-type: none"> <li>• Attend weekly meetings on campus to coordinate volunteer efforts for the local Feeding America organization</li> <li>• Volunteer at local Feeding America food distribution centers to provide and transport food to the Tampa Bay community</li> </ul> <b>Stampede of Service</b> , January 2012 <ul style="list-style-type: none"> <li>• Joined in USF's largest day of service to celebrate community service</li> <li>• Partnered with the Children's Cancer Center to help renovate their new facilities</li> </ul>
<b>SKILLS</b>	Proficient in Adobe Photoshop Microsoft office, Power Point, Microsoft Word

3

2

## The Quadrant Test

Balance the amount of text and the amount of white space you have on your résumé. When a document is “balanced” the reader is more likely to move their eyes across the page from the left to the right. This strategy allows you to help direct the reader to the information in the order in which you want him/her to see it.

Each “quadrant” of your résumé should have an equal amount of text and white space. You can expect the reader will look at quadrant 1 first, so put your most important information there.

4

12

# Résumé Writing Checklist

## Header

- Have you used proper upper case and lower case for your name and address? Did you spell out “Street,” “Avenue,” “Boulevard?”
- Have you included your USF e-mail address?
- Have you included your Tampa area address?
- Is the phone number on your résumé the correct number for contacting you, the applicant?

## Objective

- Is it specific? Does it include the type of position and office at the university? (e.g., Office Assistant within the Department of Sociology at the University of South Florida Tampa campus)
- Is it work-centered rather than self-centered (e.g., Offering proven leadership, extensive writing experience, and excellent problem-solving skills)

## Education

- Have you listed the University of South Florida as your primary institution?
- Is the University of South Florida spelled out, and have you included the city and state?
- Is the expected month and year of graduation included?
- Did you list the full formal name of your degree? (e.g., Bachelor of Science in Criminology)
- Are all expected degrees, majors, minors, certifications included?

## Experience

- Have you categorized your experiences into Employment Experience and Related Experience (Paid versus non-paid)?
- Are position titles, name, city, and state of organization and dates employed included?
- In your bullets did you begin by using action-oriented verbs? (“Drafted and organized” versus “Duties included: drafting and organizing”.) And did you incorporate useful phrases? (i.e. “ability to plan” and “flexibility”)
- Did you illustrate specific tasks and accomplishments in each experience, while demonstrating transferable skills?

## Involvement & Service Experience

- Are position titles, name, city, and state of organization and dates of involvement included?
- In your bullets did you begin by using action-oriented verbs? (“Drafted and organized” versus “Duties included: drafting and organizing”.) And did you incorporate useful phrases? (i.e. “ability to plan” and “flexibility”)
- Did you illustrate specific tasks and accomplishments in each experience, while demonstrating transferable skills? Are activities and dates of memberships spelled out?
- Do activities demonstrate leadership, sociability and/or interests?

## Academic & Leadership Honors

- Are accomplishments specific and relevant?
- Are scholarships and honor societies spelled out?
- Did you include the date(s) inducted?

## Skills

- Is level of competency described with the skill (e.g., proficient, familiar, fluent)?
- Did you include languages, special artistic abilities?

## Layout and Format

- Does your résumé fit on one page?
- Have you used the quadrant test to check your white space?

# Writing a Cover Letter

## Remember to take your time!

**Every time you send your résumé, you should include a cover letter.**

The purpose of a cover letter is to help you get an interview. It gives you the opportunity to strategically introduce yourself, highlighting relevant parts of your résumé that spark the reader's interest. It should not reiterate your résumé but reinforce why you are interested in the job and why you think you are an outstanding candidate.

**The letter should be written in business format.**

Give a concise pitch about who you are and why you are contacting them. Proofread the letter for spelling and grammatical errors and have the Career Center critique it for you. Spell everything completely; do not use informal speech or abbreviations. For example use "I am" instead of "I'm." Your letter will be viewed as a sample of your language and writing ability.

## Tailoring your Cover Letter

**Use the same steps to tailor your cover letter as you did with your résumé.**

It is very important to reread and highlight the job posting when writing your cover letter. Just like your résumé, your cover letter should be tailored to the position.

The cover letter example on the next page shows how to highlight key skills from your résumé in your letter. Follow the guidelines in terms of what needs to be included in a cover letter but try to express your strengths and ambitions in the most personal way possible.

# Cover Letter

16 Candles Lane  
Tampa, FL 33607  
(813) 974-2181  
jrryan@usf.edu<sup>2</sup>

<sup>1</sup> Jake Ryan

August 1, 2012

Mr. James Welsh<sup>3</sup>  
Florida Center for Instructional Technology  
4202 E. Fowler Avenue  
EDU 105  
Tampa, FL 33620

<sup>4</sup> Dear Mr. Welsh:<sup>5</sup>

In response to your recent advertisement on [Careers@USF at employment.usf.edu](mailto:Careers@USF.at.employment.usf.edu), please accept my application for the position of iTeach Lounge Assistant. I am excited about<sup>6</sup> the opportunity to work for a center that is dedicated to providing leadership and support services to educational institutions that use technology. This position presents itself as a valuable opportunity to learn more about instructional technology. My goal<sup>8</sup> is to integrate a high level of technology into my classroom at the secondary education level upon graduation, because I believe it is essential in engaging the next generation of students in the learning process.

Previous experiences<sup>9a</sup> have provided me with the qualifications I need to be a strong candidate for this position. Specifically, in my position as a volunteer Teacher's Assistant, I organized handouts for lesson plans, prepared and set up technology needed for the lesson, and assisted the teacher by problem-solving technology challenges. Additionally, when I volunteered for the Children's Special Olympics, I warmly interacted with children while handing out prizes for the games they played. I maintained a professional and respectful attitude towards all of the children and their parents as I answered questions and saw to it that each event started on time. In order to enhance<sup>9b</sup> my technology knowledge, I have used Atomic Learning to teach myself how to better utilize Microsoft Office Word and Excel tools, as well as how to effectively use Adobe Dreamweaver and Photoshop.

I appreciate your willingness to consider me for the job and thank you for taking the time to review my qualifications. I am available to work<sup>10</sup> Mondays, Wednesdays and Fridays after 11am. I will plan to follow-up<sup>11</sup> with you the week of August 5th via email to ensure you received my application materials. I look forward to the opportunity to become a member of the Florida Center for Instructional Technology.

Best,

<sup>12</sup>  


Jake Ryan  
Enclosure<sup>13</sup>

1. Use the same letterhead format as your résumé.
2. Use the same return address as your résumé.
3. Always try to get the name of the person who will be reviewing applications. (If you are applying for an on-campus position and cannot find a person to contact on the posting, please contact Ashley Motley at the Career Center with the posting number and position)
4. Never use "To whom it may concern."
5. Use a colon, not a comma.
6. Indicate where you learned about the position.
7. State why you are interested in this position.
8. Include your goal or career objective.
9. Use this paragraph to reflect upon strengths from your résumé and to address the specific qualifications that the employer is looking for.
10. Include the days and times that you will be available to work.
11. Indicate your future plan of action and be sure to make contact using the employer's preferred method of communication as stated on the job posting (unless the position states not to contact them).
12. Sign the document. If sending electronically, scan your signature and insert it here.
13. Per proper business letter form, indicate there is an electronic enclosure.

# Following Up

**Following up after sending your résumé and cover letter is essential.** If you do not, your information can easily fall through the cracks. Employers receive hundreds of résumés and applications and have very little time to sift through them. Following up shows drive and determination, and most importantly, a real interest in the organization.

**An appropriate time to wait before following up is three to four days after applying.** Contact the employer according to their instructions on the job posting to ensure that you are following proper protocol.

**Keep an organized job search worksheet to help you follow up with employers properly.**

Use the blank job search worksheet (on page 19) to keep track of your current job search. This will allow you to maintain a working contact list. Record all of your job search information as you collect it in one easy to update document.

This is extremely helpful when following up with employers because it allows you to stay organized and timely.

**Make sure you are following the employer's instructions when following up.**

Always check the posting for instructions on contacting the hiring manager. You want to be respectful of the person's time and show that you are able to follow simple instructions.

## Steps for Following Up

**If you plan on talking to the hiring manager in person, call ahead to make sure they know you are coming.**

**When making a phone call or writing an e-mail:**

1. Inquire about the department's hiring timeline and when they will be offering interviews to candidates
2. Reiterate your interest in the position
3. Say "thank-you" for being considered for the job and that you look forward to hearing from them

# Successful Interview Tips

## Be Prepared

- Read up on the office or organization and do research online before you interview. Employers are impressed when you can demonstrate familiarity with what their organization does.
- Prepare a couple of questions to ask the interviewer about the job duties and/or the organization.
- Bring at least two copies of your résumé and a small notepad and pen to take notes.
- Read the job description carefully before the interview and be prepared to answer basic questions such as:
  - Why did you choose our organization/office?
  - Tell me about your past experiences. Why are you a good fit for this position?
  - What are your strengths and weaknesses?
  - How will you manage your time as a student and an employee?

## Look the Part

People form an opinion about you in less than 30 seconds! Make a great first impression by putting some thought into your attire when interviewing. It is ALWAYS better to overdress for an interview. Jeans, T-shirts, and flip flops are usually not appropriate. Treat an on-campus interview just like any other job interview and dress professionally. Everything about you says something about your professionalism so take charge of the impression that you are making.

## Be on Time

Employer surveys reveal that being late to an interview can be a determining factor in not getting a job offer. Arrive at least 10 minutes early to ensure that you will be on time. If you are totally unfamiliar with the office location, do a practice trip the day before to see how long it will take you. It will help you become familiar with the area and ensure that you do not get lost on your way to the interview.

## Body Language Speaks Volumes

You should greet the employer with a firm handshake and a smile. Be sure to maintain eye contact with the employer during the interview. Watch that you aren't tapping your hands or feet. Remember to speak clearly and take a moment to think about the question before answering.

## The Thank-You Note

Always send or drop off a thank-you note to your prospective employer immediately after an interview. Hiring managers are busy people, and anything you can do to subtly remind them that you exist and remain interested in the position will help you stay fresh in their mind. This approach is tried and true and worth the extra effort on your part.

Either hand write your thank-you note on appropriate letterhead or stationery or type it in business letter format. It should be brief and reiterate your enthusiasm about the position. It may be sent via mail or e-mail. In your note:

Thank the employer for taking the time to meet with you.

- Remind the interviewer of the value you have to offer the organization/department and refer to something you discussed in the interview to emphasize your understanding of the organization's needs. Reiterate your appreciation for the interviewer's time and your interest in the opportunity.
- Finish by stating that you look forward to hearing from the employer soon.

# Sample Job Search Worksheet

	DEPARTMENT/ COMPANY	CONTACT	PHONE	EMAIL	POSITION	DATE APPLIED	DATE OF FOLLOW-UP	1ST INTERVIEW DATE	DATE THANK- YOU CARD SENT	OUTCOME
1	USF Admissions Department	Bill Connor	(813) 888-5656	billconnor@usf.edu	Student Assistant	09/08/2011	9/12/2011	9/20/2011	9/21/2011	Awaiting 2 <sup>nd</sup> round interviews
2	USF College of Engineering	Sarah Roberts	(813) 927-8877	sarahr@usf.edu	Office Assistant	9/09/2011	9/12/2011	--		Awaiting 1 <sup>st</sup> interview
3										
4										
5										
6										

# Blank Job Search Worksheet

	DEPARTMENT/ COMPANY	CONTACT	PHONE	EMAIL	POSITION	DATE APPLIED	DATE OF FOLLOW-UP	1ST INTERVIEW DATE	DATE THANK- YOU CARD SENT	OUTCOME
1										
2										
3										
4										
5										
6										

# Contact Us

For questions about FWS, on-campus employment, and job search resources contact:

## Career Services

University of South Florida  
4202 E. Fowler Avenue SVC 2088  
Tampa, FL 33620  
(813) 974-2171

For questions about the general application and human resources contact:

## Human Resources

University of South Florida  
4202 E. Fowler Avenue SVC 2172  
Tampa, FL 33620  
(813) 974-2970

## Ashley Motley

Federal Work Study Career Advisor  
The Career Center  
akmotley@usf.edu  
813.974.9722