



GREENSBORO
COLLEGE

CAREER DEVELOPMENT GUIDE



SUMMER 2026

A Guide for Every Student. A Path for Every Goal.

Welcome to the Greensboro College Career & Professional Development guide. No matter your major, background, or where you are in your career journey, you belong here. A fulfilling career looks different for everyone, and our mission is to provide you with the resources to design a future that is authentically yours.

This guide was created with the entire Greensboro College community in mind. Inside, you'll find tools to help you understand your unique strengths, explore diverse career fields, and learn how to communicate your value to the world.

Your story and your goals are important. We're here to support you every step of the way as you write your next chapter.

How to Use This Guide

Jump In Anywhere: Use the Table of Contents to find exactly what you need, right when you need it

Take Action: Look for checklists, templates, and AI prompts designed to help you make immediate progress

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The Career Development Four-Year Plan

Career development happens over time. Each year gives you opportunities to explore, build experience, strengthen skills, and prepare for what comes next.



First Year

Focus

Self-awareness and transition to college

Key Actions

- Meet faculty, advisors, and career development staff
- Explore interests, strengths, and values
- Begin building campus involvement
- Start reflecting on possible majors and career paths

Sophomore Year

Focus

Career exploration and direction

Key Actions

- Complete CLD 2100: Define Your Path
- Explore majors and career options
- Continue campus involvement
- Build LinkedIn and resume basics
- Participate in job shadows or informational interviews

Junior Year

Focus

Experience and professional growth

Key Actions

- Gain experience through internships, jobs, research, athletics, volunteering, leadership, or service
- Strengthen professional materials
- Build networking and interviewing skills
- Explore graduate or professional school if relevant

Senior Year

Focus

Transition to next steps

Key Actions

- Finalize resume and LinkedIn profile
- Apply for jobs or graduate school
- Practice interviewing and salary conversations
- Evaluate offers and prepare for transition after graduation





CAREER DEVELOPMENT GUIDE

SELF AWARENESS

Understand your interests, personality,
strengths, and values

Self-Assessment: Learning About Your interests & Personality

Why They Matter for Self-Reflection

Assessments are not meant to label you or decide your future. They are tools for reflection, conversation, and more informed decision-making

Interest Assessments

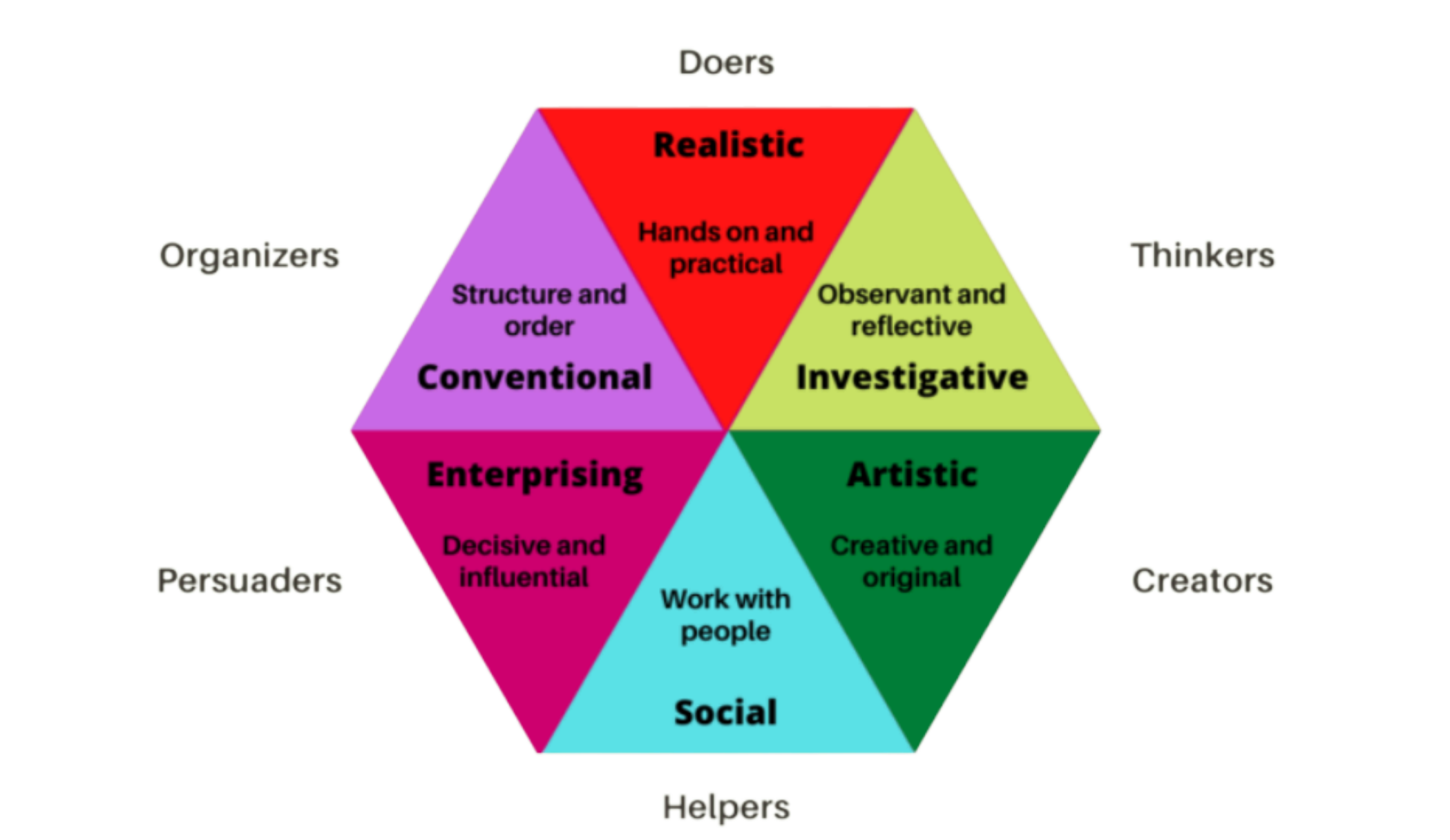
Interest assessments identify activities, topics, and work environments that naturally appeal to you. They reveal patterns in what engages and motivates you and help connect those interests to potential career paths and fields of study.

Personality Assessments

Personality assessments help you reflect on how you prefer to communicate, make decisions, organize information, and work with others



HOLLAND RIASEC MODEL



Realistic (Things) Hands-on, practical, physical, mechanical, or outdoor work Conventional (Order) Organizing, tracking, data, records, systems, and structured tasks Enterprising (Influence) Leading, persuading, organizing, selling, managing, and influencing	Investigative (Ideas) Research, analysis, science, problem-solving, and curiosity Artistic (Creativity) Creative expression, design, writing, music, performance, and originality Social (People) Helping, teaching, counseling, supporting, and communicating with others

 Key Point

Your RIASEC themes suggest environments and activities to explore. They do not limit what you can do.

PERSONALITY TYPE AS A REFLECTION TOOL

Personality assessments can help you reflect on how you prefer to communicate, make decisions, organize information, and work with others. They should not be used to limit your choices or decide your future for you. Instead, use them as conversation starters that help you better understand your patterns, preferences, and possible work environments.

What it can help you notice

Personality tools can help you reflect on communication style, decision-making, organization, energy, and work preferences

How to use it well

Free personality quizzes can be useful for reflection, but they are not official career assessments and should not be used to make major decisions by themselves. Use personality results as conversation starters. Look for patterns, but do not treat your type as a rulebook

What Not To Do

Do not use personality type to eliminate careers, excuse behavior, or decide that you “can’t” do something

INTJ INNOVATIVE,INDEPENDENT, STRATEGIC, LOGICAL, RESERVED, INSIGHTFUL. DRIVEN BY THEIR OWN ORIGINAL IDEAS TO ACHIEVE IMPROVEMENTS.	INTP INTELLECTUAL, LOGICAL, PRECISE, RESERVED, FLEXIBLE, IMAGINATIVE. ORIGINAL THINKERS WHO ENJOY SPECULATION AND CREATIVE PROBLEM SOLVING.	ENTJ STRATEGIC, LOGICAL, EFFICIENT, OUTGOING, AMBITIOUS, INDEPENDENT. EFFECTIVE ORGANIZERS OF PEOPLE AND LONG-RANGE PLANNERS.	ENTP INVENTIVE, ENTHUSIASTIC, STRATEGIC, ENTERPRISING, INQUISITIVE, VERSATILE. ENJOY NEW IDEAS AND CHALLENGES, VALUE INSPIRATION.
INFJ IDEALISTIC, ORGANIZED, INSIGHTFUL, DEPENDABLE, COMPASSIONATE, GENTLE. SEEK HARMONY AND COOPERATION; ENJOY INTELLECTUAL STIMULATION.	INFP SENSITIVE, CREATIVE, IDEALISTIC, PERCEPTIVE, CARING, LOYAL. VALUE INNER HARMONY AND PERSONAL GROWTH, FOCUS ON DREAMS AND POSSIBILITIES.	ENFJ CARING, ENTHUSIASTIC, IDEALISTIC, ORGANIZED, DIPLOMATIC, RESPONSIBLE. SKILLED COMMUNICATORS WHO VALUE CONNECTION WITH PEOPLE.	ENFP ENTHUSIASTIC, CREATIVE, SPONTANEOUS, OPTIMISTIC, SUPPORTIVE, PLAYFUL.. VALUE INSPIRATION, ENJOY STARTING NEW PROJECTS, SEE POTENTIAL IN OTHERS.
ISTJ RESPONSIBLE, SINCERE, ANALYTICAL, RESERVED, REALISTIC, SYSTEMATIC. HARDWORKING AND TRUSTWORTHY WITH SOUND PRACTICAL JUDGEMENT.	ISFJ WARM, CONSIDERATE, GENTLE, RESPONSIBLE, PRAGMATIC, THOROUGH. DEVOTED CARETAKERS WHO ENJOY BEING HELPFUL TO OTHERS.	ESTJ EFFICIENT, OUTGOING, ANALYTICAL, SYSTEMATIC, DEPENDABLE, REALISTIC. LIKE TO RUN THE SHOW AND GET THINGS DONE IN AN ORDERLY FASHION.	ESFJ FRIENDLY, OUTGOING, RELIABLE, CONSCIENTIOUS, ORGANIZED, PRACTICAL. SEEK TO BE HELPFUL AND PLEASE OTHERS, ENJOY BEING ACTIVE AND PRODUCTIVE.
ISTP ACTION-ORIENTED, LOGICAL, ANALYTICAL, SPONTNEOUS, RESERVED, INDEPENDENT. ENJOY ADVENTURE, SKILLED AT UNDERSTANDING THINGS.	ISFP GENTLE, SENSITIVE, NURTURING, HELPFUL, FLEXIBLE, REALISTIC. SEEK TO CREATE A PERSONAL ENVIRONMENT THAT IS BOTH BEAUTIFUL AND PRACTICAL.	ESTP OUTGOING, REALISTIC, ACTION-ORIENTED, CURIOUS, VERSATILE, SPONTANEOUS. PRAGMATIC PROBLEM SOLVERS AND SKILLFUL NEGOTIATORS.	ESFP PLAYFUL, ENTHUSIASTIC, FRIENDLY, SPONTANEOUS, TACTFUL, FLEXIBLE. HAVE A STRONG COMMON SENSE, ENJOY HELPING PEOPLE IN TANGIBLE WAYS.

FREE ASSESSMENTS

INTEREST ASSESSMENTS / HOLLAND CODES	PERSONALITY QUIZZES
<u>My Next Move</u> An interactive tool for job seekers and students to learn more about their career options. The site has tasks, skills, salary information, and more for over 900 different careers <u>Open-Source Psychometric Project</u> The test consists of 48 tasks that you will rate by how much you would enjoy performing each on a scale of (1) dislike (2) slightly dislike (3) neither like nor dislike (4) slightly enjoy (5) enjoy. The test takes most people 5-10 minutes to complete	<u>16 Personalities</u> Provides an in-depth look at the 16 personalities and suggested careers for each type <u>Truity</u> Information on the 16 personalities



How To Use These Results

- Save or screenshot your results
- Notice patterns across assessments
- Discuss results with Career Development, faculty, or an advisor before making major decisions

Key Point

Use free assessments as starting points for reflection, not final answers. Your results can help you notice patterns, but they should not limit your options or make decisions for you.



CAREER DEVELOPMENT GUIDE

EXPLORE OPTIONS

Exploring Majors: Finding Your Academic & Career Fit

Choosing a major doesn't mean locking yourself into one career path. A major helps you build knowledge, skills, and experiences that can connect to many possible futures

If you're unsure what to major in, start by reflecting on:

What topics do you enjoy learning about?

Think about classes, topics, projects, or conversations that hold your attention

What do people often come to you for help with?

Notice the skills others already see in you

What activities or classes energize you most?

Pay attention to activities, assignments, or roles that make you feel curious or engaged

What Can I Do With This Major?

Use this site to explore common career paths, employers, strategies, professional associations, and job search resources connected to over 100 different majors.

This link will bring you back to the Greensboro College website for access

Preview of Site

 Agriculture and Natural Resources >	 Health and Wellness >
 Art, Design, and Performance >	 Languages, Cultures, and Humanities >
 Business >	 Law and Justice >
 Communication >	 Science >
 Education and Human Services >	 Social Science >
 Engineering, Math, and Computers >	



EXPLORING CAREERS & OCCUPATIONS

Choosing a career path takes more than picking a job title. It means learning what fits your interests, values, strengths, lifestyle, and goals. Start with reliable research tools, then talk with real people through informational interviews, job shadows, internships, faculty conversations, and alumni connections.

Use reliable **tools** like the [Occupational Outlook Handbook \(OOH\)](#) and [O*NET Online](#) to explore job descriptions, skills, salary ranges, and employment trends. For detailed insights into company cultures, career paths, and day-to-day realities, visit Vault (available through the library’s career resources).

Lastly, consider joining **professional organizations** in your field of interest. Membership often includes networking opportunities, mentorship programs, conferences, and access to job boards, all of which can help you make connections and stay current in your field. Often there are discounted student rates.

Research Career Fields

- [Occupational Outlook Handbook](#): the government’s premier source of career guidance featuring hundreds of occupations
- [O*Net Online](#): Career exploration and job analysis site
- [My Next Move](#): From O*Net Online
- [Career One Stop](#): Access videos for hundreds of different jobs and occupations

Research Employers & Industries

- [Vault.com](#)
- Employer websites
- Professional Organizations

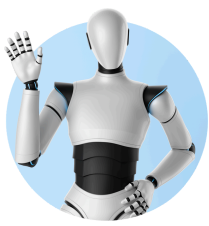


Go Beyond Websites

- Informational Interviews
- Job Shadows
- Internships
- Faculty/alumni conversations

Pro Tip

Online research is useful but it is not enough. Talk with professionals, faculty, alumni, supervisors, and advisors to learn what the work is really like



USING AI TO EXPLORE MAJORS & CAREERS

AI can help you generate ideas, compare options, and ask better questions, but it should not replace reliable career research or advice from people who know the field. Use AI to explore possibilities, then verify what you learn through trusted sources such as [O*NET](#), the [Occupational Outlook Handbook](#), employer websites, faculty, alumni, and professionals working in the field.

AI Can Help You

- Generate career ideas
- Compare majors or career paths
- Identify skills connected to different roles
- Draft questions for informational interviews
- Translate your experiences into transferable skills

AI Cannot Replace

- Reliable career research
- Faculty or advisor guidance
- Conversations with professionals
- Your own judgment

Verify What You Learn

Check AI-generated information using the [Occupational Outlook Handbook](#), [O*NET](#), employer websites, faculty, alumni, and professionals in the field

Use AI Wisely

AI is a starting point, not a final answer. Always verify facts, especially salary, job outlook, credentials, licensing, and education requirements

USING AI TO EXPLORE MAJORS & CAREERS

Sample Prompts

Skills & Learning

Explore what you'll learn and how it transfers to the world of work. Try asking AI:

- What skills and abilities are commonly developed by students majoring in [insert major]?
- What are the most important skills for a career in [career field]?
- What technical skills do I need to apply for [career title] jobs?
- What professional certifications or organizations are helpful for someone exploring [career field]?
- How could skills from my part-time job transfer to marketing or event planning?

Career Paths

Discover where your degree could take you. Try asking AI:

- What are 10 common career paths for graduates with a degree in [major]?
- Tell me about a day in the life of a [career title] and what skills matter most.
- Generate 10 job titles that could be a good fit for me based on:
My favorite skills: ___
My interests: ___
My major: ___

Entry-Level Opportunities

Connect your studies to real-world experience. Try asking AI:

- What are some typical entry-level jobs or internships for someone majoring in [major]?
- For each job, describe the main tasks and one key transferable skill.
- How can I tailor my resume or LinkedIn profile for an entry-level position in [career field]?

Quick Check

After using AI, choose one career or job title to verify through the [Occupational Outlook Handbook](#), [O*NET](#), or an employer website

USING AI TO EXPLORE MAJORS & CAREERS

Interesting Sample Prompts

The "Hobby to Career" Prompt

Prompt:
"Act as a career counselor. I am a college student exploring career options. My favorite hobbies and interests are [list 2-3 hobbies, e.g., playing strategy video games, creative writing, and hiking]. Based on these interests, suggest 5 potential career paths. For each career, explain the connection to my hobbies and list three key skills I would need to develop."

The "Major & Skills Mash-Up" Prompt

Prompt:
"Act as a career advisor. I am a sophomore majoring in [Your Major, e.g., Psychology]. The skills I've developed from classes and part-time jobs include [list 3-4 skills, e.g., data analysis, public speaking, and writing]. Suggest 5 career fields where I could combine my major with these specific skills. Please exclude the most obvious career path of [obvious path, e.g., clinical therapist]."

The "Unrelated Interests" Prompt

Prompt:
"Act as an innovative career strategist. I have two interests that seem unrelated: [Interest A, e.g., Marine Biology] and [Interest B, e.g., Graphic Design]. Brainstorm 5 niche or emerging careers that combine skills from both of these fields. For each, describe the type of company or organization that might hire for such a role."

Key Point

Creative prompts can help you discover options you may not have considered, but you still need to research whether those careers are real, accessible, and a good fit

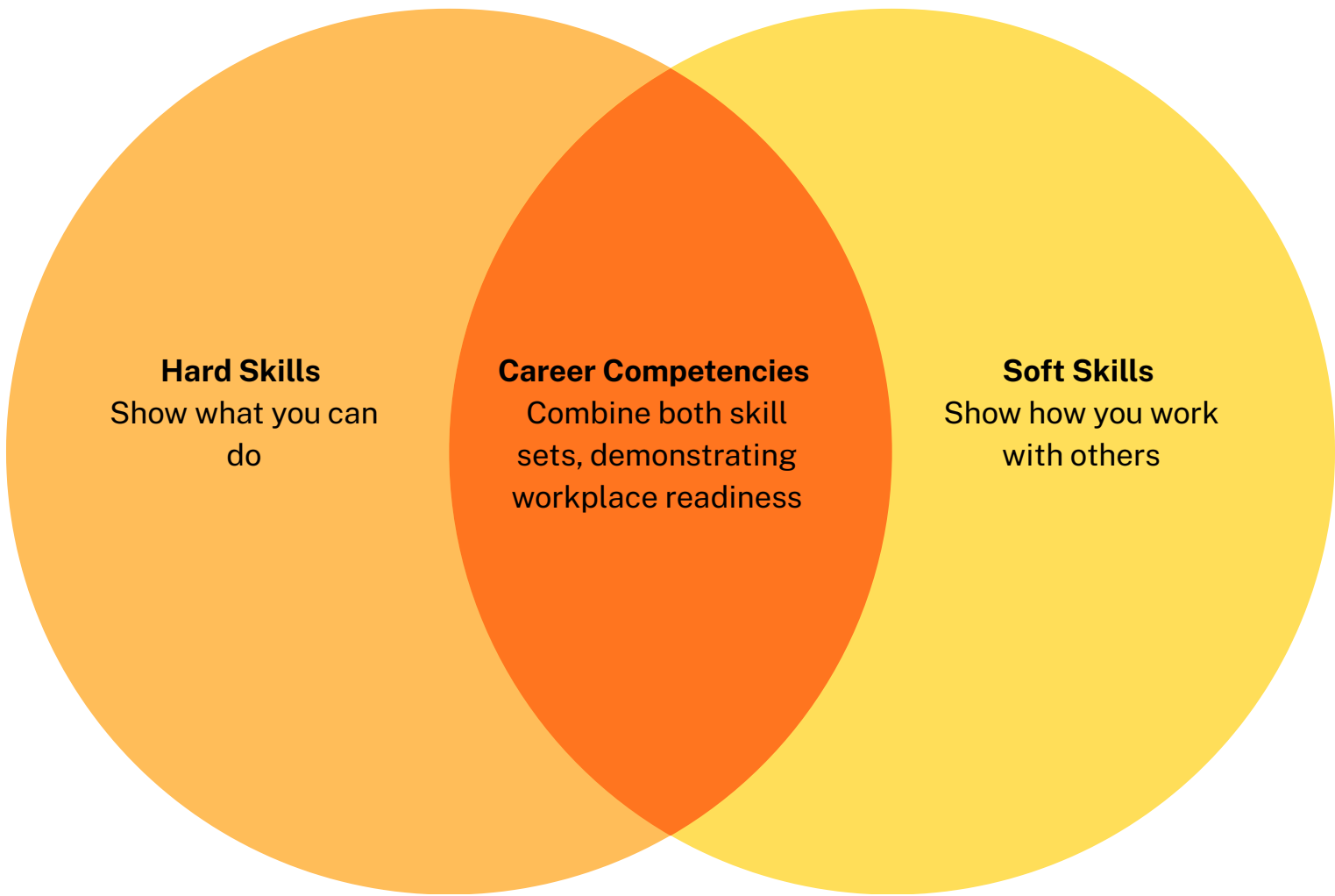


CAREER DEVELOPMENT GUIDE

BUILD EXPERIENCE & SKILLS

Learn by doing, practicing, observing,
and connecting

HARD & SOFT SKILLS AND CAREER COMPETENCIES



Hard Skills

Technical abilities and tools

Usually learned through education, training, or practice, and can be measured

Soft Skills

How you communicate and work with others

Career Competencies

A combination of skills, behaviors, and habits that demonstrate you are ready for the workplace



Key Point

Employers want both technical ability and the ability to work well with people



Build Career Skills with LinkedIn Learning

Greensboro College students, faculty, and staff have free access to LinkedIn Learning, an online library of short courses on business, technology, creative skills, communication, leadership, and more.



Unlimited Learning

Enjoy access to thousands of courses, with new ones added every week.



Personalized Recommendations

Connect your LinkedIn profile to get course suggestions based on your interests, skills, and career goals.



Learn Anywhere

Take courses on your computer or through the LinkedIn Learning app on your mobile device.



Career Growth

Build in-demand skills, prepare for certifications, and earn continuing education credits.



Support for Teaching and Learning

Faculty can use LinkedIn Learning to complement classroom materials, replace textbooks, or create engaging assignments.

Why use it?

- Learn skills you can add directly to your resume and LinkedIn
- Explore career paths before applying for internships or jobs
- Earn certificates of completion you can share with employers
- Learn at your own pace; 10 minutes or 2 hours, whenever it fits your schedule

Whether you’re figuring out your next step or sharpening skills for an internship or job, LinkedIn Learning is one of the easiest ways to turn learning into career momentum

Popular Skill Areas

- Resume and interview preparation
- Excel and data analysis
- Project Management
- Communication and leadership
- Marketing and social media
- Coding and technology

How it helps

LinkedIn Learning can help you turn curiosity into skill-building and skill-building into career momentum

 Pro Tip

A certificate is strongest when you can explain what you learned and how you applied it



How to Access LinkedIn Learning

Logging into your Greensboro College LinkedIn Learning account

1. Access LinkedIn Learning

Use Greensboro College's unique [URL](#) to access the landing page

2. Log In with your Greensboro College Single Sign-On Credentials

Use your Greensboro College email and password to log in

3. Choose Profile Connection

You'll be asked if you want to connect your personal LinkedIn profile to your LinkedIn Learning account. Connecting your profile allows for personalized course recommendations and showcases completed courses on your LinkedIn profile

If you prefer not to connect, select the option to continue without LinkedIn

4. Set Up Your Learning Preferences

Choose topics or areas of interest, such as business, creative, or technology skills. This helps LinkedIn Learning recommend courses tailored to your preferences

5. Start Exploring

Once your account is set up, you'll land on the LinkedIn Learning homepage. From here, you can search for courses, browse recommendations, and begin learning whenever and wherever you are

6. Share Your Certificates

Save or share certificates when appropriate

Profile Connection Note

Connecting your personal LinkedIn profile can personalize recommendations and make it easier to show completed courses. If you prefer not to connect, choose the option to continue without LinkedIn



Key Point

LinkedIn Learning is most useful when you choose courses connected to your goals, not just random certificates

JOB SHADOWING

Job shadowing lets you observe a professional at work so you can better understand a career field, workplace, and daily responsibilities.

What It Is

Job shadowing lets you follow a professional through part of their workday. You may observe meetings, tasks, client interactions, workplace routines, and the skills used in the role

Typical length: A few hours to one full day

Why It Helps

- See daily work firsthand
- Explore whether a field fits your interests
- Learn what skills and education matter
- Build professional confidence
- Make career connections

How To Arrange It

- Choose a career field or role to explore
- Ask faculty, alumni, friends, supervisors, or Career Development for contacts
- Send a short, professional email
- Be flexible with the date and time
- Confirm location, dress code, parking, and confidentiality expectations



Pro Tip

Send a thank-you message within 24 hours

Informational Interviews

Learn From People Doing the Work

Finding People to Interview

Start with your network: friends, family, GC faculty and staff, coworkers, neighbors, alumni, or community members

Before the Conversation.....continued	
Preparing for the Interview <i>Know your goals:</i> What do you want to learn about their field or path? <i>Do your homework:</i> Research their organization and role <i>Reflect:</i> Be clear on your own skills, interests, and values <i>Practice:</i> The Career & Personal Development office can help you craft questions	Arranging the Interview Reach out by email first, then follow up with a polite phone call. Mention any mutual contact: “Alice Smith suggested I reach out to you.” Clarify your purpose: You’re seeking insight, not a job Attach your resume for context Keep it brief: 20–30 minutes is ideal Dress professionally and arrive early
During the Conversation	After the Conversation
Take notes and ask thoughtful questions Be courteous to everyone you meet Let them talk, but guide the conversation Thank them for their time before you leave	Send a thank-you note or email within 24 hours Mention something specific you learned or appreciated Keep in touch if appropriate. Networking is about relationships

Questions About Their Path

- 1.How did you get started in this field?
- 2.What does a typical day or week look like for you?
- 3.What parts of your job do you enjoy the most? The least?
- 4.What key skills or personal qualities help you succeed in your work?

Questions About the Organization

- 1.How would you describe the culture or work environment here?
- 2.What kinds of people tend to thrive here?
- 3.What current trends or challenges are affecting the organization?

Questions About Your Preparation

- 1.What experiences would help me stand out?
- 2.Who else should I talk to?



Key Point

Networking is not asking strangers for favors. It is building professional relationships through curiosity, respect, and follow-up

INTERNSHIPS & EXPERIENTIAL LEARNING AT GREENSBORO COLLEGE

Experiential learning helps you test career interests, build skills, and gain examples you can use on your resume, LinkedIn profile, cover letters, interviews, and graduate school applications.

Before You Start

- Students usually need junior standing or higher and must meet the required GPA for the internship course.
- The internship course must be taken during the semester or summer of the internship experience. Family members may not serve as site supervisors.
- Internship contracts must be submitted by the add/drop deadline.

Registering for Your Internship

1. Secure an internship site early. Do not wait.
2. Register for the appropriate internship course during advising and registration.
3. Connect with the faculty supervisor for your internship course.
4. Complete Sections I–VI of the [Internship Contract](#), which is also on our Internship page
5. Save your contract using the required file name format: **First Name Last Name Internship Contract**.
6. Share your learning goals with your site supervisor.
7. Your faculty supervisor will assist you with completing the academic requirements of your internship
8. Submit the completed contract to the Director of Career Development as early as possible.

Important

For summer internship courses, students are charged based on the number of credits registered. Contact Financial Aid for information about available aid.

Where to Search

Internships may be found through faculty, family, friends, current or former employers, Career Development, LinkedIn, Indeed, ZipRecruiter, Idealist, employer websites, AI-assisted searches, and Google searches.

*If using a current employer as an internship site, the internship duties must be significantly different from your regular job responsibilities.

Experiential Learning May Include

Internships, undergraduate research, service learning, study abroad/study away, student teaching, theatre productions or music performances, and other approved applied learning experiences

WARNING

Waiting until after the add/drop deadline may affect your financial aid, billing, or internship registration.

Understand Your Goals	Research Opportunities	Prepare Strong Materials
Think about the fields you want to explore, skills you want to build, and experiences that would help you make career decisions	Look for organizations connected to your major, interests, location, and career goals. Some internships are posted publicly, while others come through networking	Tailor your resume and cover letter to the internship. Use keywords from the description and show relevant coursework, skills, projects, or experience



Key Point

Start looking early! The application process for certain sites may begin weeks, or even months, in advance



CAREER DEVELOPMENT GUIDE

CREATE YOUR PROFESSIONAL MATERIALS

Build documents and profiles that
communicate your value

IN THIS SECTION

Professional Identity

Clarify how you describe your skills, interests, experiences, and goals

LinkedIn

Build a profile, follow organizations, join groups, and make professional connections

Career Portfolios

Collect examples of your work and learning

Resumes & References

Create focused, clear materials for jobs, internships, and graduate school

Cover Letters

Connect your experience to a specific opportunity



Key Point

Professional materials should be honest, specific, clear, and tailored to the opportunity

PERSONAL BRAND & PROFESSIONAL IDENTITY

Professional Identity	Personal Brand
Your professional identity is how you understand and describe yourself as a developing professional. It includes your interests, values, skills, experiences, work style, and career direction A professional introduction is a short introduction you can use in interviews, networking conversations, employer meetings, internships, class visits, or professional events	Your personal brand is how others understand the value you bring based on your communication, actions, online presence, and professional behavior A personal brand statement is a short summary of your background, strengths, and career direction. It should sound natural, specific, and professional

Professional Summary/Personal Brand Statement

Keep it to 2–3 sentences.

Formula

I'm a [major/area of focus] with experience in [skills, experiences, or areas of involvement]. I've developed strengths in [2–3 skills] through [jobs, internships, leadership, athletics, research, volunteering, projects, or campus involvement]. I'm especially interested in [career direction, industry, or type of work].

Example

I'm a psychology major with experience in peer leadership, mental health awareness programming, and student support. Through my work as a Resident Assistant and orientation leader, I've developed strong communication, problem-solving, and interpersonal skills. I'm especially interested in helping college students access support services and build healthy communities.

Quick Check

- Does this sound like me?
- Is it honest and specific?
- Does it include real experiences?
- Would I feel comfortable saying this out loud?



BUILD YOUR PROFILE

LinkedIn is one of the most powerful tools for networking, internship searches, job searches, and professional branding. A complete profile helps employers, recruiters, graduate schools, and professional contacts learn more about you.

Focus on These Six Areas

Professional Photo

Tips

- Clear lighting
- Dress appropriately
- Neutral or uncluttered background

Avoid

- Selfies
- Group photos
- Outdated pictures

Headline

Formula:

Major or Current Role | Relevant Skills | Career Direction

Example:

Biology Student | Research, Lab Techniques & Data Analysis | Wildlife Conservation

Avoid

- ✗ Student at Greensboro College
- ✗ Looking for Opportunities
- ✗ Future CEO
- ✗ Hardworking Professional
- ✗ Open to Work (as your only headline)

custom url

How to do it:

Go to your profile → Edit public profile & URL → Edit your custom URL → Use your name if available or variations of it → Save

Example:

linkedin.com/in/leolion

about section

Write a short summary that highlights:

- Your major or career interests
- Key strengths and skills
- Relevant experiences
- Career goals

Aim for 2–4 short paragraphs

experience

Add experiences that demonstrate skills and growth, including:

- Jobs
- Internships
- Research

- Leadership roles
- Campus involvement
- Volunteer experiences

Use accomplishment-focused descriptions whenever possible

skills

Add skills that reflect your:

Coursework; Work experience; Technical abilities; Leadership experiences; Career interests

Aim for at least 10–15 relevant skills

Take Action

- ☐ Upload a professional photo
- ☐ Create a headline
- ☐ Customize your URL
- ☐ Write an About section
- ☐ Add at least one experience
- ☐ Add 10–15 skills
- ☐ Connect with classmates, faculty, and employers



Key Point

Keep your target audience in mind
You do not need to be everything to everyone



This is not an accurate depiction of what your profile will look like



Leo Lion

**Health Sciences Student | Cardiac Rehab Interest |
Passionate About Patient Wellness**

Greensboro, North Carolina, United States • [Contact info](#)

[linkedin.com/in/leolion](https://www.linkedin.com/in/leolion)



Health sciences student with a strong interest in cardiac rehabilitation and helping individuals improve their heart health and quality of life. Passionate about exercise physiology, patient education, and evidence-based care. Known for a positive attitude, strong work ethic, and commitment to supporting others on their wellness journey.

Jan 2024 – Present

Cone Health • Greensboro, NC

- Assist exercise physiologists with patient check-in, equipment setup, and monitoring
- Encourage patients and track progress during supervised exercise sessions
- Help create a welcoming environment that supports patient motivation and education

Aug 2023 – Present

Greensboro College • Greensboro, NC

- Provide excellent customer service and ensure a safe, clean environment
- Assist members with equipment use and answer questions
- Promote healthy habits and an inclusive fitness community

Aug 2022 – May 2024

Greensboro College • Greensboro, NC

- Support 25+ students by fostering a positive living-learning environment
- Plan and lead community-building programs focused on wellness and personal growth
- Serve as a resource and leader for conflict resolution and student success

**GREENSBORO
COLLEGE**

Greensboro College

Bachelor of Science in Health Sciences

Expected Graduation: May 2026

Greensboro, North Carolina

Cardiovascular Exercise

Exercise Prescription

Patient Education

CPR / AED Certified

Communication

Teamwork

Motivation

Microsoft Excel

Time Management

Cardiac Rehab Interest

Dedicated to helping individuals recover, rebuild confidence, and improve their heart health through movement and education.



Wellness Mindset

Committed to lifelong wellness
and encouraging others to
make healthy choices for
stronger bodies and
stronger lives.

follow

- Companies you're interested in
- Professionals in your target field
- Alumni from your college
- Thought leaders and influencers in your field (indicated by the blue LinkedIn logo next to their name)

join

- Professional Associations such as the American Society for Cell Biology
- Field-specific groups, such as Biology or Molecular Biology
- Alumni groups, such as Greensboro College
- Employer or organization groups
- Job search groups connected to your field
- Interest-based groups related to your goals

connect

- Personalized invitations
- Faculty
- Internship / Job Supervisors
- Recruiters

job search tool

- Your LinkedIn profile should support the types of jobs you're seeking. For each application, customize your resume rather than changing your whole profile
- Review postings carefully, and apply on company site when possible
- Set up Job Alerts to receive email notifications of opportunities



CAREER PORTFOLIOS & WORK SAMPLES

A career portfolio is a collection of work that shows your skills, experiences, and growth

WHY IT MATTERS	WHAT TO INCLUDE	WHO MAY USE IT?
Provides proof of your skills and abilities Helps you stand out in applications and interviews Shows growth, creativity, and initiative Can open doors to internships, jobs, and graduate programs	Projects, papers, presentations, or reports Writing samples, designs, videos, code, or digital content Research, case studies, or lab work Certificates, awards, or recognitions Quality over quantity. Choose work that shows your strengths	Employers and recruiters Graduate and professional school admissions Faculty and academic advisors Scholarship and award committees

What makes the best student portfolios?

What People Look <u>For</u>	The Takeaways
Clear Storytelling	A strong narrative shows growth, curiosity, and self-awareness
Professional presentation	Clean layouts and organization signal career readiness
Authentic personality	Personal touches help you stand out and connect with visitors
Strategic content curation	Showcase only your best and most relevant work, highlighting critical thinking
Easy navigation and usability	A seamless user experience keeps viewers engaged with your work



Key Point

A portfolio helps others see what you can do, not just what you say you can do

RESUME BASICS

A resume is a professional summary of your education, experience, skills, and accomplishments. Its purpose is to help an employer quickly see how your background connects to the opportunity.

Employers Scan For

- Relevant education or training
- Work, internship, volunteer, leadership, or campus experience
- Skills connected to the position
- Evidence of communication, teamwork, problem-solving, reliability, and professionalism expressed in bullet points
- Clear formatting that is easy to scan

Keep It Clean

- Most undergraduate resumes should be one page
- A second page may be appropriate for students with extensive relevant experience, certifications, research, publications, military experience, or several years of professional work history
- Use consistent spacing, dates, fonts, bullet points, clear section headings, margins .5" -1"
- Avoid photos, graphics, heavy color, decorative templates, and full paragraphs

DO

- Tailor your resume to the job = multiple versions of your resume for different roles
- Use language and key words from the job description in Education, Experience, Skills, or Projects when they honestly apply
- Use ½” to 1” margins and 10 to 12 pt font
- Use short, succinct sentences
- Keep your resume current
- Follow directions when applying
- Make sure your name is on the second page and not in the header if you have a 2nd page

DON'T

- Use personal pronouns
- Use fancy, hard-to-read fonts
- Include pictures, tables, or graphics
- Don't ramble
- Exaggerate or falsify information
- Include anything personal or salary requirements
- Include references. This should be a separate document

Checklist

- Start with the Greensboro College Word resume template on the Greensboro College website
- Place Education after your contact information while you are still a student
- Use reverse chronological order
- Add jobs, internships, athletics, campus involvement, clinicals, student teaching, volunteering, research, class projects, and leadership roles
- Begin bullets with Action Verbs
- Show what you did, how you did it, and why it mattered
- Add relevant skills and certifications
- Keep the design simple and easy to read. Use consistent formatting, clear headings, simple fonts
- Proofread carefully



Pro Tip

Use Word to write your resume. Internet templates are difficult to adjust and format properly

RESUME QUICK START

CONTACT INFORMATION

- Your name in bold and 18-24 pt font
- City, state | phone number | professional email | LinkedIn URL (optional)
- List city and state to show up in location-specific recruiter searches; they want to know if you will need to relocate

EDUCATION

- Move Education lower on your resume after you graduate and gain full-time professional experience
- Use the correct degree name: Bachelor of Science, Bachelor of Arts, Bachelor of Music Education, or Bachelor of Fine Arts
- Note GPA if it is a 3.0 or higher
- Consider adding relevant coursework and projects
- Include schools transferred from only if it adds value to your goals

Objective Statement

Objective statements are generally too vague and broad or too specific.

Leave it off

EXPERIENCE

- **Lead with relevant experience and begin with most relevant bullets**
- Exclude information not relevant to the position (ie: cleaning bathrooms)
- Craft accomplishment statements that demonstrate the impact you made
- Quantify where possible (ie: number of students coached, ages, # of articles contributed to *The Collegian*, etc)
- Incorporate soft skills (teamwork, communication, leadership, etc.) as well as hard skills (Photoshop, data analysis, etc.) into your bullets
- For resumes sent directly to a person or brought to an interview, helpful to separate direct, relevant experience from other experience.

SKILLS

- Specific software, languages and level of proficiency, technical skills, lab skills, certifications, and other relevant abilities
- Avoid vague generic adjectives like hardworking, responsible, fast learner, friendly. Demonstrate these qualities in your bullets

OPTIONAL RESUME SECTIONS

Projects | Honors | Research | Student Teaching | Clinical Experience | Campus Involvement | Volunteer Experience | Community Engagement | Athletics | Professional Development | Military Experience | Certifications

Strong Bullet Formula

A strong bullet does more than list duties. It shows what you did, how you did it, and why it mattered.

Action verb + task or skill + context, tool, population, or result

Weak Bullet	Stronger Bullet
Helped customers	Assisted 40–60 customers per shift by answering questions, processing transactions, and resolving basic service concerns
Worked with kids	Supervised groups of 10–15 children during after-school activities, promoting safety and participation
Did social media	Created weekly Instagram posts to promote campus events and increase student awareness
Helped in office	Managed phone calls, emails, scheduling, and student records to support daily office operations
Worked on group project	Collaborated with a 4-person team to research, develop, and present recommendations for a course-based project
Took care of patients	Supported patient care by recording information, preparing materials, and communicating concerns to supervising staff
Helped at events	Assisted with event setup, registration, and guest questions to support smooth program operations



Key Point

A resume is not your whole life story. It is a focused summary of the experiences, skills, and education most relevant to your next opportunity

ACTION VERB BANK

Leadership & Team Management

Lead • Coordinate • Delegate • Supervise • Facilitate • Mentor • Guide • Coach • Organize • Direct • Oversee • Mobilize • Support • Empower • Motivate • Manage • Orchestrate • Implement • Execute • Train

Collaboration & Teamwork

Partner • Collaborate • Contribute • Participate • Assist • Share • Cooperate • Liaise • Connect • Communicate • Exchange • Build rapport • Support • Align • Coordinate

Communication (Written, Verbal, Digital)

Present • Explain • Translate • Summarize • Draft • Edit • Compose • Clarify • Report • Convey • Articulate • Advocate • Consult • Demonstrate • Inform • Facilitate discussion • Correspond

Customer Service & Relationship Management

Serve • Assist • Respond • Resolve • Advise • Support • Welcome • Guide • Engage • Listen • Recommend • Troubleshoot • Follow up • De-escalate • Provide solutions

Problem Solving & Critical Thinking

Analyze • Diagnose • Evaluate • Investigate • Identify • Interpret • Synthesize • Resolve • Troubleshoot • Improve • Strategize • Simplify • Optimize • Anticipate • Verify • Research • Test • Adapt

Creativity & Innovation

Design • Create • Develop • Imagine • Brainstorm • Customize • Innovate • Revise • Adapt • Compose • Produce • Illustrate • Construct • Experiment • Prototype • Reimagine

Technical & Analytical Skills

Operate • Program • Configure • Build • Calculate • Test • Model • Audit • Measure • Analyze • Document • Code • Install • Maintain • Extract • Validate • Assess • Troubleshoot

Instruction, Training & Facilitation

Teach • Train • Coach • Facilitate • Instruct • Demonstrate • Guide • Support learning • Assess • Evaluate • Adapt instruction • Encourage • Lead workshops • Present • Build curriculum

Administrative & Operational Tasks

Administer • Process • Maintain • File • Coordinate • Track • Update • Record • Verify • Organize • Schedule • Prepare • Distribute • Manage inventory • Compile • Monitor • Schedule

Sales, Marketing & Outreach

Promote • Present • Market • Pitch • Persuade • Engage • Recruit • Advertise • Expand outreach • Build relationships • Generate leads • Advocate • Highlight • Influence

Financial & Data-Driven Functions

Budget • Forecast • Track • Reconcile • Calculate • Analyze • Compile data • Audit • Report • Allocate • Monitor expenditures • Evaluate trends • Quantify

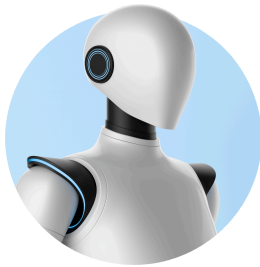
Service, Caregiving & Student Support

Support • Care for • Supervise • Guide • Encourage • Assist • Advocate • Monitor behavior • Counsel • Redirect • Provide resources • Ensure safety • Nurture • Build trust

Digital Media, Design & Technology

Create • Edit • Produce • Film • Capture • Design • Format • Publish • Optimize • Curate • Manage content • Update • Customize • Animate • Layout • Brand

Use present tense for current roles and past tense for completed roles



Using AI as a Resume Support Tool (Not a Resume Writer)

AI can be a helpful tool for improving your resume, but it should never do the work for you. Start by drafting your own resume and bullet points, then use AI only to refine wording, strengthen structure, and catch things you may have missed without adding anything that isn't true

AI can help you:

- Make wording clearer and more concise
- Turn your bullets into action + result style
- Suggest stronger but realistic verbs
- Keep bullets short (usually one line)

AI should not:

- Add duties you didn't have
- Make up numbers or achievements
- Change your experience into something untrue

Using AI to Improve Your Bullet Points

Draft your bullets first (no AI)

For each job, internship, or activity, write 2–5 bullets on your own. AI is for revising, not inventing content

- Action –what you did
- Context –how/where/with whom you did it
- Result –what was completed, improved, or learned

Example:

Helped customers find products and answered questions about sales and promotions during busy weekend shifts

What to give AI (after you write a draft):

When your bullets are written, you can paste in:

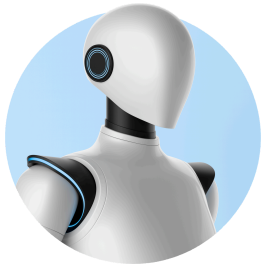
- Job/role title, organization, and dates
- Your draft bullet points
- Any numbers or results you already know
- Preferences (e.g., “keep it simple,” “no buzzwords”)

TIPS	TIPS	TIPS
Ask AI to act as a college-level resume writing expert Ask for simple, clear, concise language that sounds natural for a college student Give it clear directions about what you want, whether that's simpler language, a certain tone, or less “perfect” wording, so the results sound natural and like you	Never copy and paste without reading closely Check for accuracy. AI can produce false, inflated, or inaccurate wording. You are responsible for checking every suggestion. Do not use words you don't understand, phrases you'd never say, or accomplishments you have not actually done	Remove your contact information before copying and pasting Shift/Enter will bring your cursor to the next line within the same prompt



Key Point

You are responsible for the final resume. AI is a coach, not the author.



Refining Bullet Points

What to give AI:

- Your current bullet points exactly as written
- The type of role you are targeting
- Any skills you want to emphasize (communication, leadership, reliability, etc.)

How AI can help:

- Make bullet points more focused, specific, and concise
- Replace weak verbs with strong but natural verbs
- Remove fluff or repetition while keeping content honest

Sample prompts (refining bullet points):

General improvement (coach-style)

“Act as a college-level resume coach. Here are my draft bullet points for my job as a [job title] at [organization]. Please make them clearer and stronger while keeping them honest and realistic. Keep each bullet to one line and use simple language a college student would actually say. [paste bullets].”

Tailored to a target role

“Please tighten these bullet points so they are more concise and results-focused for an entry-level [target role] job? Keep each bullet to one line and use straightforward language. [paste bullets].”

Action + result structure

“Here are my resume bullet points for [job title, organization]. Please revise them to follow an action + result pattern where possible. Don’t exaggerate or invent numbers. Keep the tone straightforward, not corporate. [paste bullets].”

Stronger verbs + clearer impact

“For each bullet below, suggest one stronger verb and a more specific result, but keep it honest and simple. Do not add responsibilities I didn’t have. [paste bullets].”

Tailoring a Resume to a Job Description

What to give AI:

- The full job description (copied and pasted)
- Your current resume or key sections without your contact information
- The type of role/industry if not obvious
- Any specific skills or keywords you already have that match the posting

How AI can help:

- Highlight keywords and skills in the job posting
- Suggest which experiences to move up or emphasize
- Suggest where to mirror phrasing from the job posting (only when true)

Sample prompts (tailoring to a job):

“Act as a college-level resume expert. Here is a job description: [paste]. Here is my resume: [paste]. Show me which skills and experiences I already have that match this job and what I should emphasize. Do not rewrite my whole resume, just give guidance.”

“From this job posting, list the top 10 skills or keywords that seem most important. Then tell me where in my resume I already show these, and where I might add them honestly. [paste job description] [paste resume sections].”

“Compare this job description with my resume. What 3–5 small changes (rewording bullets, adding skills I truly have, rearranging sections) would make my resume more aligned? Keep suggestions specific and realistic. [paste job + resume].”

“Act like a career counselor. Based on this job posting, which of my experiences should go near the top of my resume, and which can move lower? [paste job description] [paste experiences].”

ATS Friendly Formatting

What is an Applicant Tracking System (ATS)?

Many employers use Applicant Tracking Systems, or ATS, to collect, organize, search, and review applications. Some employers also use knockout questions, filters, or keyword searches to narrow applicant pools. A clear, readable resume helps both the system and human reviewers understand your qualifications

Who Looks at Your Resume?

When you apply online, your resume often enters an Applicant Tracking System. The ATS helps the employer organize applications, track candidates, and manage the hiring process

A **recruiter** often reviews resumes first. The recruiter may check whether applicants meet the basic qualifications, such as education, experience, skills, location, work authorization, or required certifications. Recruiters may also search within the ATS for keywords related to the job

A **hiring manager** is usually the person who supervises the position. The hiring manager may review resumes after the recruiter has narrowed the applicant pool. They usually look more closely at whether the candidate’s experience, accomplishments, and skills match the actual needs of the role and team

Use Simple Formatting

Build your resume in Word or Google Docs. Avoid Canva, Photoshop, tables, graphics, photos, text boxes, and unusual layouts

Use Standard Headings

Use headings such as Education, Experience, Skills, Certifications, Projects, and Volunteer Experience

Use Relevant Keywords

Use wording from the job description when it honestly matches your skills and experience

Use Readable Files

Save as a PDF generated from Word or Google Docs unless the employer asks for another format

Key Point

Write for both the ATS and real people. Clear beats fancy

USE AI WISELY: RESUME KEYWORDS & ATS ALIGNMENT

Give AI	Ask AI To	Do Not Let AI
The job posting Your current resume with the contact information removed Your target role Any real skills or experiences you want to emphasize	Identify important keywords Compare your resume to the posting Suggest where you already show relevant skills Recommend honest wording changes that are age-appropriate for a college student	Keyword-stuff your resume Copy the job posting word-for-word Add skills you do not have Make your resume sound fake

Prompt

“Compare this job posting to my resume. What relevant skills and keywords are missing or underemphasized that I actually have? Suggest specific edits that add those terms naturally. Do not exaggerate or invent anything”

Quick Check

If AI suggests a skill, ask yourself: Can I prove this with an experience, class, project, job or certification?

SAMPLE TEMPLATE

How to Use this Template: Remove sections that do not apply to you. Rename experience sections when helpful, such as Healthcare Experience, Research Experience, or Social Media Experience

Leo Lion

Mobile number | Professional email | City, State

EDUCATION

Greensboro College, Greensboro, NC, [Expected Graduation] Month Year
Bachelor of (Science or Arts): [Your Major], Minor: [if applicable] remove and modify as necessary
GPA: [if 3.0 or above], Dean’s List every semester or number of semesters on the list if more than 2

Relevant Coursework / Projects (optional):
highlight relevant academic knowledge/projects if appropriate

WORK EXPERIENCE

(consider using a heading that represents relevant experience, e.g.: SOCIAL MEDIA EXPERIENCE)

Organization, City, State
Position Title, Month or Semester Year–Month or Semester Year

- ACTION VERB + Skills Used + Context + Results.
- Use KEY WORDS (look at job posting for repeated desirable skills and knowledge)
- Quantify where appropriate
- Begin with most relevant information first; 3-5 bullets

Organization, City, State
Position Title, Month or Semester Year–Month or Semester Year

- Try to highlight different skills, including technical skills where relevant
- Show overall benefit to the organization so that future employers know how you could add value to their organization
- Demonstrate career competencies: critical thinking, leadership, teamwork, communication, career management, etc. through your use of ACTION VERBS

VOLUNTEER EXPERIENCE (example- remove if you have no Volunteer experience)
Greensboro Urban Ministries, Greensboro, NC, Fall 20XX
Collected over 100 lbs. of canned goods during a 3-hour food drive
Served meals to over 150 homeless people during a 2-hour shift

CAMPUS INVOLVEMENT (remove if you have no campus involvement)
Organization, dates. Your position, description if you did something significant

ATHLETICS (example- remove if you are not an athlete)
Greensboro College Men’s Basketball Team, Fall 20XX–Present, Captain Fall 20XX-Present
Balance 20 hours per week of practice, training, conditioning, travel and games while carrying a full course load

SKILLS & CERTIFICATIONS (remove certifications if you have none)

- Be specific with the computer programs you use and your level of proficiency (don’t lie)
- Note current relevant certifications
- Languages (basic, proficient, fluent)

Resume Examples

The resume examples on the following pages are starting points. Your resume should reflect your own real education, experiences, skills, and goals

Notice: The resume examples that follow are intentionally different. Employers do not expect every resume to use the same format. Organize your resume around the experiences that best support your career goals.

ACCOUNTING RESUME EXAMPLE

Leo Lion

(336) 215-3535 | leo.lion@greensboro.edu | Greensboro, NC

EDUCATION

Greensboro College, Greensboro, NC, Dec 20XX
Bachelor of Science: Accounting, Minor: Business Analytics
GPA: 3.74, Dean’s List every semester

Relevant Coursework:
Tax Accounting, Auditing, Cost Accounting, Accounting Information Systems 1 & 2

ACCOUNTING EXPERIENCE

Smith & Jones, CPA, High Point, NC
Tax Season Intern, January 20XX - April 20XX

- Assisted with the preparation of over 50 individual tax returns (Form 1040)
- Organized and scanned client financial documents, such as W-2's and 1099's
- Verified data for accuracy and completeness before entry into tax preparation software
- Gained exposure to professional tax software and general office procedures

Greensboro College Business Office, Greensboro, NC
Student Assistant, September 20XX - Present

- Process and file invoices and expense reports for various college departments
- Perform data entry in the college’s financial database, ensuring accuracy
- Assist with mailing checks and preparing departmental deposits

WORK EXPERIENCE

Greensboro College, Greensboro, NC
Resident Assistant, August 20XX - Present

- Responsible for the safety and well-being of 30 co-ed residents, serving as the first point of contact for issues
- Collaborate with 6 other residence hall assistants to organize community building activities once a month
- Address residents’ concerns and employ conflict resolution strategies to deescalate volatile situations
- Conduct regular walk-throughs to monitor noise and resident conduct, addressing disruptive behavior as needed, and perform monthly room inspections to detect potential fire hazards

SKILLS

Accounting & Software: QuickBooks, Drake Tax Software (basic), Microsoft Excel (PivotTables, VLOOKUP), Financial Statement Preparation, Tax Preparation (1040)
General: Attention to Detail, Analytical Skills, Integrity, Organization, Time Management, Client Communication

ART RESUME EXAMPLE

Leo Lion

(336) 215-3535 | leo.lion@greensboro.edu | Greensboro, NC

EDUCATION

Greensboro College, Greensboro, NC, Expected Graduation May 20XX

Bachelor of Arts: Art with a concentration in Graphic Design

Relevant Coursework:

2-D Design & Composition, Intermediate Illustration & Design Lab, Graphic Design 1 & 2, Digital Photography, Media Production, Digital Videography

DESIGN & GALLERY EXPERIENCE

Greensboro College Theatre Department, Greensboro, NC

Graphic Designer, January 20XX – Present

- Design posters, social media graphics, and programs for 3-4 theatrical productions per year
- Collaborate with directors and the marketing team to create a cohesive visual identity for each show
- Manage project timelines to ensure all materials are ready for print and digital distribution deadlines
- Increased student attendance at shows by 10% through targeted social media campaigns

Anne Rudd Galyon and Irene Cullis Galleries, Greensboro, NC

Gallery Assistant, September 20XX – December 20XX

- Assisted with the installation and de-installation of visiting artist exhibitions
- Greeted gallery visitors and provided information about the current exhibition and artists
- Helped monitor the gallery to ensure the safety and security of the artwork

FREELANCE WORK

Freelance Designer, 20XX - Present

- Design logos and branding materials for 2 local small businesses
- Create custom illustrations for personal commissions

CAMPUS ENGAGEMENT

The Collegian, Greensboro College Student Newspaper

Writer/Photographer, Fall 20XX - Spring 20XX

- Authored and published 20 articles on local and national news stories
- Contributed over a dozen pictures, complementing the articles of other writers
- Attended several NC College Media Association conferences that provide professional development in media writing

SKILLS

Software: Adobe Creative Cloud (Illustrator, Photoshop, InDesign), Canva, Procreate Artistic: Graphic Design, Illustration, Typography, Layout Design, Digital Painting, Photography

General: Creativity, Collaboration, Time Management, Client Communication

BIOLOGY RESUME EXAMPLE

Leo Lion

(336) 215-3535 | leo.lion@greensboro.edu | Greensboro, NC

EDUCATION

Greensboro College, Greensboro, NC, Expected Graduation May 20XX

Bachelor of Science: Biology, Minor: Chemistry

GPA: 3.65, Dean’s List all semesters

Relevant Coursework:

Genetics, Cell Biology, Anatomy & Physiology I & II, Organic Chemistry I & II, Biochemistry, Microbiology

LAB & RESEARCH EXPERIENCE

Greensboro College Biology Department, Greensboro, NC

Lab Assistant, September 20XX – Present

- Prepare materials and solutions for undergraduate biology and chemistry labs
- Maintain a clean and organized laboratory environment, following all safety protocols
- Assist students during lab sessions with proper equipment usage and procedures
- Manage inventory of lab supplies and chemicals, reporting shortages to the lab manager

Independent Research Project, Greensboro, NC

Student Researcher, Spring 20XX

- Conducted a research project under Dr. David Miller studying the effects of common herbicides on local algae growth
- Collected and analyzed water samples from 3 different local ponds
- Cultured algae specimens in a controlled lab setting and recorded growth data daily
- Authored a 15-page research paper and presented findings at the college’s student research symposium

WORK EXPERIENCE

LawnCare Services Inc., Greensboro, NC

Lawn Maintenance Crew Member, Summers 20XX–20XX

- Worked as part of a 3-person team to provide landscaping services to over 15 residential properties weekly
- Operated and maintained landscaping equipment safely and efficiently

ATHLETICS

Greensboro College Men’s Lacrosse Team, Fall 20XX-Present, Captain Fall 20XX-Present

Manage 20+ hours/week of practice, conditioning, travel, and games with a full-time course load, earning Dean’s List all semesters

SKILLS

Laboratory: Pipetting, Titration, Microscopy, Solution Preparation, Lab Safety Protocols, Data Collection

Software: Microsoft Excel, Logger Pro, Google Workspace

General: Attention to Detail, Analytical Skills, Time Management, Teamwork

BIOLOGY/WILDLIFE & CONSERVATION RESUME EXAMPLE

Leo Lion

(336) 215-3535 | leo.lion@greensboro.edu | Greensboro, NC

EDUCATION

Greensboro College, Greensboro, NC, Expected Graduation May 20XX
Bachelor of Science: Biology Concentration: Wildlife and Conservation
Minor: Humanities
GPA: 3.75, Dean’s List all semesters
George Center for Honors Studies

Relevant Coursework:
Ecology, Conservation Biology, Animal Behavior, Zoology, Botany, Geographic Information Systems (GIS)

RESEARCH & FIELD EXPERIENCE

Greensboro Science Center, Greensboro, NC

- *Animal Care Volunteer*, January 20XX-Present
- Assist zookeepers with daily animal husbandry tasks, including diet preparation, feeding, and enclosure cleaning for small mammals and reptiles
- Observe and document animal behavior to contribute to health and enrichment records
- Engage with the public during educational talks, sharing information about conservation and animal biology
- Adhere to strict safety protocols when working in and around animal habitats

Piedmont Land Conservancy, Greensboro, NC

Trail Maintenance Volunteer, Fall 20XX

- Participated in 3 organized workdays to maintain hiking trails on a local nature preserve
- Assisted with removing invasive plant species and clearing pathways
- Gained practical experience in local ecology and conservation efforts

CAMPUS ENGAGEMENT

Greensboro College, Greensboro, NC

Supplemental Instruction Leader (SIL), Spring 20XX-Present

- Work closely with professors in Biology, Chemistry and Math courses to prepare supplementary materials for introductory courses
- Developed study guides to complement lectures

Greensboro College, Greensboro, NC

Biology Tutor, January 20XX-April 20XX

Tutored 5 students in Anatomy & Physiology and Microbiology, helping each of them to successfully pass their classes with a B- or better

SKILLS

Field & Lab: Animal Husbandry, Species Identification (local flora/fauna), Data Collection, Water Quality Testing, GIS (basic)

General: Observation, Teamwork, Physical Stamina, Public Speaking, Passion for Conservation

BUSINESS RESUME EXAMPLE

Leo Lion

(336) 215-3535 | leo.lion@greensboro.edu | Greensboro, NC

EDUCATION

Greensboro College, Greensboro, NC, Expected Graduation May 20XX
Bachelor of Science: Business Administration & Economics, Minor: Business Analytics
GPA: 3.4

WORK EXPERIENCE

Chick fil-A, Greensboro, NC

Team Member, August 20XX – Present

- Provide friendly and efficient service to over 100 customers each shift in a fast-paced environment
- Trained in multiple roles including cashier, food prep, and drive-thru operator, ensuring smooth workflow
- Train new team members on customer service protocols and operational standards
- Collaborate with a team of 15+ to maintain store cleanliness and meet sales goals

eBay Store & Facebook Marketplace, Greensboro, NC

Owner / Online Reseller, Self-Employed, August 2024 – Present

- Source and purchase quality secondhand clothing from local thrift stores for resale
- Research brands and trends on social media and other resale platforms that are likely to sell and price items competitively to maximize profit margins
- Analyze counts and click views to adjust pricing
- Photograph, list, and promote products through eBay and Facebook Marketplace
- Manage order fulfillment, customer communication, and shipping logistics
- Use Excel to track sales performance and maintain financial records

Greensboro College Office of Admissions, Greensboro, NC

Student Ambassador, Spring 20XX – Fall 20XX

- Led weekly campus tours for groups of up to 20 prospective students and their families.
- Assisted with organizing and running 3 major on-campus recruitment events per semester

VOLUNTEER EXPERIENCE

Greensboro Youth Soccer League, Greensboro, NC

Assistant Coach, Fall 20XX

- Assisted the head coach in managing a team of 12 players (8U), focusing on teamwork and basic skills
- Communicated practice schedules and game-day information to parents

SKILLS

Analytical & Technical Skills: Data Analysis, Spreadsheet Management, Market Research, Pricing Strategy, Performance Tracking

Business & Entrepreneurial Skills: Buying and Reselling, Financial Recordkeeping, Product Sourcing, Customer Service and Communication, Online Marketing, Training

CHEMISTRY RESUME EXAMPLE

Leo Lion

(336) 215-3535 | leo.lion@greensboro.edu | Greensboro, NC

EDUCATION

Greensboro College, Greensboro, NC, Expected Graduation May 20XX

Bachelor of Science in Chemistry, Minor: Biology

GPA: 3.7, Dean's List every semester

Relevant Coursework:

Organic Chemistry I & II, Biochemistry, Experimental Analytical Chemistry, Research

RESEARCH & LABORATORY EXPERIENCE

Greensboro College, Department of Chemistry, Greensboro, NC

Undergraduate Researcher, Fall 20XX

- Synthesized and characterized novel organic compounds for use in solar cells
- Operated and maintained laboratory instrumentation, including HPLC, GC-MS, and 400 MHz NMR
- Analyzed and interpreted experimental data, preparing weekly reports for lab group meetings
- Contributed to research resulting in a pending manuscript in The Journal of the American Chemical Society

Greensboro College Department of Chemistry, Greensboro, NC

Organic Chemistry Teaching Assistant, Spring 20XX

- Led weekly lab sections for 20+ students, demonstrating proper laboratory techniques
- Graded lab reports, quizzes, and exams, providing constructive feedback
- Maintained laboratory safety standards and managed chemical inventory

PRESENTATIONS

Leo Lion & Dr. Wayne Harrison. April 20XX

NMR-Guided Synthesis of Novel Organic Fluorescents.

Poster presented at the Greensboro College Undergraduate Research Symposium, Greensboro, NC

VOLUNTEER EXPERIENCE

Reading Connections, Greensboro, NC Volunteer

Tutor, Fall 20XX - Present

- Tutor local high school students in General and AP Chemistry twice a week
- Develop study guides and practice problems to improve student comprehension and test scores

SKILLS

Instrumentation: NMR Spectroscopy, HPLC, GC-MS, FT-IR, UV-Vis Spectroscopy

Techniques: Organic Synthesis, Column Chromatography, Titration, Recrystallization, Distillation

Software: ChemDraw, Minitab, Microsoft Office Suite (Word, Excel, PowerPoint)

General: Data Analysis, Laboratory Safety (OSHA Certified), Scientific Writing

CRIMINAL JUSTICE RESUME EXAMPLE

Leo Lion

(336) 215-3535 | leo.lion@greensboro.edu | Greensboro, NC

EDUCATION

Greensboro College, Greensboro, NC, Expected Graduation May 20XX

Bachelor of Arts: Criminal Justice

GPA: 3.3

Relevant Coursework:

Forensics, Legal Research, Judicial Process, Criminal Law, Family Law, Drugs and Behavior, Family Violence, Juvenile Delinquency

RELEVANT EXPERIENCE

Greensboro Police Department, Greensboro, NC

Community Engagement Volunteer, September 20XX – December 20XX

- Assisted officers during 3 community outreach events, helping set up and interact with residents
- Participated in a ride-along program to observe daily patrol duties and responsibilities
- Helped distribute safety information and flyers in local neighborhoods

WORK EXPERIENCE

Lowe’s Home Improvement, Greensboro, NC

Loss Prevention Associate, May 20XX – Present

- Monitor store premises via CCTV and on-foot patrols to deter theft and ensure customer safety
- Collaborate with store management to identify and address potential security risks
- Write detailed incident reports for any security-related events
- Successfully identified and helped resolve 10+ instances of shoplifting

Greensboro College Residence Life, Greensboro, NC

Resident Advisor (RA), August 20XX – May 20XX

- Managed a residence hall floor of 40 first-year students, enforcing college policies and ensuring a safe living environment.
- Mediated roommate conflicts and provided guidance on academic and personal issues

ATHLETICS

Greensboro College Men’s Wrestling Team, Fall 20XX - Present

Balance 15+ hours a week of conditioning, practice, games, and travel with a full-time course load

SKILLS

Criminal Justice: Report Writing, Observation, Conflict Resolution, Community Policing Principles

General: Communication, Leadership, Integrity, Decision-Making, Physical Fitness

DATA SCIENCE RESUME EXAMPLE

Leo Lion

(336) 215-3535 | leo.lion@greensboro.edu | Greensboro, NC

EDUCATION

Greensboro College, Greensboro, NC, Expected Graduation May 20XX
Bachelor of Science: Data Science
GPA: 3.7

COURSE PROJECT

- Sales Trend Analysis Project**, Spring 20XX
- Analyzed a dataset of 50,000 retail sales records using Python and Pandas to identify seasonal purchasing trends
 - Cleaned and preprocessed the data to handle missing values and inconsistencies
 - Created data visualizations with Matplotlib and Seaborn, including bar charts and heatmaps, to present findings
 - Developed a predictive model using Scikit-learn that forecasted sales for the next quarter with 85% accuracy
 - Web Scraping & Sentiment Analysis Project
 - Built a web scraper using BeautifulSoup to collect 1,000+ customer reviews for a product from an e-commerce site
 - Performed sentiment analysis on the collected text data using the NLTK library to classify reviews as positive, negative, or neutral
 - Summarized the analysis in a Jupyter Notebook, highlighting key themes in customer feedback

WORK EXPERIENCE

- Greensboro College IT Help Desk**, Greensboro, NC
Student Technician, September 20XX – Present
- Troubleshoot and resolve technical issues for students and faculty regarding software, hardware, and network connectivity
 - Log and track over 20 support tickets per week using a ticketing system
 - Demonstrate strong problem-solving skills to diagnose issues efficiently

ATHLETICS

Greensboro College Men’s Lacrosse, Fall 20XX- Present, Captain Fall 20XX - Present
Balance 15+ hours weekly in practices, competition, and travel while maintaining full academic schedule. Lead teammates through training coordination and game preparation

SKILLS

Programming & Data: Python (Pandas, NumPy, Matplotlib, Scikit-learn), R, SQL, Jupyter Notebooks, Data Cleaning, Data Visualization, Machine Learning (basic) **Software:** Microsoft Excel (Advanced), Tableau (Beginner), Git
General: Analytical Thinking, Problem-Solving, Attention to Detail

EDUCATION RESUME EXAMPLE

Leo Lion

(336) 215-3535 | leo.lion@greensboro.edu | Greensboro, NC

EDUCATION

Greensboro College, Greensboro, NC, Expected Graduation May 20XX

Bachelor of Arts: Elementary Education Licensure: K-6

GPA: 3.9, Dean’s List every semester

CLASSROOM EXPERIENCE

Florence Elementary School, Jamestown, NC

Student Teacher, Spring 20XX

- Co-taught a 3rd-grade class of 22 students, gradually assuming lead teaching responsibilities
- Designed and implemented 10+ lesson plans in math, science, and language arts aligned with state standards
- Used differentiated instruction techniques to meet the needs of diverse learners
- Assisted with classroom management, parent-teacher conferences, and grading

Peck Elementary School, Greensboro, NC

Field Experience Student, Fall 20XX

- Observed and assisted a 1st-grade lead teacher for 40 hours over the semester
- Worked with small groups of students on reading fluency and basic math skills

WORK EXPERIENCE

Jamestown Youth Baseball, Jamestown, NC

Head Coach (10U), Summers 20XX – 20XX

- Planned and led practices for a team of 12 young athletes, focusing on fundamental skills and sportsmanship.
- Fostered a positive and inclusive team environment

Childcare Network, Greensboro, NC

Summer Childcare Counselor, Summers 20XX-20XX

- Supervised 12–18 children ages 5–12 in a summer program, ensuring safety, smooth transitions, and consistent engagement throughout the day.
- Designed and led 10–15 weekly activities (crafts, STEM projects, outdoor games) to support social, emotional, and physical development
- Communicated daily with 20+ parents/guardians and collaborated with staff and other counselors to address behavior, routines, and individual needs
- Maintained a structured, positive environment while managing group dynamics and resolving conflicts quickly and effectively

SKILLS

Teaching: Lesson Planning, Differentiated Instruction, Classroom Management, Assessment, Google Classroom

Languages: Basic Conversational Spanish

General: Communication, Patience, Leadership, Creativity

ENGLISH & COMMUNICATION RESUME EXAMPLE

Leona Lion

(336) 215-3535 | leona.lion@greensboro.edu | Greensboro, NC

EDUCATION

Greensboro College, Greensboro, NC, Expected Graduation May 20XX
Bachelor of Arts: English & Communications

Relevant Coursework:
Visual Communication, Media & Culture, Social Media & Reputation Management, Media Production, Sports Media

COMMUNICATIONS EXPERIENCE

“The Collegian” (Greensboro College Student Newspaper), Greensboro, NC

Staff Writer, September 20XX – Present

- Write and publish 2-3 articles per month covering campus events, student life, and local news
- Interview students, faculty, and staff to gather information and direct quotes for stories
- Collaborate with editors to revise and fact-check articles before weekly publication deadlines
- Pitched a successful recurring column, “Campus Voices,” which increased reader engagement by 15%

Greensboro College Writing Center, Greensboro, NC

Peer Tutor, January 20XX – May 20XX

- Conducted one-on-one tutoring sessions with 10+ students per week to improve their writing skills
- Assisted students with brainstorming, outlining, drafting, and revising essays and research papers
- Developed 2 workshops on citation styles (MLA/APA) attended by over 30 students

WORK EXPERIENCE

Green Valley Grill, Greensboro, NC,

Server, May 20XX – August 20XX

- Managed a section of 6 tables, providing detailed menu knowledge and exceptional service
- Communicated effectively with kitchen staff to ensure timely and accurate order delivery

SKILLS

Writing & Editing: AP Style, Creative Writing, Editing & Proofreading, Interviewing

Research Software: Microsoft Office Suite, Google Workspace, WordPress

General: Public Speaking, Critical Thinking, Interpersonal Communication

EXERCISE SCIENCE & SPORT STUDY RESUME EXAMPLE

Leona Lion

(336) 215-3535 | leona.lion@greensboro.edu | Greensboro, NC

EDUCATION

Greensboro College, Greensboro, NC, Expected Graduation May 20XX

Bachelor of Science: Exercise and Sport Study with a concentration in Strength Training

Relevant Coursework:

Strength Training Programming, Techniques & Administration, Scientific Principles of Strength & Conditioning, Exercise Testing, Prescription & Supervision, Human Nutrition, Personal Fitness & Wellness, Motor Behavior, Exercise Physiology, Biomechanics, Anatomy & Physiology for Exercise & Sport Study, Psychological Aspects of Exercise & Sport

RELEVANT EXPERIENCE

Greensboro College Reynolds Center, Greensboro, NC

Fitness Center Attendant, January 20XX – Present

- Supervise the weight room and cardio areas to ensure a safe workout environment for all members
- Instruct students and members on the proper use of exercise equipment
- Perform routine maintenance and cleaning of over 50 pieces of fitness equipment
- Provide excellent customer service by answering questions and enforcing facility policies

Greensboro Youth Basketball, Greensboro, NC

Head Coach (12U), Winters 20XX – 20XX

- Designed and led twice-weekly practices for a team of 10 young athletes.
- Developed offensive and defensive strategies tailored to the team's skill level
- Motivated players and fostered a positive environment focused on skill development and sportsmanship

ATHLETICS

Greensboro College Women's Soccer Team, Fall 20XX – Spring 20XX

Committed 20+ hours per week to practice, strength and conditioning, travel, and competition

Balanced a full academic course load while competing as a starting midfielder

SKILLS & CERTIFICATIONS

Fitness: Exercise Physiology, Kinesiology, Strength & Conditioning Principles, Equipment Instruction

Certifications: CPR/AED and First Aid Certified

Leadership: Coaching, Motivation, Teamwork, Communication

GAME DESIGN RESUME EXAMPLE

Leo Lion

(336) 215-3535 | leo.lion@greensboro.edu | Greensboro, NC

EDUCATION

Greensboro College, Greensboro, NC, Expected Dec 20XX
Bachelor of Arts: English Communications and Media Studies, Minor: Creative Writing
GPA: 3.283, Dean’s List 2 semesters

Relevant Coursework:
Game Studies and eSports, Digital Videography, Screenwriting 101, Advanced Creative Writing

ANIMATION SOFTWARE/HARDWARE EXPERIENCE

- Experience with Elgato Game Capture HD hardware and software
- Experience with the Video Capture program and the included Video Editing tools
- Streamed and captured gameplay content using Elgato Game Capture HD and Twitch

Experience with Adobe Premiere and Adobe After Effects software

- Filmed and edited visual media content using Adobe Premiere and Adobe After Effects in a Digital Videography class.
- Composed interviews, advertisements, and stop-motion animation
- Applied concepts of shot composition, cinematography, color, lighting, and animated text effects

Technical Proficiency with PCs and Consoles

- Familiar with Windows 10 operating system. Able to navigate the OS and manage files, as well as use different applications on Windows 10
- Proficient/Skilled with consoles. Very familiar with Nintendo, PlayStation, and Xbox hardware and software/operating systems. Able to safely deconstruct hardware to identify and resolve physical hardware issues, as well as navigate the OS to solve software issues. Experienced with retro and modern hardware/software
- Proficient with different gamepads and input devices. Proficient in controlling 3rd Person and 1st Person video game characters in 2D and 3D spaces, including Epic Games-owned properties such as Fortnite and Rocket League
- Experience with videogame replay systems (i.e. Super Smash Bros. Ultimate, native capture software of Nintendo Switch and PlayStation 4)
- Experience with accurately identifying and reporting bugs to development teams (i.e. Mojang)

SKILLS

Game & eSports Skills: Understanding of Game Studies and eSports concepts, Gameplay analysis and bug reporting, Hardware troubleshooting and safe deconstruction of consoles
Technical & Hardware Skills: Windows 10 proficiency (file management, OS navigation, application use), PC hardware/software troubleshooting, Familiarity with retro and modern gaming hardware/software
Digital Media & Production Skills: Filming and editing video content, Adobe Premiere Pro and Adobe After Effects, Elgato Game Capture HD, understanding of cinematography, shot composition, and visual storytelling

HEALTH SCIENCE RESUME EXAMPLE

Leona Lion

(336) 215-3535 | leona.lion@greensboro.edu | Greensboro, NC

EDUCATION

Greensboro College, Greensboro, NC, May 20XX
Bachelor of Science: Health Sciences, Minor: Psychology
GPA: 3.6, Dean’s List every semester

Relevant Coursework:
Anatomy & Physiology I & II, Exercise Physiology, Human Nutrition, Biomechanics, General Biology I & II, General Chemistry I & II, Medical Terminology, Strength and Conditioning, Assessment and Treatment of Medical Conditions

CLINICAL & HEALTHCARE EXPERIENCE

Southeastern Orthopaedic Specialists Physical Therapy, Greensboro, NC

Intern, January 20XX–April 20XX (160 hours)

- Observed Physical Therapists conducting assessments and developing treatment plans in an outpatient orthopedic setting, gaining familiarity with musculoskeletal conditions and evidence-based interventions
- Assisted therapists with patient documentation by organizing charts and entering basic visit information, supporting administrative accuracy and efficiency in patient record-keeping
- Supported therapists in guiding patients through mobility and strengthening exercises under supervision, contributing to patient engagement and understanding of exercise progression in physical therapy

Cone Health Outpatient Physical Therapy Clinic, Greensboro, NC

Physical Therapy Technician, May 20XX – Present (15 hours per week)

- Assist physical therapists in guiding patients through prescribed exercise routines
- Prepare treatment areas, ensuring they are clean and stocked with necessary equipment
- Observe therapists during patient evaluations and document patient progress as directed

Wesley Long Hospital, Greensboro, NC

Patient Transport Volunteer, Fall 20XX

- Transported patients via wheelchair to various departments within the hospital for tests and procedures
- Engaged with patients in a friendly and compassionate manner to help ease their anxiety
- Adhered strictly to hospital safety and patient confidentiality (HIPAA) protocols

WORK EXPERIENCE

Private Family, High Point, NC

Caregiver for Elderly Individual, Summers 20XX-20XX

- Provided companionship and assisted with daily living activities, including meal preparation and light housekeeping
- Ensured a safe home environment and assisted with mobility

SKILLS & CERTIFICATIONS

Clinical: Patient Care & Communication, Medical Terminology, Exercise Instruction, HIPAA Compliance
Certifications: CPR/AED and First Aid Certified (American Red Cross)

HISTORY RESUME EXAMPLE

Leo Lion

(336) 215-3535 | leo.lion@greensboro.edu | Greensboro, NC

EDUCATION

Greensboro College, Greensboro, NC, Expected Graduation May 20XX

Bachelor of Arts: History Minor: Museum Studies

GPA: 3.7

Relevant Coursework:

Public History, Archival Methods, Digital History, North Carolina History, Civil War & Reconstruction

MUSEUM EXPERIENCE

Greensboro History Museum, Greensboro, NC

Collections Intern, January 20XX – May 20XX

- Assisted the curator with cataloging and digitizing over 200 historical photographs and documents
- Conducted primary source research for an upcoming exhibit on Greensboro’s role in the textile industry
- Helped lead guided tours for school groups, adapting content for elementary and middle school students
- Maintained the museum’s archival database, ensuring accuracy and consistency of records

WORK EXPERIENCE

Greensboro College Library, Greensboro,

NC Student Assistant, September 20XX – Present

- Assist students and faculty with locating research materials using the library’s online catalog and databases
- Manage the circulation desk, checking materials in and out for over 15 patrons per shift
- Organize and re-shelve books according to the Library of Congress classification system

SKILLS

Historical & Archival: Primary Source Analysis, Research, Cataloging, Exhibit Support, Oral History

Software: Microsoft Office Suite, PastPerfect Museum Software, JSTOR, Ancestry.com

General: Written Communication, Attention to Detail, Organization

MUSIC RESUME EXAMPLE

Leo Lion

(336) 215-3535 | leo.lion@greensboro.edu | Greensboro, NC

EDUCATION

Greensboro College, Greensboro, NC, Expected Graduation May 20XX
Bachelor of Arts: Liberal Studies with Music Concentration
GPA: 3.135, Dean’s List 4 semesters

TEACHING EXPERIENCE

Music Intern, **Guilford County Schools**, Greensboro & Jamestown, NC, Aug 20XX – Dec 20XX

Northern Guilford Elementary Music Classroom/Cone Elementary General Education

- Split 50 hours between observation and assisting teachers in general classrooms and a music classroom
- Developed 2 lesson plans to teach students in the 1st and 3rd grades a song in addition to an activity designed to teach and enforce musical memory

Jamestown Middle School/Ragsdale High School

Split 50 hours between middle and high school music classrooms

- Assisted band director and tutored 3 high school students on brass and guitar
- Assisted middle school band director with warm up exercises
- Conducted and prepared a small middle school orchestra for a school performance

PROFESSIONAL MUSIC EXPERIENCE

Independent Musician / Performer, **Various Venues**, Piedmont Triad/Raleigh

- Perform pop/rock solo sets on guitar at local bars and art institutions
- Maintain and transport personal sound equipment and instruments
- Book performances, negotiate pay, and manage logistics independently
- Collaborate with other musicians in jam sessions and open mics to expand repertoire and improvisation

CAMPUS INVOLVEMENT

Greensboro College chapter of the NC Music Educators Association, Aug 20XX - May 20XX

Greensboro College - The Pride Pep Band, Fall 20XX - Present

Perform as a drummer in the Pride Pep band, supporting Greensboro College athletic teams at home games and campus events

SKILLS

- 9 years of guitar, 2 years of piano
- Percussion, woodwind, and brass basic proficiency and methods
- Collegiate level notation reading, arranging and music theory
- Self-taught basic guitar repair and maintenance

POLITICAL SCIENCE RESUME EXAMPLE

Leo Lion

(336) 215-3535 | leo.lion@greensboro.edu | Greensboro, NC

EDUCATION

Greensboro College, Greensboro, NC, May 20XX
Bachelor of Arts: Political Science, Minor: History
GPA: 3.8

Relevant Coursework:
Political Behavior, Parties & Elections, Constitutional Law, International Relations, Comparative Government, International Law & Organizations

POLITICAL & ADVOCACY EXPERIENCE

Kathy Manning for Congress Campaign, Greensboro, NC
Campaign Intern, August 20XX – November 20XX

- Conducted phone banking operations, making over 50 calls per shift to registered voters
- Participated in canvassing efforts, engaging directly with community members about campaign issues
- Assisted with data entry using the NGP VAN database to track voter outreach
- Helped organize and staff 3 local campaign events

Greensboro College Student Government Association, Greensboro, NC
Junior Class Senator, September 20XX – May 20XX

- Represented the interests of the junior class in weekly SGA meetings
- Co-authored a successful resolution to expand library hours during final exams
- Served on the Campus Life committee, helping to plan student events

WORK EXPERIENCE

Lucky 32 Southern Kitchen, Greensboro, NC
Hostess, May 20XX – Present

- Manage reservations and seating for a high-volume restaurant, coordinating with servers and managers
- Serve as the first point of contact for guests, providing a welcoming and professional atmosphere

ATHLETICS

Greensboro College Men’s Soccer, Fall 20XX - Present
Balance 20+ hours per week of practice, workouts, travel and games with a full-time course load

SKILLS

Political: Campaigning, Canvassing, Voter Outreach, Public Policy Research, Data Entry (NGP VAN)
General: Public Speaking, Persuasive Communication, Research & Analysis, Teamwork

PSYCHOLOGY RESUME EXAMPLE

Leo Lion

(336) 215-3535 | leo.lion@greensboro.edu | Greensboro, NC

EDUCATION

Greensboro College, Greensboro, NC, May 20XX
Bachelor of Arts: Psychology, Minors: Sociology, Criminal Justice
GPA: 3.32

Relevant Coursework:
Abnormal Psychology, Child & Adolescent Psychology, Personality Theory, Educational Psychology, Death & Dying

COMMUNITY SUPPORT EXPERIENCE

Greensboro College, Greensboro, NC
Resident Assistant, Fall 20XX – Present

- Support 35 residents through weekly check-ins and conflict mediation
- Plan monthly wellness programs in collaboration with the Counseling department to promote mental health awareness and campus connection
- Collaborate with the Office of Residence Life to address student concerns and ensure a safe environment

A New Day Mental Health, Jamestown, NC,
Mental Health Advocate, Spring 20XX - Present

- Assist staff with intake documentation and provide support to clients attending peer-led groups
- Promote local mental health resources through tabling events and social media outreach

CAMPUS ENGAGEMENT

Member, **National Alliance on Mental Illness (NAMI), Greensboro College Chapter**
Participate in events promoting mental health awareness, peer support, and campus education initiatives

ATHLETICS

Greensboro College Volleyball Team, Fall 20XX - Present
Successfully manage academic and athletic commitments by maintaining a full course load alongside a 20-hour weekly schedule that includes training, practice, games and travel

SKILLS

Interpersonal: Active Listening, Empathy, Program Planning, Conflict Resolution, Communication
Social Media: Social Media Content Creation, Canva, Adobe Creative Cloud

RELIGION RESUME EXAMPLE

Leona Lion

(336) 215-3535 | leona.lion@greensboro.edu | Greensboro, NC

EDUCATION

Greensboro College, Greensboro, NC, May 20XX

Bachelor of Arts: Religion with a concentration in Ministry, Minor: Sociology

Relevant Coursework:

Foundations in Christian Spirituality, Homiletics, Christian Ethics, Existentialism, Theodicy: God & Human Suffering

COMMUNITY & LEADERSHIP EXPERIENCE

First United Methodist Church, Greensboro, NC

Youth Group Volunteer, September 20XX – Present

- Co-lead weekly meetings for a middle school youth group of approximately 20 students
- Plan and facilitate discussions, games, and service projects
- Serve as a positive role model and mentor for young members of the congregation
- Chaperoned a week-long summer mission trip, overseeing logistics and student well-being

Greensboro College Office of Spiritual Life, Greensboro, NC

Interfaith Council Student Representative, January 20XX – May 20XX

- Represented the student body in monthly meetings to promote interfaith dialogue and understanding on campus
- Helped organize and promote 3 campus-wide events, including an interfaith service day
- Collaborated with representatives from diverse faith traditions to foster a welcoming and inclusive campus environment

WORK EXPERIENCE

Camp Weaver, Greensboro, NC

Camp Counselor, Summers 20XX - 20XX

- Supervised a cabin of 10 elementary-aged campers, ensuring their safety and well-being
- Led campers in various activities, including hiking, crafts, and team-building exercises

SKILLS

Interpersonal: Mentoring, Public Speaking, Group Facilitation, Intercultural Communication, Event Planning

Research: Textual Analysis, Comparative Religion, World Religions Knowledge

General: Empathy, Leadership, Communication, Organization

SOCIOLOGY RESUME EXAMPLE

Leo Lion

(336) 215-3535 | leo.lion@greensboro.edu | Greensboro, NC

EDUCATION

Greensboro College, Greensboro, NC, May 20XX

Bachelor of Arts: Sociology with a concentration in Human Services, Minor: Psychology

Relevant Coursework:

Families in Society, Family Violence, Juvenile Delinquency, Abnormal Psychology, Race, Class & Gender, Human Services, Criminal Justice, Social Theory, Public & Non-Profit Administration

Sociology Capstone Project, Fall 20XX

- Designed and executed a research project on food insecurity among college students in Greensboro
- Developed and distributed a survey that received over 150 responses
- Analyzed qualitative and quantitative data to identify key trends and patterns
- Presented findings to the sociology department in a 20-minute oral presentation with a corresponding research paper

COMMUNITY & RESEARCH EXPERIENCE

Intake Volunteer, **Greensboro Urban Ministry**, Greensboro, NC, January 20XX – Present

- Welcome and assist over 30 clients per week seeking food and housing assistance
- Conduct initial intake interviews to assess needs and connect clients with appropriate resources
- Maintain confidential client records with accuracy and empathy
- Collaborate with a team of volunteers and staff to manage the daily operations of the food pantry

WORK EXPERIENCE

Barista, **Starbucks**, Greensboro, NC, June 20XX – December 20XX

- Created a welcoming environment for a diverse customer base
- Worked effectively as part of a team to handle high-volume morning rushes

CAMPUS INVOLVEMENT

Supplemental Instruction Leader, **Greensboro College**, Spring 20XX

- Planned and led instructional sessions to support student learning
- Collaborated with the course professor to ensure lessons aligned with course objectives and expectations

SKILLS

Sociological: Qualitative & Quantitative Research, Survey Design, Data Analysis, Community Outreach, Interviewing

Software: Microsoft Excel, Google Forms, SPSS (basic)

General: Empathy, Interpersonal Communication, Critical Thinking, Cultural Competence, Public Speaking

SUPPLY CHAIN MANAGEMENT RESUME EXAMPLE

Leona Lion

(336) 215-3535 | leona.lion@greensboro.edu | Greensboro, NC

EDUCATION

Greensboro College, Greensboro, NC, Expected Graduation May 20XX
Bachelor of Science: Business Administration & Economics with a concentration in Supply Chain Management

Relevant Coursework:
Logistics Management, Operations Management, Procurement & Sourcing, Global Supply Chain

SUPPLY CHAIN MANAGEMENT EXPERIENCE

The Fresh Market - Corporate Office, Greensboro, NC

- Logistics Intern*, May 20XX – August 20XX
- Tracked and monitored over 100 inbound shipments weekly to ensure on-time delivery to distribution centers
 - Communicated with carriers and suppliers to resolve shipping delays and discrepancies
 - Assisted the logistics team with data entry and analysis in the Transportation Management System (TMS)
 - Helped prepare weekly reports on carrier performance and shipping costs using Microsoft Excel

WORK EXPERIENCE

Amazon Fulfillment Center, Whitsett, NC

- *Warehouse Associate*, Summers 20XX – 20XX
- Picked, packed, and shipped customer orders in a fast-paced, high-volume warehouse environment
- Utilized an RF scanner to accurately track inventory and process orders
- Consistently met or exceeded productivity and quality targets
- Adhered to all safety procedures and protocols to maintain a safe working environment

VOLUNTEER EXPERIENCE

Cans Across the Conference, Greensboro, NC, Fall 20XX

Collaborated with softball teammates to collect and package over 1,000 canned goods and hygiene products for families impacted by Hurricane Helene in Western NC

CAMPUS INVOLVEMENT

Student Athlete Advisory Committee, August 20XX - Present. *Member*

Participate in community service throughout Greensboro College Athletics and the Conference

ATHLETICS

Greensboro College Women’s Softball Team, Fall 20XX – Present

Balance multiple hours a week with practices, weight training, and conditioning while carrying a full course load

SKILLS

Supply Chain: Logistics Coordination, Inventory Management, Transportation Management Systems (TMS), Procurement Principles

Software: Microsoft Office Suite (Advanced Excel), SAP (exposure), RF Scanners

REFERENCES

Strong references can help open doors to internships, jobs, graduate programs, scholarships, and more. Choose people who know your work and can speak positively about your skills, character, and potential

WHO TO ASK

Choose people who:

- Know you well and your work
- Can speak to your skills, character, and potential
- Have seen your growth and contributions
- Will provide a positive and honest recommendation

BEFORE YOU ASK

Be respectful of their time. Before asking, consider:

- Do I have a strong relationship with this person?
- Can they speak to specific examples of my work?
- Will they be able to respond in a timely manner?

WHAT TO PROVIDE

Help your references say yes by giving them:

- Your resume
- The job, internship, or program description
- A summary of your skills, experiences, and goals
- Details on how and when they will be contacted

Who Makes a Strong Reference

- Professor
- Supervisor
- Coach
- Advisor
- Internship site supervisor
- Campus employment supervisor

Avoid

- Family member
- Friends
- People who barely know your work

ASK EARLY

Ask at least 2-4 weeks before the deadline

MAKE IT EASY

Provide clear information and instructions

STAY IN TOUCH

Keep your references updated on your progress

SHOW GRATITUDE

Always say thank you. A handwritten note goes a long way

Format	Example
Full Name of Reference <i>Job Title</i> Organization Name Phone: Email: Relationship: Years Known:	Dr. Leona Lion <i>Assistant Professor of Psychology</i> Greensboro College Phone: (336) 777-5214 Email: leona.lion@greensboro.edu Relationship: Faculty Advisor Years Known: 3 years

 **Key Point**

Choose references who know your work and can speak specifically about your skills, character, and potential

COVER LETTERS: BASICS & STRUCTURE

A cover letter is a professional letter that introduces you to an employer and explains why you are a strong fit for a specific position. Your resume summarizes your qualifications. Your cover letter connects selected experiences to the position and helps the employer understand why you are interested, prepared, and worth interviewing

LENGTH & FORMAT	BEFORE YOU WRITE	WHAT TO INCLUDE	WHAT TO AVOID
• One page • Single spaced • 10-12 pt font • .5-1" margins • Left aligned • Professional tone	• Review the job posting • Research the employer • Identify experiences to connect to the role	Explain: • Why you are writing • What you bring that's of value • Why you are interested in the opportunity	Do not: • Repeat your resume word-for-word • Use vague claims • Focus only on what you want • Submit the same generic letter for every position

COVER LETTER STRUCTURE

Paragraph 1: Why You Are Writing State the position, employer, how you learned about the position, your school/major if relevant, and why you are interested
Paragraph 2: What You Bring Highlight 1-3 experiences that connect to the job. Use specific examples, skills and results when possible Note: Paragraph 2 may be split into 2 smaller paragraphs if needed
Paragraph 3: Closing Restate your interest, refer to your resume if not referred to in your opening paragraph, thank the employer for their time, and express interest in speaking further

SAMPLE COVER LETTER STRUCTURE

Your Name
City, State Zip (optional) | phone | email

Date (month day, year)

Hiring Manager, Title
Company/Organization Name
Address Line 1
Address Line 2

Dear Mr./Ms./Mx./Dr. Last Name:

Paragraph 1- Why You’re Writing: This paragraph is brief (2-4 sentences). Clearly state the position title and company name you are applying to. Reference how you learned about the position; mention any connection or referral by name. If still in school, give your current academic status, major, and expected graduation. Highlight your education and years or positions of (related, if possible) work experience. If the job is not local, express your interest in relocating or working in that area. Refer to your attached resume early or in your closing

Paragraph 2- Highlight Your Fit - What You Bring: This is the core of your cover letter, which can be two shorter paragraphs (3-4 sentences each) or one longer paragraph (5-7 sentences). Select 1-3 related experiences (internships, campus leadership, part-time work, or class projects) to highlight to the employer. For each experience, mention a major accomplishment(s) or main responsibilities and the skills you developed that would aid you to be successful in the job you are applying for. Integrate key words from the job description into this section. If you don’t have direct related experience, highlight transferrable skills instead.

Paragraph 3: Closing – Call to Action: This paragraph is brief (2-3 sentences). Close by conveying your genuine interest in working for the company. Refer the reader to your resume if not referred to in the first paragraph. Express interest in discussing this position and your qualifications in greater detail, and graciously thank the employer for their consideration of your materials.

Sincerely,

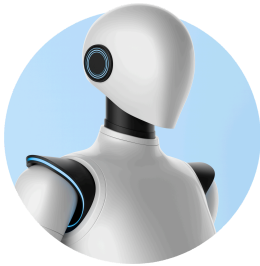
Your Name

Tips

- Do your research: know the company’s mission, recent projects, and culture
- Use a professional greeting (ie: “Dear Ms. Johnson”)
- Use action verbs and results (“analyzed,” “created,” “reduced”)
- Be specific. Show results with numbers or outcomes
- If you lack direct experience, highlight transferable skills
- Read your letter aloud

Common Mistakes to Avoid

- Avoid:
- Generic letters
 - Beginning with: “My name is...”
 - Wrong company/person/role
 - Vague claims like ‘hardworking’ without examples
 - Missing examples
 - Calling attention to skills you do not have
 - Not customizing for each role



Using AI wisely: Cover Letter

Think of AI as your writing coach, not your ghostwriter

AI CAN HELP YOU	AI SHOULD NOT	BEFORE USING AI
• Brainstorm structure • Strengthen wording • Make a paragraph more concise • Compare your letter to a job description • Catch awkward phrasing	• Invent your interest • Invent experience • Write a generic letter you submit without review • Make the letter sound nothing like you	Gather: • The job description • Employer name • Your resume • Key achievements • Why you are interested

Sample Prompt

Review my cover letter for clarity, tone, and flow. Suggest specific edits, not a full rewrite. Keep my voice natural and appropriate for a college student



Key Point

AI works best as a coach, not a writer. It can sharpen your message, but the most compelling letters come from your own insight and authenticity

LIBERAL STUDIES / CHEMISTRY INTERNSHIP EXAMPLE COVER LETTER EXAMPLE

Leo Lion
(818) 575-6565 | leo.lion@yahoo.com | Greensboro, NC 24703

March XX, 20XX

Charlie Savvy, Director
SYNGENTA
234 Instrument Lane
Greensboro, NC 27111

Dear Charlie Savvy,

I am writing to apply for the Analytical Chemist Intern position with Syngenta. As a Liberal Studies major with a concentration in Chemistry at Greensboro College, I am interested in gaining hands-on experience in analytical and environmental chemistry. After learning more about Syngenta and the internship opportunity, I was excited to apply because of my interest in laboratory work and analytical processes.

Through my chemistry coursework, I have developed experience with laboratory techniques, data collection, and analytical observations. In my quantitative analytical chemistry class, I worked with a team to analyze a solution using HPLC, where I helped organize the lab process and interpret results. These experiences strengthened my attention to detail, problem-solving abilities, and ability to work collaboratively in a laboratory setting.

In addition to my academic experience, I have worked for the past two years as a Warehouse Associate with Capstone Logistics. This role helped me develop responsibility, time management, teamwork, and the ability to work efficiently in a fast-paced environment. Balancing work and academics has also strengthened my focus and work ethic.

I am eager to continue building my laboratory and analytical skills through this internship opportunity. I appreciate your time and consideration and would welcome the opportunity to discuss my qualifications further. I have attached my resume for review and look forward to hearing from you.

Sincerely,
Leo Lion

EDUCATION COVER LETTER EXAMPLE

Leo Lion
Greensboro, NC 28204 | (818) 575-6565 | leolion@yahoo.com

March X, 20XX

Stacy Mulch
Cadence Academy
Charlotte, NC 28216
(704)-946-7915

RE: Lead Teacher

Dear Stacy Mulch,

I am writing to apply for the Lead Teacher position at Cadence Academy. With experience working with young children in both classroom and childcare settings, I am excited about the opportunity to contribute to a supportive and engaging learning environment for students and families.

Through my previous experience as a Toddler Room Lead Teacher, I developed skills in classroom management, lesson planning, communication, and child development. I enjoyed creating activities that supported learning and development while building positive relationships with children and their families. These experiences strengthened my ability to work collaboratively, stay organized, and create a welcoming classroom environment.

While completing my degree, I continued gaining experience through internships and volunteer work with local daycare facilities and elementary schools. These opportunities allowed me to continue developing professionally while expanding my understanding of education and child development.

I would welcome the opportunity to bring my experience, enthusiasm, and commitment to supporting young learners to Cadence Academy. Thank you for your time and consideration. I have attached my resume and look forward to the opportunity to speak with you further about the position.

Sincerely,
Leo Lion

EXERCISE & SPORT STUDY COVER LETTER EXAMPLE

Leo Lion
leo.lion@greensboro.edu | (919) 565-7877

March XX, 20XX

Stash Mingin, Director of Soccer
Triangle Universal Soccer Association
121 S Esther Drive
Greensboro, NC 27411

Dear Mr. Mingin,

I was excited to hear from John about the U10 boys coaching opening with Triangle Universal Soccer Association. Having played for the Triangle Universal Soccer Association for many years, I know firsthand the positive impact the club can have on young players, both on and off the field. I would welcome the opportunity to help younger players continue developing their skills and confidence through the program.

My playing experience includes three years of high school soccer, four years at Greensboro College while majoring in Exercise & Sport Studies, and participation in the Olympic Development Program (ODP), where I competed against high-level players from across the region. These experiences helped me develop a strong understanding of teamwork, discipline, and the technical side of the game.

In addition to playing, I previously coached at the U9 level with Triangle United. In that role, I worked with players on fundamental skills such as dribbling, passing, shooting, and game awareness. Coaching also taught me the importance of adapting instruction to different personalities, learning styles, and skill levels.

I am passionate about helping young athletes grow both as players and as teammates, and I would appreciate the opportunity to contribute to the Triangle Universal Soccer Association program. Thank you for your time and consideration. I look forward to speaking with you further.

Sincerely,
Leo Lion

CRIMINAL JUSTICE COVER LETTER EXAMPLE

Leona Lion
leona.lion@gmail.com | 818-575-6565

March XX, 20XX

FBI Headquarters
935 Pennsylvania Ave NW
Washington, DC 20535

Dear Members of the Human Resources Division:

I am writing to apply for the Management and Program Analyst (MAPA) position with the National Academy. As a Greensboro College graduate with majors in Criminal Justice and Psychology, I am interested in the position because of my previous internship experience with the National Academy and my interest in supporting law enforcement training and operations.

Through my internship with the National Academy, I worked directly with MAPAs and assisted with projects related to program operations and administrative support. This experience gave me a better understanding of the role and the day-to-day responsibilities involved in supporting the National Academy program. My Criminal Justice background also helped me communicate effectively with law enforcement professionals and better understand the needs of the program.

In addition to my internship experience, my involvement in ROTC, the U.S. Army Reserves, and college athletics helped me develop teamwork, leadership, adaptability, and time management skills. These experiences taught me how to work effectively in structured, team-oriented environments while managing responsibilities and maintaining professionalism.

I believe my academic background, internship experience, and leadership experiences have prepared me well for the MAPA position. Thank you for your time and consideration. I have attached my resume and would welcome the opportunity to discuss my qualifications further.

Sincerely,
Leona Lion

GAMES & INTERACTIVE MEDIA COVER LETTER EXAMPLE

Leona Lion
leona.lion@gmail.com | 818-575-6565

March XX, 20XX

Alan Weist, Hiring Manager
Jackbox Games
Denver, CO 60634

Dear Alan Weist:

I am an English major graduating from Greensboro College in May, and I was excited to see your posting on ZipRecruiter for a writer for your website and games. As someone who enjoys both writing and gaming, I am interested in the opportunity to contribute creative content while continuing to grow as a writer in a collaborative environment.

Through my coursework and writing experience, I have developed strong research, communication, and time management skills. Meeting deadlines, managing multiple projects, and adapting my writing for different audiences have all been important parts of my academic experience. I also bring experience working as part of a team through my involvement in both volleyball and basketball at the collegiate level.

I enjoy writing content that is engaging, conversational, and creative while still being clear and organized. I am especially interested in opportunities that allow me to combine storytelling, entertainment, and collaboration in a fast-paced environment. Thank you for your time and consideration. I have attached my resume and would welcome the opportunity to discuss the position further.

Sincerely,
Leona Lion



CAREER DEVELOPMENT GUIDE

APPLY, INTERVIEW & DECIDE

Search thoughtfully, prepare well, and
make informed choices

JOB SEARCHING

Job Search Checklist

- Before applying, make sure you have:
- Read the full job description
 - Researched the employer
 - Updated your resume
 - Tailored your resume to the position
 - Prepared a cover letter, if required
 - Checked your LinkedIn profile
 - Proofread all materials
 - Saved a copy of the job description before the posting closes
 - Recorded the application

Common Mistakes to Avoid

- Applying without tailoring your resume
- Ignoring application instructions
- Waiting too long to start
- Using only one job board
- Forgetting to research the employer
- Not checking email or voicemail
- Failing to track applications
- Giving up too quickly after rejection

Track Each Application

Employer | Position | Date Applied | Materials Submitted | Contact | Follow-Up Date | Status



Key Point

A job search takes time. Stay organized, keep improving your materials, and use more than one search strategy

JOB SCAM ALERT

Too Good to Be True

- High pay for little work
- “No experience necessary” with unrealistic earnings

Vague Job Descriptions

- Duties are unclear or use generic phrases ilke “data entry” or “prcoessing payments”

On-the-Spot Offers

- You’re hired after only a text, email, or brief chat without a real interview

Requests for Personal Information

- Do no provide bank account information until you’ve accepted an offer and completed official hiring paperwork

Requests for Money

- Legitimate employers will **never** ask you to pay for training, equipment, or a background check

Suspicious email address

- Be cautious of employers using personal email accounts instead of a company email address

Fake Check

- An employer sends you a check to buy equipment and asks you to send part of the money elsewhere. The check later bounces, and you’re responsible for the lost money

If you’re unsure...

Stop before responding. Research the company independently and verify the job posting on the company’s website

INTERVIEW GUIDE: BEFORE THE INTERVIEW

How to prepare, show up, and follow up with confidence.

Do Your Homework

Research:

- The organization
- Role
- Mission
- Values
- Recent work
- Job description

Prepare Your Materials

Bring or keep nearby your:

- Resume
- Notes
- Questions
- Water
- Any materials requested by the employer

Practice Your Stories

Use the STAR Method:

Situation – what was going on
Task – what you needed to do
Action – what you did
Result – what happened

Prepare examples for teamwork, communication, leadership, and problem-solving

Phone Interview

- Confirm who's calling whom and be ready early
- Smile. It really changes your tone
- Stand up, speak clearly, keep notes handy
- No chewing, scrolling, or multitasking
- End by thanking them and asking about next steps
- Send a short thank-you email the same day

Virtual or AI Interview

- Log in 5–10 minutes early
- Eye-level camera, clean background, good light (do not have the light source behind you)
- Speak slightly slower and look at the camera
- Expect timed or prerecorded questions, pause before answering
- Weave in keywords from the job description
- Be yourself. Warmth and calm confidence go a long way

In-Person Interview

- Arrive 10–15 minutes early
- Greet everyone politely. First impressions start at the front desk
- Offer or return a handshake if appropriate, confident smile, phone off
- Bring extra resumes and a notepad and pen
- Observe the environment. How people interact tells you a lot

INTERVIEW GUIDE: DURING AND AFTER

During the Conversation	Common Questions
Listen first, answer clearly, and keep responses focused Most answers should be about 30-90 seconds If you don't know something, say how you would find out the answer	• Tell me about yourself • Why do you want to work here? • What are your strengths and weaknesses? • Describe a challenge you faced and how you handled it • How do you handle conflict? • Why should we hire you? • Where do you see yourself in five years?

Smart Questions to Ask	If A Question Feels Off
• How do you define success in this role? • What's the team culture like? • What are next steps in the hiring process?	If someone asks something personal (age, family, religion, etc.), redirect calmly: “I'm confident I can meet the expectations of this role. Could we focus on my qualifications and what you're looking for in a strong candidate?”

After the Interview

Send a thank-you email within 24 hours. Reflect on what went well and what you want to improve.

Follow up if you haven't heard back after 7-10 days, send a polite check-in.

AI Prompts to Prepare

- You are the hiring manager for this position [drop the job description into AI]. Mock interview me for a [job title] at [company name]. Give feedback after each question
- Here's my resume [without the contact information] and the job description. What questions might they ask?

PROFESSIONAL DRESS FOR INTERVIEWS

When in doubt, dress one level more polished than the job requires.

Business Casual (Most Interviews Today)

What Works

- What works**
- Collared shirt, blouse, knit top, or polished sweater
 - Slacks, chinos, ankle pants, midi skirt, or a simple dress
 - Optional blazer, cardigan, or structured jacket
 - Clean loafers, flats, dress shoes, or low heels
 - Neat, pressed clothing with simple accessories



Avoid

- T-shirts, hoodies, athletic wear, or distressed denim
- Wrinkled, stained, or ill-fitting clothing
- Loud patterns or graphics, distracting accessories, or strong fragrance
- Overly worn sneakers, flip-flops, casual sandals
- Anything overly revealing, sheer, or too casual for the setting

Professional Dress

Best for formal interviews, traditional workplaces, graduate/professional school interviews, and roles where a polished appearance is expected. Choose clothing that fits your identity while presenting a professional, interview-ready appearance.

What Works

- Matching suit or coordinated blazer with dress pants, skirt, or tailored dress
- Dress shirt, blouse, shell, or fine-gauge knit in a polished style
- Neutral or classic colors such as navy, gray, black, tan, cream, or other understated tones
- Clean dress shoes, loafers, flats, ankle boots, or conservative heels
- Pressed clothing that fits well and allows you to move comfortably
- Neat grooming and simple accessories



Avoid

- Wrinkled, stained, too tight, too short, sheer, or uncomfortable clothing
- Sneakers, flip-flops, casual sandals, or scuffed shoes
- Hoodies, T-shirts, distressed denim, athletic wear, or overly casual fabrics
- Flashy or distracting pieces
- Strong fragrance or excessive accessories
- Outfits that feel like a costume instead of a polished version of yourself



Key Point

Choose clothing that fits your identity, the role, and the level of formality expected by the employer

EVALUATING JOB OFFERS

SALARY, BENEFITS, AND FIT & NEGOTIATION BASICS

Receiving a job offer is exciting, but do not accept immediately without reviewing the full picture. A good decision considers more than the salary.

Review Before Accepting	Questions to Ask	
• Job title and responsibilities • Salary or hourly wage • Full-time, part-time, temporary, seasonal, or contract status • Work schedule • Start date • Location, travel, remote, or hybrid expectations • Health, dental and vision insurance • Retirement plan • Paid time off, sick leave, and holidays • Professional development or tuition assistance • Probationary period, if any • Supervisor and team structure	• Can I receive the offer in writing? • What benefits are included? • When do benefits begin? • What is the expected work schedule? • Who will supervise me? • What does success look like in the first 90 days? • Is there training for new employees? • Is the salary negotiable? • When do you need my decision?	 Key Point A higher salary is not always the better offer if the commute, schedule, benefits, or work environment are weak

Negotiation Basics

Negotiation is a professional conversation about the offer. It does not mean making demands

Where Flexibility May Be Limited Research the typical pay range for similar roles in the same location. Consider your experience, skills, education, and the responsibilities of the position. Entry-level roles, government or state jobs, schools, structured training programs, and fixed pay scales may offer less room to negotiate
What You May Be Able to Negotiate • Salary or hourly pay • Start date • Schedule • Remote or hybrid options • Relocation support • Professional development • Signing bonus in some fields
Negotiation Language Sample Negotiation Language Thank you again for the offer. I'm very interested in the position. Based on the responsibilities of the role and my related experience in ___, I wanted to ask whether there is flexibility in the salary range. Accepting an Offer Thank you for offering me the ___ position. I am happy to accept and look forward to joining the team. Please let me know if there are any next steps I should complete before my start date. Declining an Offer Thank you for offering me the ___ position. I appreciate your time and consideration. After careful thought, I have decided to decline the offer. I enjoyed learning more about your organization and wish you the best in your search.

 Key Point Ask professionally, use research, and be prepared for the answer to be yes, no, or somewhere in between
--

MONEY BASICS AFTER GRADUATION

Your first job after college is not just about the salary. It is also about understanding how much money you actually take home, what benefits you receive, and how your choices affect your financial stability

Gross Pay vs Take-Home Pay	Common Payroll Deductions	Build a Basic Monthly Budget
Gross pay is the amount you earn before taxes and deductions Take-home pay is the amount you actually receive after taxes, insurance, retirement contributions, and other deductions.	- Federal income tax - State income tax - Social Security - Medicare - Health insurance - Dental and/or vision insurance - Retirement contributions - Parking, uniforms, or other workplace costs, depending on the employer	Estimate your monthly costs before accepting a job or moving to a new city Common expenses can include: - Rent - Utilities - Groceries - Transportation - Car payment and insurance - Gas - Student loan payments - Phone - Internet - Medical expenses - Savings - Personal spending
Benefits Have Financial Value	Emergency Fund	Student Loans
Benefits can save you money. When comparing offers, consider: - Health insurance cost - Paid time off - Retirement match - Tuition assistance - Professional development - Flexible schedule - Remote or hybrid work - Commuting costs	Try to build an emergency fund over time. Even a small amount saved each month can help with car repairs, medical costs, moving expenses, or unexpected bills	If you have student loans, know: - Who services your loans - When repayment begins - Minimum monthly payment - Interest rate - Repayment options - Whether your job qualifies for any forgiveness or repayment programs



Key Point

A good financial decision is not always the highest paying option. Consider take-home pay, benefits, cost of living, commute, growth potential, and quality of life



CAREER DEVELOPMENT GUIDE

TRANSITION AFTER GRADUATION

GRADUATE AND PROFESSIONAL SCHOOL DECISIONS

Graduate or professional school can be a strong next step, but it should be a thoughtful decision. Do not go to graduate school only because you are unsure what else to do. Make sure the degree connects to your career goals, licensing requirements, personal interests, and financial situation

Graduate School vs. Professional School

Graduate school usually refers to master’s or doctoral programs focused on advanced study, research, or specialized professional preparation

Professional school prepares students for licensed or specialized professions such as law, medicine, physical therapy, counseling, pharmacy, education, or other regulated fields

Questions to Ask Before Applying

- Is this degree required for the career I want?
- Would work experience help before applying?
- Is the program accredited?
- Does the program lead to licensure or certification, if needed?
- What are the admission requirements?
- What entrance exam is required, if any?
- What is the total cost?
- Are assistantships, scholarships, or tuition support available?
- What are the program’s job placement or licensure pass rates?
- Where do graduates typically work?

Application Materials May Include

- Online application
- Resume or CV
- Personal statement
- Letters of recommendation
- Official transcripts
- Entrance exam scores
- Writing sample
- Interview
- Portfolio or audition, depending on the field

Personal Statement

A personal statement should explain why you are interested in the field, how your experiences have prepared you, and why the program is a good fit. Avoid vague statements like “I want to help people.” Use specific examples from coursework, work, research, internships, service, leadership, or personal experiences when appropriate



Letters of Recommendation

Ask recommenders early. Give them your resume, program information, deadline, and a reminder of your work with them. Choose people who can speak specifically about your academic ability, character, work ethic, leadership, or readiness for the field

Red Flags

Be cautious if a program:

- Is not properly accredited
- Has unclear career outcomes
- Has low licensure pass rates
- Pressures you to enroll quickly
- Is vague about total cost
- Offers little support or advising
- Does not clearly connect to your career goal

Key Point

Graduate school is an investment. Make sure the degree is necessary, credible, affordable, and connected to the work you actually want to do.

GRADUATE & PROFESSIONAL SCHOOL APPLICATION TIMELINE

A 12-18 month plan to help you prepare, apply, and succeed



USING AI WISELY

AI can help you:

- Brainstorm essay ideas
- Organize experiences and improve clarity
- Review essays for structure and grammar
- Tailor materials to specific prompts
- Build application checklists
- Prepare for interviews and practice answers
- Create thoughtful questions to ask programs

AI should not be used to:

- Write essays for you
- Invent or exaggerate experiences
- Include information you can't explain
- Replace your own voice or judgment

INTERVIEW PREPARATION

Be ready to discuss:

- Why this field?
- Why this program?
- Your relevant experiences
- Strengths and areas for growth
- How you handle challenges, feedback, and conflict
- Your long-term goals
- Questions you have for the program

Quick tips:

- Practice out loud
- Be specific
- Use examples
- Be yourself

HELPFUL SITES

Career and Planning

- [Career OneStop](#): career exploration
- [Occupational Outlook Handbook](#): job outlook and pay
- [Federal Student Aid](#): FAFSA and graduate funding

Application Systems

- [PTCAS](#): physical therapy
- [LSAC](#): law school
- [AMCAS](#): medical school
- [CASPA](#): physician assistant

Testing and More

- [ETS](#): GRE and TOEFL
- [ADEA AADSAS](#): dental school
- [PharmCAS](#): pharmacy
- [SOPHAS](#): public health

PROFESSIONAL COMMUNICATION

Clear, respectful communication helps you make a strong impression with employers, faculty, supervisors, and professional contacts

SUBJECT LINE EXAMPLES

EMAIL BASICS

- Use a clear subject line
- Start with a professional greeting
- Keep your message brief and polite
- End with your name and contact information

Question about Internship Application

Follow-Up Regarding Interview

Resume for Marketing Internship

Thank You for Meeting with Me

SAMPLE EMAIL

Dear Ms. Johnson,

Thank you for taking the time to speak with me about the internship position. I enjoyed learning more about the organization and the work your team is doing. Please let me know if there is any additional information I can provide.

Sincerely,
Leo Lion

professional voicemail

Set up a professional voicemail greeting

Example:
Hello, you have reached Leo Lion. I'm sorry I missed your call. Please leave your name, number, and a brief message, and I will return your call as soon as possible.

Tip: Make sure your voicemail inbox is not full and can receive messages

texting employers

Do not text unless invited to do so

Use complete sentences

Keep the tone professional

Avoid text abbreviations and text talk

RESPONSE TIME & FOLLOWING UP

- Respond within 24 hours during the workweek when possible
- Check email and voicemail regularly during a search
- After an interview or application, wait about 7-10 business days before following up

Example:

Good afternoon,

I wanted to follow up on my application for the ___ position. I remain very interested in the opportunity and would appreciate any update you are able to share.

Thank you for your time and consideration.

Your Name



Key Point

Professional communication does not need to sound fancy. It should be clear, respectful, timely, and appropriate for the situation

STARTING STRONG: YOUR FIRST 90 DAYS ON THE JOB

FIRST WEEK

Focus: Learn

- Arrive on time
- Take notes
- Learn names and roles
- Ask how your supervisor prefers to communicate
- Review policies and expectations
- Avoid gossip and oversharing
- Ask questions when you are unsure

FIRST 30 DAYS

Focus: Understand Your Role

- Clarify your main responsibilities
- Learn how success is measured
- Ask for feedback
- Understand deadlines and priorities
- Build relationships with coworkers
- Learn workplace tools, systems, and procedures

DAYS 31-60

Focus: Contribute

- Complete tasks reliably
- Communicate progress to your supervisor
- Ask thoughtful questions
- Accept feedback professionally
- Continue learning the culture
- Notice how decisions are made

DAYS 61-90

Focus: Grow

- Review your progress
- Ask what to keep doing, stop doing, or improve
- Identify skills to strengthen
- Set goals for the next few months
- Continue building your professional reputation

QUESTIONS TO ASK YOUR SUPERVISOR

- What are your top priorities for me in this role?
- What does success look like in the first 90 days?
- How do you prefer updates or questions?
- What should I learn first?
- How will I receive feedback?

COMMON MISTAKES TO AVOID

- Acting like you already know everything
- Missing deadlines without communicating
- Using your phone too much
- Ignoring feedback
- Treating entry-level work as beneath you
- Arriving late, taking long lunches, or leaving early regularly
- Oversharing too soon
- Waiting too long to ask for help

 **Key Point**

The goal of your first 90 days is not perfection. The goal is to become dependable, coachable, professional, and useful



About This Guide

This guide was developed by Caryn J. Atwater, M.A., Director of Career and Personal Development, using a combination of professional expertise, current career development best practices, and generative AI as a productivity tool. AI was used to support brainstorming, drafting, editing, and visual development. All content was reviewed, fact-checked, and curated by the author.