TABLE OF CONTENTS

MAJOR & CAREER EXPLORATION
4
4 Getting Started
6 Majors at UNO
7 Exploration Resources
9 Action Plan

SECOND YEAR
Talk with an academic & career advisor about career and academic goals/decisions
Officially declare a major if you have not done so
Increase campus and community involvement
Continue to develop personal resume
Attend on-campus Career & Internship Fairs
Find relevant part-time employment/internships
Work on developing transferable skills
Attend academic success and career development programs
Identify 2-3 career options
Consider studying abroad and other international opportunities
Keep grades up and attend all classes regularly

JOB & INTERNSHIP SEARCH
10
10 What Do You Want To Do?
11 Skills and Experience
11 Social Media
12 Networking

THIRD YEAR
Conduct informational interviews and/or job shadows
Complete coursework that is related to your academic and career goals
Talk to an advisor about graduate/professional school, if applicable
Further develop your resume
Attend on-campus Career & Internship Fairs
Participate in mock interviews
Attend academic success and career development programs
Find major-related internships/employment
Enroll in service learning courses to apply your studies
Join professional associations
Take on leadership roles in campus/community involvement
Start to develop a professional network and identify potential mentors
Keep grades up and attend all classes regularly

RESUMES & COVER LETTERS
14
14 Getting Started
16 Job Description Writing
16 Adding Study Abroad
17 Resume Examples
21 Cover Letters

FOURTH YEAR
Complete a graduation check with your advisor
Update personal resume
Complete an internship
Begin searching for jobs
Gain relevant experience by volunteering
Attend on-campus Career and Internship Fairs
Take entrance exams and apply to grad schools, if applicable
Attend academic success and career development programs
Use professional network to assist with job search
Interview on and off campus
Keep grades up and attend all classes regularly
Land a job or graduate school admission

INTERVIEWING
22
22 The Four Ps
23 Do’s and Don’ts
23 The PAR Method
24 Questions
25 How to Dress
25 Thank You Notes
26 Detecting Job Scams
26 Salary Research
27 Negotiating Job Offers

EMPLOYER PARTNERS
28
28 Thank You
To make the most informed decisions regarding your college major and career, it is important to have a solid understanding of yourself first. This step-by-step process will help you take some time to reflect before rushing into a decision.

**GETTING STARTED**

To make the most informed decisions regarding your college major and career, it is important to have a solid understanding of yourself first. This step-by-step process will help you take some time to reflect before rushing into a decision.

**STEP 1: CAREERS OF THE PAST, PRESENT AND FUTURE**

Write down any job, career field or industry that you have ever thought about working in, even if it seems out of reach or is something you’re not interested in now. Elaborate on why this was interesting to you at the time. Why do this? You never know what type of themes, interests or values may emerge that may help you explore.

*Example:* Teacher. I wanted to work with kids.

1. 
2. 
3. 
4. 
5. 
6. 

**STEP 2: RANKING VALUES, INTERESTS AND SKILLS**

In the column below rank your Values from 1 (most important) to 16 (least important). It may be helpful to identify the most important (1) and least important (16) values first, then rank the remaining values. Be sure to use each number only once and try to avoid ties.

Repeat the ranking process for the Interests and Skills columns. If you wish, include other important values, interests and skills in the list, but be sure to increase the number of items you rank.

**Values**

- Creativity
- Earning potential
- Further Education
- Independence
- Job Location
- Job Security
- Leadership
- Level of Prestige
- Organizational Culture
- Service to Others
- Travel Opportunities
- Vacation/Benefits
- Variety of Tasks
- Work Environment
- Work Schedule
- Work/Life Balance

**Interests**

- Community Service
- Creative/Performing Arts
- Fashion
- Literature/Reading
- Maintaining Relationships
- Money/Investing/Finance
- Music
- Nature/Environment
- Organizing
- Planning
- Politics
- Salesmanship
- Science
- Sports
- Teaching
- Technology

**Skills**

- Athletic
- Communication
- Counseling
- Creativity/Artistic
- Design
- Interpersonal
- Mentoring
- Leadership
- Managerial
- Mechanical
- Organizational
- Problem Solving
- Research
- Scientific
- Technology
- Visionary

After completing Step 1 and Step 2, what are three themes and/or occupations that have started to emerge?

*Example:* 1. Helping others 2. Writing 3. Giving back to the community
STEP 3: EXPLORE MAJORS AT UNO

Keeping in mind the themes that have started to emerge, what majors at UNO match up with your career interests, values, interests and skills? Check the majors that interest you.

**College of Arts & Sciences**
- Bioinformatics
- Biology
- Biotechnology
- Black Studies
- Chemistry
- Economics
- English
- Environmental Studies
- Foreign Language and Literature
- General Science
- Geography
- Geology
- History
- Interdisciplinary Studies
- International Studies
- Latino/Latin American Studies
- Mathematics
- Neuroscience
- Philosophy
- Physics
- Political Science
- Psychology
- Religion
- Sociology
- Women’s and Gender Studies

**College of Business Administration**
- Business Administration Concentrations
  - Accounting
  - Banking
  - Business Economics
  - Business Finance
  - Economics
  - Human Resources Management
  - Innovation and Entrepreneurship
  - Investment Science and Portfolio
  - Legal Studies
  - Management
  - Marketing
  - Real Estate and Land Use Economics

**College of Communication, Fine Arts & Media**
- Art History
- Broadcasting
- Creative Writing
- Journalism
- Music Education
- Music Performance
- Speech Communication
  - Media Studies
  - News Editorial
  - Public Relations & Advertising
- Studio Art
  - Two Dimensional Arts
  - Three Dimensional Arts
  - Graphic Design
  - Studio Art with K-12 Certification
  - Media Arts
  - Theatre

**College of Education**
- Athletic Training
- Elementary Education
- Elementary Education, Special Education
- Library Science
- Physical Education
- Public Health
- Recreation & Leisure Studies
- Secondary Education
- Secondary Education, Special Education
- Speech-Language Pathology

**College of Information Science & Technology**
- Management Information Systems
- Bioinformatics
- Computer Science
- Information Assurance
- IT Innovation

**College of Public Affairs & Community Service**
- Aviation
- Criminology & Criminal Justice
- Emergency Management
- Social Work

Out of all of your checked majors, list your top 5

1. __________________________________________
2. __________________________________________
3. __________________________________________
4. __________________________________________
5. __________________________________________

For more information on UNO majors, visit unomaha.edu/academics/majors-and-programs

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EXPLORATION RESOURCES

**UNO CAREER CONNECT**
This is a great place to start your search or get more information about occupations, as employers who post positions are looking for UNO students. Visit our website at unomaha.com/acdc for more information.

**O*NET ONLINE**
This is an online database with descriptions of occupations and matching personality descriptions. It also includes occupational outlook, training and education needed, plus earnings. Visit onetonline.org for more information.

**MYPLAN**
Visit unomaha.myplan.com to take free interests, skills, values, and personality assessments. Afterward, meet with ACDC staff to discuss how your results are related to a career or college major.

**OCCUPATIONAL OUTLOOK HANDBOOK**
The Occupational Outlook Handbook’s site describes what workers do on the job, working conditions, the training and education needed, earnings, and the occupational outlook for hundreds of occupations. Visit bls.gov/ooh for more information.
STEP 4: EXPLORE MAJORS, OCCUPATIONS AND RESOURCES

Now that you have identified your values, interests and skills along with possible majors, it is time to connect what you know about yourself and your options.

- Understand the pros and cons of each choice
- Majors: GPA requirements, prerequisite courses, application process, etc.
- Occupations: work descriptions, education/training, growth outlook, average salaries, employers, etc.

Following the example provided, list the options you are considering on the lines below. Review the resources below to learn more about each, and write the resources you will use on the lines below each option. Academic & Career Advisors can help you access these resources.

<table>
<thead>
<tr>
<th>Major and/or Minor</th>
<th>Occupation</th>
<th>Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Copywriter</td>
<td>English Advisor</td>
</tr>
</tbody>
</table>

STEP 5: ON AND OFF CAMPUS CONTACTS

Now that you have identified some resources to use to help you with your decision, identify some contacts who can help you with the process. These could be advisors, faculty members, campus organizations or potential internship sites.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email and/or Phone</th>
<th>Location/Department/Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Smith</td>
<td>English Advisor</td>
<td><a href="mailto:jsmith@unomaha.edu">jsmith@unomaha.edu</a> (402) 554-1234</td>
<td>UNO English Dept., ASH 192</td>
</tr>
</tbody>
</table>

These contacts may be good candidates for an informational interview. Here are a few tips:

- Ask people in a career field of interest what they do
- Find out how they got where they are
- What kind of education and training do they have?
- What opportunities and experiences are recommended by employers in this field?
- Ask questions about the day-to-day functions of the job so you know what to anticipate
- Remember to send a timely thank you note expressing appreciation for their time

STEP 6: TAKE ACTION

Making a final decision often comes through experience and hard work. An academic advisor can help you enroll in specific classes for your major. Or you might work with staff in ACDC to locate internships or part-time work to connect you with hands-on learning. Write a plan below to help you reach your final destination.

<table>
<thead>
<tr>
<th>My Action Step</th>
<th>Deadline</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact the English Advisor to learn more about careers in English and the major itself</td>
<td>End of semester</td>
<td>Yes</td>
</tr>
</tbody>
</table>

EXPLORATION ACTIVITIES

Experiencing an occupation or major firsthand is valuable to exploration. Here are some resources that are available to you.

EXPERIENTIAL LEARNING
Internships, volunteer work, summer jobs and part-time employment are all examples of experiential learning.

These opportunities give you the work-related experience that employers seek and may lead to full time employment. It can also help you identify if that type of work is a good fit.

INFORMATIONAL INTERVIEWING
Talking to people who work in a career field you want to learn more about is a great way to explore career choices. It’s also a chance to expand your professional network.

GET INVOLVED IN THE COMMUNITY
UNO has multiple ways to get involved: Service Learning Academy, University Service Days and the Community Engagement Center.

ATTEND ACDC EVENTS
Our office has numerous exploration, career and academic events throughout the year. For more information visit unomaha.edu/acdc.

MAVSYNC
An online community that connects students to organizations, departments, and events at UNO. mavsync.unomaha.edu
GETTING STARTED

Reality Check: Finding a job or internship takes time and energy. For most students, it takes three to six months to find an internship or full-time employment after graduation.

STEPS TO SUCCESS

The job search is different for everyone. The steps outlined below are a general guide on how you can make your search successful.

STEP 1: WHAT DO YOU WANT TO DO?

Brainstorm ideas below. Write down any and all ideas! What is your dream job? Where do you see yourself in five years? Need help? Check out pages 4 through 9 of this workbook or make an appointment at ACDC.

STEP 2: WHAT SKILLS OR EXPERIENCE DO YOU NEED?

It’s time to do some research. Every job requires different knowledge skills and abilities. When you start searching for a job/internship it is important to know what skills are desired.

For example, if you know you want to work as a graphic designer, do some research on open position descriptions for graphic designers. Is there a common theme to the descriptions? Do all of the positions expect you to have prior experience? Do all of the positions expect you to know how to use Adobe Photoshop? Make a list of the skills and experience needed to get the job you want.

<table>
<thead>
<tr>
<th>Skill</th>
<th>Do I have it?</th>
<th>Plan of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Adobe Creative Suite</td>
<td>No</td>
<td>Take Graphic Design 1 course at UNO next semester</td>
</tr>
<tr>
<td>Example: Excel 2013</td>
<td>Yes</td>
<td>Put on resume</td>
</tr>
</tbody>
</table>

STEP 3: PREPARE JOB SEARCH-RELATED MATERIALS

You’ve done your research and you know what employers want, so make sure your job search materials speak to your future employer’s wants/needs.

☐ Do you have a resume/cover letter? Is it updated? Has it been reviewed?
☐ Have you done a mock interview?
☐ Have you contacted your references?

STEP 4: CLEAN UP YOUR SOCIAL MEDIA/ONLINE BRAND

92% of employers indicate using social media to find new talent and 70% report not hiring someone based on something they saw online. Social media sites such as Facebook, Twitter and LinkedIn can be used to create your “personal brand,” network with employers and research companies.

It’s important to make sure your profile is recruiter-friendly. Opt for the highest privacy settings to restrict what’s viewable by the public. Remove any complaints about your job or boss, as well as distasteful comments and photos of yourself that could be construed as inappropriate.

Ask yourself these questions: What is my page saying about me? Does my profile present my best self? Do my pages reflect my career interests and goals?

STEP 5: CREATE A LINKEDIN PROFILE

LinkedIn is the world’s largest professional network. LinkedIn allows you to exchange knowledge, ideas and career opportunities with a broad network of professionals.

Your LinkedIn profile rises to the top of internet search results, letting you control the first impression people get when they “Google” you. With options to join relevant groups, search job opportunities and companies, and connect with professionals in your desired field, LinkedIn is a valuable networking and job search resource.
STEP 5: CONTINUED
Since LinkedIn shows your connections with listed organizations, you might find out that your aunt is connected to the hiring manager of your top choice company, or find a UNO alum with your dream job. This is a great place to learn about exclusive job opportunities and to build your network. For more information on using LinkedIn, check out: university.linkedin.com/linked-in-for-students
Take the time to complete your LinkedIn profile. Make sure to include the following:
- Professional photo: This should be a photo of only you, with a plain background
- Headline: Don’t just say UNO student - tell people what you want to do in the future
- Summary of qualifications: Describe your top three to five skills and goals
- Experience: Complete job history including dates and brief list of accomplishments
- Education: Start with college and list your degree and major
- Organizations: Describe your involvement with school or community organizations
- Skills and expertise: Add at least five key skills, then your connections can endorse your talents
- Recommendations: Ask managers, professors or classmates to write you a short recommendation to give your profile extra credibility

STEP 6: DEVELOP A PERSONALIZED GAME PLAN
Where are you going to search for jobs?
When will you search?
Who can help you with your job search?

How do you plan to follow-up?

ON-CAMPUS NETWORKING
GET INVOLVED WITH ORGANIZATIONS
Joining groups and organizations is a great way to network with other students and professionals who share common interests or goals. Getting involved on campus or in the community allows you to learn more about specific career fields and develop relevant experience.

Career Fairs
Every semester, campus-wide career fairs are held. Some colleges host major-specific career fairs as well. Students who attend fairs are able to meet prospective employers, gather information, build their network and search for internship or career opportunities. If you are interested in broadening your search, you may also consider attending career events hosted by organizations in specific regions.

Interviewing
A number of companies visit campus each year to interview and recruit UNO students and alumni. On-campus interviews begin in September for the Fall semester and in February for the Spring semester. Interviewing on campus is an excellent way to market yourself. Generally, you must register on UNO Career Connect to interview with employers recruiting on UNO’s campus.

Recruitment
Recruiters from organizations and graduate programs often visit the campus to recruit UNO students. They may host information tables in the Student Center or present their opportunities during scheduled information sessions. Visiting with recruiters at these events is a great way to learn more and expand your professional network without having to travel off campus. To find out about upcoming recruiter campus visits, check out the Events Calendar at unomaha.edu/acdc.

UNDERSTANDING NETWORKING
Your network includes anyone who can serve as a resource in your job search and subsequent career development. This can be current or former co-workers, professors, relatives, friends (or friends of friends!), UNO alumni, members of professional organizations, or professionals working in a field you’re interested in or for an organization that you would like to work for. Students often hesitate to network because they feel awkward asking for help. However, many people are passionate about the work they do and enjoy the opportunity to talk about their job and the organization they work for. You will likely feel nervous the first time you approach a potential contact, but networking is a skill that you can develop with practice and persistence. If your request for assistance or advice is declined, don’t give up – keep networking with others. Remember that networking isn’t about asking for a job; it’s about building relationships.

UTILIZE ALL OF YOUR RESOURCES, INCLUDING CONNECTIONS

<table>
<thead>
<tr>
<th>CONNECTION 2</th>
<th>CONNECTION 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>YOUR PARENTS</td>
<td>CONNECTION 2</td>
</tr>
<tr>
<td>CONNECTION 1</td>
<td>YOUR BOSS</td>
</tr>
<tr>
<td>CONNECTION 1</td>
<td>YOUR PROFESSOR</td>
</tr>
<tr>
<td>YOUR FRIENDS</td>
<td>CONNECTION 1</td>
</tr>
<tr>
<td>CONNECTION 2</td>
<td>YOUR ADVISOR</td>
</tr>
<tr>
<td>CONNECTION 1</td>
<td>CONNECTION 2</td>
</tr>
</tbody>
</table>

NETWORKING POINTERS

**BENEFITS OF NETWORKING**
- Finding experienced mentors to guide you and offer support
- Learning more about specific career fields and industry trends
- Finding your first job or your next job

**PREPARE FOR NETWORKING**
- Update or create your LinkedIn profile (pg. 11)
- Update your resume and have others review it
- Be prepared to talk about your unique skills, education and career goals
- Generate a list of questions you are hoping to discuss with contacts
Your resume is a personalized marketing tool that is unique to you. An effective resume will highlight your individual qualifications as they relate to the position you are applying for.

On average, an employer spends 15 to 30 seconds skimming a resume before deciding whether or not to interview the applicant. Your resume must be well-written and easy to read in order to quickly show an employer why they should pick up the phone and call you. Once you have created a first draft or updated your resume, seek feedback from others and schedule a resume review appointment with an advisor at the Academic & Career Development Center.

TAILORING YOUR RESUME

While it is tempting to develop a standard, “one-size-fits-all” resume, it is more effective to tailor your resume to each position you are applying for. To develop a resume that demonstrates your fit for a particular position.

Heads

Determine which section headings to include on your resume based on your unique set of experiences and skills. Adjust them to best highlight what you have to offer for each employer and position. Order them from most to least relevant to your career objective.

Commonly Used Sections

- Summary of Qualifications or Objective
- Education
- Relevant Coursework
- Experience or Related Experience
- Volunteer Experience
- Involvement, Activities, Leadership
- Honors and Awards
- Languages
- Memberships
- Professional Activities
- Publications/Presentations
- Recitals/Art Shows
- Special Skills
- Study Abroad or International Experience
- Workshops/Seminars

Formatting and Layout

In addition to being tailored and well-written, your resume should be visually pleasing and easy to read quickly. Follow these guidelines for effective formatting:

- Avoid using resume templates that reduce your formatting control
- Use a 10 to 12 point font
- Margins should be at least ½ inch all around
- Use reverse chronological order to list current and past jobs (i.e., start with your current or most recent position)
- Describe experience in bulleted statements beginning with action verbs (see below)
- Avoid using the word “I”
- Use bold and italics (sparingly, however) to highlight key information and distinguish between sections
- Save a copy of your resume as a PDF for online applications and email submissions

Length

When applying to businesses and nonprofit organizations, it is recommended that you keep your resume limited to one page. Multiple page resumes may be appropriate when applying to graduate school or other academically-oriented opportunities, or teaching positions.

If you find that your work history and other relevant experiences are filling too many pages, remember to choose quality over quantity and select only those activities and descriptions which clearly emphasize your fit for a particular position.

However, it is a good idea to keep a multi-page “master resume” with all of your experiences on it. You can use this document to pick and choose which skills and experiences best fit each position you apply for.

Describing Your Experience

Often the most difficult part of writing a resume is describing what you have done at each job you’ve had. People sometimes sell themselves short by giving too brief, overly-simplified descriptions of their job duties. A student might say, “I don’t know what to write about this job – I just answered phones” when, in fact, there was much more responsibility involved.

Tips for Describing Your Experience

- Incorporate keywords and phrases from the job description
- Start bulleted statements with action verbs in present tense for current jobs and past tense for previous jobs
- Highlight accomplishments, not just duties
- Quantify results when possible/appropriate

Example Action Verbs

- Accomplished
- Achieved
- Adapted
- Administered
- Advised
- Analyzed
- Arranged
- Adapted
- Administered
- Achieved
- Accomplished
- Example Action Verbs

- Build
- Calculated
- Collaborated
- Communicated
- Compiled
- Completed
- Conducted
- Coordinated
- Created
- Demonstrated
- Designed
- Developed
- Direct
- Documented
- Established
- Evaluated
- Examined
- Facilitated
- Formulated
- Guided
- Implemented
- Improved
- Increased
- Instructed
- Interpreted
- Learned
- Managed
- Marketed
- Measured
- Mentored
- Negotiated
- Operated
- Organized
- Performed
- Planned
- Prepared
- Presented
- Produced
- Promoted
- Provided
- Recommended
- Research
- Reviewed
- Scheduled
- Served
- Supervised
- Supported
- Taught
- Tested
- Trained
- Translated
- Updated
- Wrote

Additional Headings

- Certifications or Licenses
- Computer Skills
- Conferences
- Interests
- Honors and Awards
- Involvement, Activities, Leadership
- Languages
- Memberships
- Professional Activities
- Publications/Presentations
- Recitals/Art Shows
- Special Skills
- Study Abroad or International Experience
- Workshops/Seminars

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- Analyzed
- Arranged
- Adapted
- Administered
- Achieved
- Accomplished
- Example Action Verbs

- Build
- Calculated
- Collaborated
- Communicated
- Compiled
- Completed
- Conducted
- Coordinated
- Created
- Demonstrated
- Designed
- Developed
- Direct
- Documented
- Established
- Evaluated
- Examined
- Facilitated
- Formulated
- Guided
- Implemented
- Improved
- Increased
- Instructed
- Interpreted
- Learned
- Managed
- Marketed
- Measured
- Mentored
- Negotiated
- Operated
- Organized
- Performed
- Planned
- Prepared
- Presented
- Produced
- Promoted
- Provided
- Recommended
- Research
- Reviewed
- Scheduled
- Served
- Supervised
- Supported
- Taught
- Tested
- Trained
- Translated
- Updated
- Wrote
ADDING STUDY ABROAD EXPERIENCE TO YOUR RESUME

Have you spent time in a foreign country as a part of your education? Before incorporating your study abroad experience into your resume, brainstorm about what you learned while you were away. What were your most valuable experiences? The most significant thing you learned? How have you changed as a result of your time abroad?

You can incorporate study abroad experience into your educational experience, work history, skills, etc. You can even create an “International Experience” section on your resume, if your time abroad?

You will be removed as you gain high school information on your resume. This information will be removed as you gain more experience and become involved on campus.

RESUME EXAMPLE

International Experience
Study Abroad Experience, Universidad Antonio Ruiz de Montoya, Lima, Peru Summer 2014
• Improved conversational Spanish language skills while staying with local family
• Completed public health service learning project working with indigenous communities in Cuzco Quispicanchi area
• Exhibited flexibility and problem-solving skills while adapting to a new culture

KEYWORDS TO CONSIDER
Adaptable to new environments: Adapted: Developed:
Appreciative of diversity: Flexibility and Patience:
Exchanged: Fostered: Cross-cultural communication:
Intercultural competence: Problem-solving skills
Self-reliant/Independent: Take initiative: Improved
Travelled: Visited: Open-minded: Represented:
Organized: Awareness of global issues: Translated:
Lived: Foreign language proficiency: Immersed

RESUME EXAMPLE

Maddie Matador
6001 Dodge Street Omaha, NE 68182
402-888-1234 mmatador@unomaha.edu

Objective: Seeking an internship in the nonprofit sector for Summer 2013

Education
University of Nebraska at Omaha, Omaha, NE B.A. with General Sociology Concentration, Anticipated Graduation: May 2016

Central High School, Omaha, NE High School Diploma, Graduation: May 2012

Relevant Experience
Student Worker
College of Arts & Sciences, University of Nebraska at Omaha September 2011-Present
• Support full-time staff in department with maintaining accurate filing system
• Create and update Excel spreadsheet to track number of student appointments per week
• Assist supervisor and three other staff members to ensure all requests are met in a timely manner
• Direct callers to appropriate contacts quickly and efficiently, minimizing caller wait time
• Update office’s Facebook page to share information and engage students

Library Volunteer
Omaha Public Library, Omaha, NE May 2010-August 2012
• Assisted library patrons in locating library materials
• Cataloged incoming library materials both new and donated materials
• Reorganized special collections
• Helped initiate and plan bi-weekly Preschool Storytime

Honors and Awards
State Forensics Champion, 2012
Omaha Public Library, Volunteer of the Year, 2011

Activities
Central High School, Forensics Team, 2009-2012
Central High School, Junior Varsity Soccer, 2011
Boys and Girls Club of America, 2008-2011

Computer Skills
Proficient in Microsoft Office Word, Excel, PowerPoint and Facebook
STUDENT CAREER CHANGE
Visit unomaha.edu/acdc for more resume examples.

Amanda Fields

EDUCATION
M.A.C.C. University of Nebraska at Omaha (GPA Exam eligible Dec 2013; GPA 3.7)
Accounting Certificate, Bellevue University
Information Assurance Certificate, University of Nebraska at Omaha
B.S. in Information Systems, De Paul University

BUSINESS EXPERIENCE

UNIVERSITY OF NEBRASKA – Omaha, NE
STUDENT WORKER
Special projects support to School of Interdisciplinary Informatics in the College of iS&T

ACI WORLDWIDE – Omaha, NE
Special projects support to Product Division
- Awarded ACI Distinction Awards 2010 and 2012 for exceptional efforts on projects
- Created Product Group financial report card - consolidated corporate financial statements into one dashboard for tracking P&L performance
- Oracle, Salesforce, and Purchasing Coordinator for Product Group - resolved problems, created ad hoc queries; entered and tracked requisitions; verified data
- Developed internal manuals for resource management tool and external customer documentation for payment processing software

WADDELL & REED FINANCIAL SERVICES - Omaha, NE

- Tracked requisitions; verified data
- Oracle, Salesforce, and Purchasing Coordinator for Product Group - resolved problems, created ad-hoc queries; entered and tracked requisitions; verified data

ADDITIONAL EXPERIENCE
Consultant; COMDYN GROUP-Westlake Village, CA

- Developed Excel/VBA spreadsheet application to manage sales initiatives for leading pharmaceutical company

Project Manager; SEARS-Hoffman Estates, IL
Performance reviews, budget, and management responsibilities for development support team

Project Leader; MOTOROLA-Schaumburg, IL
Project responsibility for new Accounts Payable system, leading 15-member IT/business project team through requirements definition, software selection, contract negotiation, and installation
-letter technical advisor and system support for financial systems group, including AP, AR, and GL systems

Business Analyst; SEARS-Chicago, IL
Developed budget reporting system for production expense tracking by IT management

SOFTWARE EXPERIENCE

Software Products: Word, Excel, Access, PowerPoint, Project, Quickenbooks, Frame Maker, Oracle, Salesforce, Clarify
Programming Languages: SQL, Java, C++, Visual Basic, COBOL, Assembler

ADDITIONAL ACCOMPLISHMENTS
- Awarded ACI Distinction Awards 2010 and 2012 for exceptional efforts on projects
- Created Product Group financial report card - consolidated corporate financial statements into one dashboard for tracking P&L performance
- Oracle, Salesforce, and Purchasing Coordinator for Product Group - resolved problems, created ad hoc queries; entered and tracked requisitions; verified data
- Developed internal manuals for resource management tool and external customer documentation for payment processing software

COMPUTER SCIENCE MAJOR
Visit unomaha.edu/acdc for more resume examples.

Peter K. Rocha
(402) 333-1234 p.j. rocha@gmail.com
789 Pine Street Omaha, NE 68114

SUMMARY OF QUALIFICATIONS
- Aspiring software developer with 19 months of paid industry internship experiences covering a breadth of technologies and development methodologies
- Strong ability to quickly adapt to new and evolving technologies
- Excellent verbal and written communication skills, including experience interfacing directly with clients
- Best Paper Award: 2012 Undergraduate iSAT Research Conference for Paper on Video Compression Algorithms

CORE COMPETENCIES
Programming Languages: Java, Objective-C, C, C++, SQL
Integrated Development Environments: Eclipse, Microsoft Visual Studio, Xcode

EDUCATION
University of Nebraska – Omaha, Omaha, Nebraska
Bachelor of Science in Computer Science

Expected May 2013
- 3.88 GPA
- Walter Scott, Jr. Scholarship Recipient
- Phi Kappa Phi Academic Honor Society
- Delta Epsilon Iota Academic Honor Society
- Chancellor’s List
- Honors Program

EXPERIENCE
Mobile Development Intern
Client Resources Inc., Emerging Technologies Division, Omaha, NE
May 2012 – Present
- Developed cutting edge iOS applications on small teams in an agile environment
- Assigned to diverse projects across unfamiliar technologies; earned the opportunity to work independently on a small project due to demonstrated competencies with these new and unfamiliar technologies
- Work contract extended into the school year due to high level of contribution

Environment: Objective-C, iOS, Xcode, Ruby on Rails, Git, Heroku, Bashcamp

Student Researcher
Peter Kiewit Institute College of Information Science and Technology, Omaha, NE
November 2011 – May 2012
- Worked under Dr. Guang Zhu (Chairman, Computer Science Department) on a NASA Nebraska Space Grant
- Implemented and optimized known compression algorithms for digital video and imagery including frame differencing, noise reduction, region growing by pixel aggregation, and object segmentation
- Reduced video files by as much as 96 percent using implementations
- Work contract extended into the school year due to high level of contribution

Environment: Java, Eclipse

Software Development Intern
Student Resources Inc., Emerging Technologies Division, Omaha, NE
May 2012 – Present
- Developed cutting edge software R&D project from WebLogic application server to GlassFish application server
- Designed and developed functional application prototype to generate automated testing scripts for complex browser-based interfaces; superior vocalized interest in integrating this prototype into enterprise testing suite
- Work contract extended into the school year due to high level of contribution

Environment: Java, Eclipse, GlassFish, Oracle WebLogic, Selenium, Google Web Toolkit, Apache Subversion

ADDITIONAL INFORMATION
Active Member, Association for Machine Computing
Active Member, Omaha Game Developers Association
Department of Defense Secret Clearance
Eagle Scout

A strong summary section is tailored to the position you are applying for. List three to five specific accomplishments or skills.

Don’t assume that employers know what technology you are familiar with using. Clearly identify your technical skills.
GRADUATE STUDENT

Visit unomaha.edu/acdc for more resume examples.

NAIMA CHANDE
555 Capitol Plaza, Apt 301, Omaha, NE 68132
402-123-7788 | nchande@unomaha.edu

SUMMARY OF QUALIFICATIONS
- Exposure to all stages of software development life cycle using agile methodology.
- Developed projects in Visual Basic.Net, C#, .NET, HTML, PHP and CSS.
- Three years of experience in data management and communication with international clients.
- Knowledgeable in various fields including relational database management system, UML, modeling, SOA, and data communications.
- Experience with Oracle 10g/11g databases and SQL queries.

EDUCATION
- Master of Computer Science, GPA: 3.75
  University of Nebraska at Omaha (UNO), Omaha, NE
  Research Assistant, PHP developer and Project Assistant (Summer 2011), Data Analyst
  Bachelor of Computer Science, GPA: 3.75
  University of Nebraska at Omaha (UNO), Omaha, NE

WORK EXPERIENCE
- Infosys Technologies Ltd, India
  System Application Developer Intern (Summer 2011), Data Analyst
  • Conducted interview surveys, analyzed research publications, and prepared research presentations.
  • Designed relational database tables and developed data management systems for a client-facing application.
  • Ensured test scripts for Quality Assurance (QA) software evaluation business decision.

- Infosys Technologies Ltd, Bangalore, India
  System Application Developer Intern (Summer 2011), Data Analyst
  • Created relational databases and developed SQL queries for Sinecure monitors improving efficiency to log errors.
  • Created applications to manage alarms and escalations utilizing SMF, XMF, HTTP and Pong.
  • Involved in QA and testing of applications using Selenium IDE to save time and effort from manual testing.

- Union Pacific Railroad, Omaha, NE
  System Engineer Intern
  • Created relational databases and developed SQL queries for a payment and billing system.
  • Created visualizations for ticketing data at UNO using Tableau.

- Infosys Technologies Ltd, Pune, India
  Service support engineer
  • Managed systems of collecting, processing, storing and disseminating data in the form of information.
  • Created tickets with proper severity and reason for outage (RFO) for clients.
  • Communicated effectively with Service Relationship Managers and customers.

HONORS AND AWARDS
- Awarded Regents’ Teaching Award and UNO Advantage Scholarship
  University of Nebraska at Omaha (UNO), Omaha, NE
  • Spring 2011-Present
- Awarded best performer of the month for BP project in Infosys Technologies Ltd
  Infosys Technologies Ltd, Pune, India
  • Aug 2007-Feb 2010
- Awarded best performer of the month for BT project in Infosys Technologies Ltd
  • Sep 2009

QUICK TIPS
- Tailor your letters to each position you are applying for.
- Utilize a standard business letter format for layout.
- Proofread several times. Perfection in spelling and grammar is essential.
- Save as a PDF when emailing or applying online.
- Share something about the company to show that you have researched them.
- Refer to the experience and accomplishments on your resume – sell yourself!
- State your desire to interview for the position.
- Hand-sign the letter in addition to typing your name (unless submitting online).
- Don’t use an unprofessional email address (e.g., “crazymavdude14@gmail.com”).
- Don’t use decorative fonts that may be difficult to read.
PRACTICE

Being comfortable, confident and effective in an interview comes with practice. Decide what it is that you want to say and practice saying it!

Schedule a mock interview with UNO ACDC to rehearse your answers to commonly asked interview questions and get feedback on your overall interview performance.

THE FOUR Ps

PRACTICE

Being comfortable, confident and effective in an interview comes with practice. Decide what it is that you want to say and practice saying it!

Schedule a mock interview with UNO ACDC to rehearse your answers to commonly asked interview questions and get feedback on your overall interview performance.

PREPARE

Know yourself and be ready to speak about your skills, accomplishments, values, interests and goals. Prepare specific examples that demonstrate your abilities. You will also want to research the company and the potential career opportunity. Doing your homework shows employers you are interested in the position and the organization specifically, not just any job. Generate a list of three to five questions you want to ask the employer during the interview, as well.

PERFORM

Arrive at the interview location at least 10 minutes early. Be respectful to everyone you meet, even those not directly involved in the hiring process. Be confident and enthusiastic! Answer the questions completely, giving specific examples when appropriate. Remember that interviewing is a two way street and you should consider what impression the interviewer is making on you, as well.

PROCEED

Afterward, ask yourself how the interview went. Do you feel it went well? Did you highlight your skills, experiences and strengths? Did you like the environment and the people? What could you improve upon for the next interview? Send a thank you note or email within 24 hours of the interview, letting the interviewer know you appreciated his/her time and recapping why you are a good fit for the position.

DO’S AND DON’TS

DO

• Arrive 10 minutes early
• Be prepared
• Listen attentively
• Express ideas clearly
• Answer questions with examples and facts
• Be concise and to the point
• Relate positive experiences
• Be confident and enthusiastic
• Stress your qualifications
• Ask appropriate questions
• Send a thank you note within 24 hours

DON’T

• Be late
• Leave your cell phone on
• Argue
• Babble
• Answer with just a “yes” or “no”
• Criticize the interviewer or ex–employer
• Talk about personal or family problems
• Bring up salary/benefits in the first interview
• Talk about politics or religion
• Ignore your personal appearance
• Chew gum, jingle your keys, or fidget

THE “PAR” METHOD

Your past behavior is an indicator of your future success. For that reason, many interviewers ask you to provide specific examples in their questions. When asked behavioral interview questions, utilize this method to make sure you stay on point.

PROBLEM

Describe the problem or situation you faced. Be sure to describe a specific event or situation, not a generalized description of what you have done in the past, giving enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.

ACTION

Describe the action you took, keeping the focus on you. Even if you are discussing a group project or effort, describe what you did—not the efforts of the team. Don’t tell what you might do, tell what you did.

RESULT

What happened? How did the situation end? What did you accomplish? What did you learn?

Take some time to practice using the PAR method.

Imagine you have been asked to tell the interviewer about a time you had to work with a team. Formulate your answer using the PAR method. Your response should be about one minute long.

1. Problem: __________________________________________
   Action: ____________________________________________
   Result: ____________________________________________

2. Problem: __________________________________________
   Action: ____________________________________________
   Result: ____________________________________________
QUESTIONS

COMMONLY ASKED QUESTIONS

- Tell me about yourself.
- What attracted you to this position?
- What do you know about our organization?
- Where do you see yourself in five years?
- What is your ideal position and why?
- What is your greatest strength? Weakness?
- What experiences have prepared you for this position?
- Are you willing to travel/relocate?
- Tell me about your greatest accomplishment.
- What motivates you?
- What qualifications do you have that will make our company more successful?
- Why should I hire you?
- What questions do you have for me?

BEHAVIORAL QUESTIONS

- Describe your involvement with extracurricular activities. How would you apply those activities to this position?
- Tell me about a time when you had to work under pressure. What was the result?
- Describe a situation where you took a leadership role.
- Give an example of how you worked with a team.
- Describe a time when you and a co-worker or group member had a conflict.
- How did you handle that situation?
- Tell me about the last time you learned something new. What was the situation and what steps did you take to learn it?
- How do you handle balancing multiple deadlines and projects?
- Provide an example of a time when you showed initiative.
- What was the most successful presentation you have given and why?

QUESTIONS YOU MIGHT ASK

- What is your timeline for the hiring process?
- Can you describe for me what a typical day might look like in this role?
- What opportunities and challenges do you foresee the person in this role will face?
- Can you describe your training process?
- I am interested in staying with a company long-term. What opportunities for growth are there within the organization?
- Can you describe the organizational culture here?

DRESS FOR SUCCESS

Your first impression sets the tone for the entire interview. Make sure you are dressed professionally and are well-groomed. A good way to determine appropriate apparel is to look at what people in the organization typically wear, then dress a step above that for the interview. Refer to the image at right for examples.

Generally, both men and women should wear a fairly conservative outfit in a neutral color, such as black, gray, or navy. You may have more leeway in terms of casual attire in certain innovative organizations or industries, but it is always safest to stick with a basic suit for an interview. Avoid wild ties, trendy styles, loud colors, distracting jewelry and strong scents. Don’t neglect to wear professional footwear. Be sure to wear dark colored dress socks with your dress shoes.

THANK YOU NOTES

It is polite to send a thank you note after an interview, letting the interviewer(s) know you appreciated their time. Thank you notes also allow you to share how much you enjoyed meeting with them, reiterate how passionate you are about the position and how you are looking forward to hearing back. Your note reminds the employer of your interest and qualifications, while demonstrating that you are respectful and appreciative.

While a hand-written card is more personal, you may choose to send an e-mail if you have been corresponding with the interviewer electronically. You want to ensure that the thank you note is received within 24 hours of your interview, so select your method appropriately.

Send a note to each person on the interview committee. Personalize each note by referencing something specific from the interview. A thank you note should be brief. Proofread thank you notes carefully. Use a hand-written note only if your writing is easy to read.

Email

You can schedule a mock interview with UNO ACDC to practice and gain feedback on your interviewing skills. ACDC staff ask that you dress professionally and send your resume and a sample job description beforehand to make the interview realistic.

Hand-Written

Thank you for the opportunity to interview with you and you crafting qualifications for the client consultant position. Hearing you first-hand the organization’s commitment to putting clients first, I am excited about the prospect of being a part of your organization. I am confident I can make a valuable contribution and you have my highest recommendations. Thank you for considering my application.

Sincerely,
[Name]
Once you accept an offer, it is not professional to back out if another offer presents itself. Come to an agreement with the employer on an acceptable decision date and follow through with that date. Generally one week is acceptable.

If you are pursuing more than one opportunity, you can let the other organizations know you have received an alternate offer. This gives them a chance to make you an offer if they are seriously considering you as a candidate.

If you have more than one offer, you can carefully negotiate them against each other. Use language such as "Another company I have been talking to has offered $44,259, is it possible...

Receiving a job offer can be very exciting, but remember that you can ask for time to consider the offer before making a final commitment. Don’t forget to take into account the importance of benefits, time-off, educational opportunities, job growth potential, performance-based bonuses and other intangibles, such as work-life balance.

Before you negotiate the terms of any offer, ensure you have done research and used your network to make sure that negotiating is appropriate. In some fields, such as government, there is rarely room for negotiation. This can also be true in companies that hire for lots of entry-level positions.

After accepting an offer, make sure to save a copy of the job description. This can be beneficial in evaluating that you are meeting your goals and objectives, as well as adding your responsibilities to your resume in the future.

According to NACE’s 2012 Salary Survey, the average starting salary for a new graduate with a bachelor’s degree is $44,259.
The UNO Academic & Career Development Center invites employers to help support UNO student success by joining our Employer Partnership Program. We would like to thank our current Employer Partners for their continued support. Support from our Employer Partners is used to enhance student awareness of events and activities offered by ACDC, provide up-to-date technology solutions, and facilitate innovative programming for UNO Mavericks. In turn, Employer Partners can enhance their brand recognition within the UNO community and establish a positive presence on campus.

If you would like to learn more about joining our Employer Partnership Program, please contact unoacdc@unomaha.edu or call (402) 554-3672.

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Amy Kloefkorn
Director of Internship Recruitment
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amy.kloefkorn@nmfn.com
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The Academic & Career Development Center at the University of Nebraska at Omaha created this resource guide and workbook as an interactive and informational guide for college success strategies, career exploration and job searching.

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Omaha, NE 68182
unoacdc@unomaha.edu
402.554.3672
8:00 a.m. to 5:00 p.m.
Monday through Friday

APPOINTMENTS
8:30 am to 4:30 pm
Monday through Friday

WALK-INS
1:00 pm to 3:00 pm
Tuesday, Wednesday, Thursday

CREDITS
Layout and Design
Sarah Bergeron, Graphic Designer
Content Writers
ACDC Staff
Photography
University Communications

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