



CAREER CENTER
The UNIVERSITY of OKLAHOMA

JOB SEARCH GUIDE

Navigating Résumés, Interviews, and Letter Writing

Résumés | Business Correspondence | Interviewing | Social Media | Networking



[Handshake]

Your online connection to employers
for internships and full-time positions.

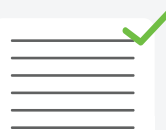
Search employers, jobs,
and internships



View career fair attendees
and employer profiles



Post and send resumes to
employers



Stay updated on career
opportunities and events



Start as early as your freshman year.

Connect your passion to your future today at ou.edu/career.



Handshake

WE'RE HERE TO GET YOU HIRED. SOONER.

CAREER CENTER

900 Asp Avenue
OMU, Suite 323
Norman, OK 73019

(405) 325-1974
ou.edu/career
careercenter@ou.edu

HOURS

Monday - Friday | 8 AM - 5 PM

DROP-IN HOURS

Monday - Thursday | 1:30 - 4 PM

Created by the Oklahoma Territorial Legislature in 1890, the University of Oklahoma is a doctoral degree-granting research university serving the educational, cultural, economic and health-care needs of the state, region and nation. The Norman campus is home to all of the university's academic programs except health-related fields. The OU Health Sciences Center, which is located in Oklahoma City, is one of only four comprehensive academic health centers in the nation with seven professional colleges. Both the Norman and Health Sciences Center colleges offer programs at the Schusterman Center, the site of OU-Tulsa. OU enrolls more than 30,000 students, has more than 2,000 full-time faculty members, and has 21 colleges offering 171 majors at the baccalaureate level, 152 majors at the master's level, 79 majors at the doctoral level, 32 majors at the doctoral professional level, and 35 graduate certificates. The university's annual operating budget is \$941 million. The University of Oklahoma is an equal opportunity institution.



THE JOB SEARCH PROCESS

06

Self-Assess

Identify and
Research Careers
Employers

07

Informational
Interviews

08

Networking

SOCIAL MEDIA

12

Creating Your
Personal Brand

15

Assessing Your
Personal Brand

Using Social
Media to
Improve Your
Job Search

RÉSUMÉS

17

Creating Your
Résumé

19

Formatting
Guidelines

26

Resume
Samples

32

References

BUSINESS CORRESPONDENCE

36

Job Search
Letters

37

Cover/Follow-up
Letters

E-mail Etiquette

39

Job Search/
Follow-up Letter
Samples

45

Phone Etiquette

PROFESSIONAL DRESS

50

Business
Professional

51

Business Casual



INTERVIEWING

52

Acing the
Process

53

Structure of the
Interview

55

Preparing for
Behavioral
Interview
Questions

56

Virtual/Phone
Interviews

CAREER FAIRS

60

Before the
Career Fair

At the Career Fair

61

After the Career
Fair

FEDERAL AND NONPROFIT JOBS

62

Federal
Government
Jobs

Nonprofit
Organizations

OUR SERVICES

65

Online
Resources

66

Handshake
Account

67

Career
Communities

THE JOB SEARCH PROCESS

Finding an internship, co-op, or full-time position will depend on the level of effort you put forth.

To ensure a successful job search campaign, there are three essential steps to follow:

1. **Self-Assess**
2. **Identify and Research Careers and Employers**
3. **Find Open Positions**

STEP 1 | SELF-ASSESS

Self-assessment is the foundation of your job search. Understanding the abilities, talents, interests, values, needs, goals, and skills you have to offer a prospective employer is vital to preparing for an effective job search.

Knowledge of your personal traits will act as a bridge, connecting you to careers, and ultimately jobs, that best suit you.

It is very important that you are honest with yourself when doing your self-assessment. Be aware of personal likes and dislikes, as well as possible weaknesses. You want to be able to look a potential employer in the eye with confidence and say what qualifies you for the position for which you are applying. Uncover professional and personal strengths by taking inventory of your:

- **Education** – favorite courses, academic achievements, degree, major
- **Competencies** – organizational, interpersonal, technical, creative
- **Experience** – level of responsibility, variety, assigned duties, accomplishments
- **Interests** – community involvement, recreational activities, awards, social and academic pursuits
- **Goals** – type of lifestyle desired, what you want to accomplish

STEP 2 | IDENTIFY AND RESEARCH CAREERS AND EMPLOYERS

The next step involves making connections between your self-assessment findings and existing career and employment options. There are several interchangeable methods you can utilize when conducting your career and employment research.

The goal of your research will be to identify specific areas of interest. Instead of saying “I want to work with people,” determine the context in which you would like to work with people. For example, do you want to gather information from people by talking to them as a broadcast journalist, or influence the attitudes and ideas of others as an account representative?

When researching specific jobs, be sure to understand the functions of entry-level positions for your chosen field(s). Note their location, starting salary ranges, industry trends and issues, and potential career progressions. In addition, consider size, products/services, history, prospects for organizational growth, and employment outlook with each employer.

To help with your research, check out each organization's webpage and ou.edu/career for links to a variety of helpful resources.

EXTERNAL WAYS TO CONNECT	CAREER CENTER RESOURCES
<ul style="list-style-type: none"> • Organization's webpage • Organization's social media feeds, such as LinkedIn or Twitter • Informational Interviews • Networking 	<ul style="list-style-type: none"> • <i>What Can I Do With a Major In...?</i> • <i>Where Do OU Grads Go?</i> • Occupational Outlook Handbook – includes education requirements, projected job growth, salary potential, as well as the skills, interests, and tasks related to a particular occupation • Salary Information – find out what the median salary is for your areas of career interest and employment • Alumni Mentor Network

Connect with the Experts: Informational Interviews and Networking

Informational Interviews: An informational interview is directed by your questions and presents opportunities for an intimate and flexible inside view of a job field with people directly involved in your areas of interest. This kind of information is not always available online or in print and communicates the first hand experiences and impressions of someone in the occupation.

Here are some steps to help you get started:

- **Organize a Plan:** Develop a strategy to speak with people whose jobs seem appealing to you. Be mindful of your own interests and skills; create questions inspired by the jobs and career paths you are exploring.
- **Develop Contacts and Arrange Interviews:** Ask family, friends, and faculty where to find people to interview. If you have a personal referral, be sure to mention their name when making contact. If you invite a contact to a meal or for coffee, proper etiquette suggests that you pay.
- **Interview Details:** During the interview, ask three to four questions addressing what is most important to you. Take notes and review the information afterwards.

Listed below are some typical questions to ask in an informational interview:

- o What does a typical day include in your line of work and what daily tasks are involved?
- o What steps did you take to get here?
- o What entry-level jobs are best for learning as much as possible?
- o What do you like most about your job? Least? How did you prepare yourself for what you are doing?
- o What educational background, experience, and skills are necessary for success in this career field?
- o What types of projects do you work on and what types of people do you work with?
- o Where can I find other people in this occupation and how should I contact them?

- **Follow-Up:** Proper business etiquette requires you send a thank you note or letter expressing appreciation for the person's time and consideration. The content should also include details from the informational interview you found especially interesting and useful. Send an additional letter to the person who referred you to the contact.

Networking: Direct networking is the act of creating an interconnected group of supporters who serve as resources for your job search and ultimately for your career.

Why I Should Network:

Nearly 80% of open positions are never advertised. Employers fill these positions based on recommendations from colleagues or friends – someone in **THEIR** network. Therefore, it is vital that you start developing **YOUR** network now. Network to:

- Investigate careers to determine which fields are consistent with your interests, skills, and work values.
- Find a mentor (a mentor is a person who can act as a career adviser).
- Make contacts for a future job hunt.
- Discover ways to obtain your first entry-level professional position.
- Advance your career by identifying opportunities for promotion.

With Whom Should I Network?

Start by identifying people to network with and then find opportunities and outlets to connect with these individuals. Your existing contacts include:

- Family members, friends, family friends, peers, classmates, club members, teammates, advisors, professors, alumni, co-workers, employers, coaches, and service providers such as doctors, bankers, and dentists.

The particular contacts you cultivate should be based on your specific goals and aspirations.

Where I Can Network:

Opportunities and outlets where you create, develop, and cultivate additional contacts are:

- Job and internship experience, on-campus and volunteer experience, professional and trade association meetings and conventions, career fairs, alumni events, young professional groups, Chamber of Commerce events, and others.

To increase your chances of acquiring more contacts:

- Volunteer to work a check-in table, create your own event, volunteer at a career fair, or volunteer to host or introduce a guest speaker for a student group event.

When I Should Network:

Creating and maintaining your network is an ongoing process and does not stop when you get a job.

- Always examine ways to expand or increase your network.
- On a regular basis, keep contacts apprised of your progress. Do not miss an opportunity to have them critique your résumé or cover letter, or ask for input/offer feedback.
- After an initial thank you note, making a phone call or sending an email is a great way to re-ignite communication with a contact or prospective employer.

Keep in mind, it is your responsibility to contribute to your network by offering assistance to those who follow in your footsteps or, in some cases, who preceded you.

How I Should Network:

Establishing a successful network requires determination, assertiveness, organization, discipline, and record keeping.

- Know yourself – your skills, professional qualifications, and accomplishments; be confident in communicating them.
- Develop your personal elevator pitch – a concise, carefully planned, well-executed highlight of your skills.
- Practice makes perfect – get feedback from as many people as possible.
- Master the art of small talk – listen carefully, catch and use people's names, rephrase their questions or opinions, smile, and maintain appropriate eye contact.

There is a special sub-set of networking, social media. Utilizing social media is a great way to connect with a variety of individuals using such sites as the OU Alumni Association (OU alumni, students, faculty and staff), LinkedIn (professionals from various industries), Facebook, and Twitter. To ensure you are presenting a professional brand, refer to the Social Media section of this guide.

STEP 3 | FIND OPEN POSITIONS

The last step in the job search process is locating job postings and applying. Each employer has their own unique style of hiring. You should use a variety of job resources to find available positions, rather than limiting yourself.

Effective ways to identify open positions and apply include:

- Contacting organizations directly through phone calls, standard mail, email, personal visits, or through their website.
- Utilizing your network.
- Applying to posted positions on the

collection of various job boards listed on the Career Center website, along with the OU Job Board, professional journals, company webpages, and various internet sites.


- Attending career fairs, information sessions, and employer spotlights.
- Applying for on-campus interviews.

Providing Energy. Improving Lives.

Our purpose is to make the products that help people go further, go faster, go higher, dream bigger and lead safer, more productive lives. Rooted in Safety, Honor and Commitment, and with over 140 years of experience, we don't just produce energy. We bring a different kind of energy to life.





A high-angle photograph of a large indoor arena, likely a sports stadium, with rows of red seats. The floor of the arena is filled with a large crowd of people, mostly men in business attire, engaged in a job fair or networking event. Numerous booths with banners and displays are set up along the perimeter of the crowd. The text "Nearly 80% of jobs are never advertised." is overlaid on the image in a large, white, sans-serif font. The word "never" is highlighted in red. The background shows the arena's structure, including a large scoreboard or display on the left side with the word "OKLAHOMA" visible.

Nearly 80%
of jobs are
never advertised.

SOCIAL MEDIA



Employers look for honesty and consistency and utilize numerous methods to examine the reputation of potential employees that they are considering for employment. This includes performing basic web searches through search engines (Google, Bing, Yahoo), conducting background checks, and also monitoring social media websites.

It is important to understand that social media can influence your job application and impact your career. A negative social image can cause employers to think twice about extending an offer of employment to you, particularly if they find inappropriate information posted on one of your accounts.

Although a negative social media presence can cost you potential job opportunity, an outstanding personal brand can help you get noticed by an employer and potentially help you land your dream job! In fact, organizations frequently use social media to recruit and research potential candidates.

CREATING YOUR PERSONAL BRAND

Social media tools have the ability to put you in contact with thousands of people. By establishing professional social media profiles, you will stand out to hiring managers and expand your reach within your industries of interest. Here are some tips to help you build a positive, personal brand online.

LinkedIn: LinkedIn is a business-oriented social networking site that allows you to connect with employers and follow groups and organizations that interest you. This platform will also help educate you about an organization and notify you when jobs have been posted. When setting your profile picture, make sure to use the most professional photo you own. Your profile allows you to connect with other people in your network and contributes to your personal brand so make sure to keep your information updated and current.

Facebook: Even if you are not friends with someone, people can usually see your profile photos, things that you “like,” and your personal information. Therefore, it is important to make sure you keep your account professional. You can use your cover photo to show off your personality, add milestones and experiences to enhance your positive image, and keep your work and education history relevant and up to date. Facebook will also let you customize your settings to hide past content that may appear to be unfavorable on your timeline.

Twitter: Twitter is a micro-blogging platform, allowing you to share updates with your followers in 140 characters or less. Share content about your own interests or your industry. Follow people on Twitter who work in your industry, prospective organizations (many will tweet job postings), and people with similar interests. Retweet them and tweet about the content or articles that they post. Engaging in a conversation is a great way to make connections and get noticed; utilize hashtags that prospective organizations are using to enhance your chances of communicating.

Instagram: Instagram is a fun way to share your life through a series of pictures. Create an account and search for things related to your industry via hashtags (#). Share photos of organizations you have worked for and videos that demonstrate your abilities with targeted keywords. Follow prospective organizations and utilize hashtags that they are using.

Pinterest: Pinterest is a visual discovery tool that people use to collect ideas and share collections ("boards") of visual bookmarks ("pins") that are related to their interests. Become an active Pinterest user; there is a wealth of great information that you can "like," post, reply, and comment on to show how passionate you are about what you do. Follow prospective organizations and comment on their pins to engage in conversations with them and show your interest.

YouTube: Upload videos where you share advice or information about your industry. People will begin to see you as a resource, which will enhance your personal brand.

Online Portfolios and Personal Websites: Some industries and degree programs will encourage an online portfolio or personal website. While there are many options for you in this area, we suggest OU Create, a project facilitated by the university to help students, faculty, and staff build a digital identity. You can register a domain and use a variety of tools to start creating your digital footprint. A personal website or online portfolio is a great way to showcase your work, show your creativity, and create a landing page of all your social media and digital accounts. Keep in mind your personal brand when building a site or portfolio.

Your personal brand is the extension of yourself. Social media makes building this brand easier than ever. Before posting or creating any online content, think about what separates you from the rest. Your brand is a promise and a purpose and social media is the way to share that promise. Be yourself but always put your best foot forward when building that digital footprint. Social media and search engines are the first places employers go to learn more about you. Show them great content that is indicative of your experiences, talents, personality, and all the things you could bring to their team, company, and organization.

Always keep a positive attitude across all of your accounts and avoid dramatic arguments with others or posting personal details that should otherwise be kept private. Apply the same etiquette that you would use in an interview with an employer. For instance, would you use inappropriate language when speaking to an interviewer? The general rule to abide by here is that if your post is OK for your grandma to see it is OK for you to post it.

Additionally, despite privacy settings that you may have in place, consider that recruiters can sometimes locate information that they are not allowed to ask you in an interview, such as your identity and affiliations. Some students make matters like religion, political involvement, and other social affiliations public on their accounts. It may be in your best interest to remove these items from your accounts and appear neutral during your job search in order to avoid potential discrimination from a biased employer.

Lastly, remember that your social presence in the digital world can mirror your professional success and abusing it can be bad for both your reputation and employment opportunities.

- Candidate conveyed a professional image
- Candidate was well rounded and showed a wide range of interests
- Candidate was creative
- Candidate's background information supported professional qualifications
- Candidate had great communication skills

Your career

Grow it faster with us

The future of Enterprise is fueled by our Management Training Program. Become one of our future leaders and learn first-hand what it takes to run a multi-million dollar business. From day one you will enjoy excellent training and real responsibility to help you build the skills you will need to succeed in your career.

Get started today:
careers.enterprise.com

**WE'RE PROUD OF
OUR PARTNERSHIP AND
COMMITMENT TO THE
CORPORATE PARTNER
PROGRAM AS AN
OKLAHOMA-LEVEL
SPONSOR WITH THE
UNIVERSITY OF OKLAHOMA**

ENTERPRISE HOLDINGS.



Equal Opportunity Employer/Disability/Veterans

©2022 Enterprise Holdings, Inc. 100206_09/22

What can keep you from getting a job?

Employers have also stated that they decided not to extend an offer of employment due to contradictory statements on an application after their social screening process. The following are examples of things that can contribute to a negative social media presence:

- Candidate posted provocative or inappropriate photos/information
- Candidate badmouthed previous employer
- Candidate made discriminatory comments regarding race, gender, religion, etc.
- Indication that candidate used drugs
- Candidate had poor communication skills
- Candidate was dishonest about qualifications

ASSESSING YOUR PERSONAL BRAND

In order to ensure that you are presenting a positive social presence, begin by assessing your current personal brand as a whole. Start by "googling" yourself and see what appears. For a more defined search, place your name in quotations (i.e. "Joe Smith") and hit search. You may want to try multiple search engines, such as Google, Bing, Yahoo, and so forth. Make sure to examine news results, videos, and images in addition to the main content.

After you identify your search results, determine how you would rate them.

- **Poor:** Search yields negative result or there are no results at all.
- **Average (3-5):** A few results appear, but they do not significantly contribute to your positive social presence.
- **Good (5+):** Results positively represent your social presence.

For additional testing, try searching by your email address, phone number, or residence and see if anything new appears. Any of the contact information that you include on your résumé or job application is fair game!

USING SOCIAL MEDIA TO IMPROVE YOUR JOB SEARCH

Once you have started to look for employment, it is important to understand that there is no longer a difference between your personal and professional image. Be aware that employers utilize social media to seek candidates and recruit new employees. In order to conduct yourself in a favorable light for a potential employer, be selective about the information you disclose online to help protect your privacy and reputation. It is also important to be mindful of the fact that your

privacy settings do not necessarily prevent others from redistributing your content or posting on your site without approval.

What helps you on social media?

Employers have stated that the following information, which can be found on social media profiles, can make a candidate more desirable or help with a decision to extend a job offer.

- Candidate conveyed a professional image
- Candidate was well rounded and showed a wide range of interests
- Candidate was creative
- Candidate's background information supported professional qualifications
- Candidate had great communication skills

CONNECT WITH THE CAREER CENTER



fb.me/oucareercenter



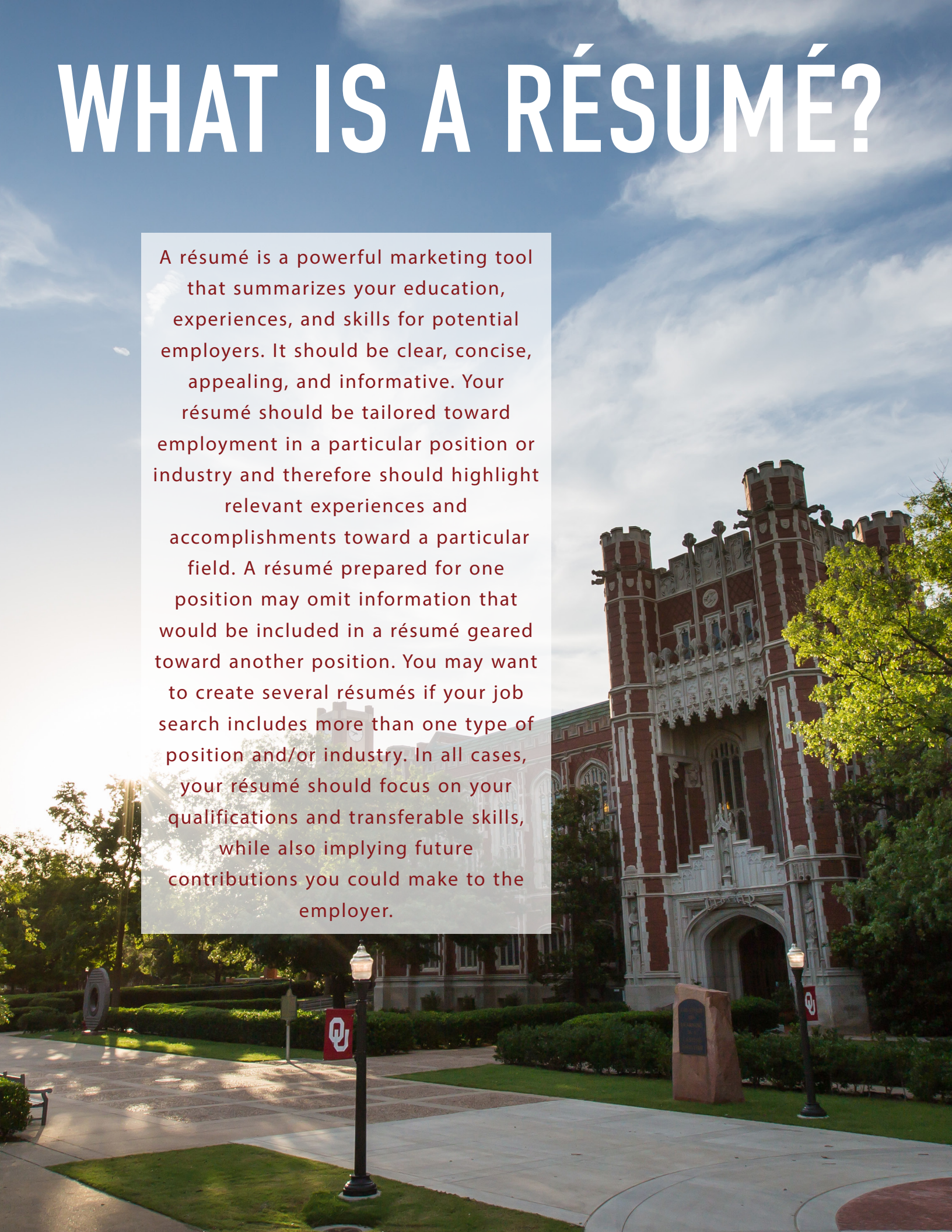
[@gethiredsooner](https://twitter.com/gethiredsooner)



[@theoucareercenter](https://www.instagram.com/theoucareercenter)

WHAT IS A RÉSUMÉ?

A résumé is a powerful marketing tool that summarizes your education, experiences, and skills for potential employers. It should be clear, concise, appealing, and informative. Your résumé should be tailored toward employment in a particular position or industry and therefore should highlight relevant experiences and accomplishments toward a particular field. A résumé prepared for one position may omit information that would be included in a résumé geared toward another position. You may want to create several résumés if your job search includes more than one type of position and/or industry. In all cases, your résumé should focus on your qualifications and transferable skills, while also implying future contributions you could make to the employer.



RÉSUMÉS

CREATING YOUR RÉSUMÉ

Steps to Start

Make a list of your current and past experiences and accomplishments relating to jobs, internships, campus activities, volunteer work, class projects, study abroad, sports, honors and awards, memberships, language skills, and computer/software knowledge. Be detailed and list dates and locations. To make it easier, check out the Résumé Worksheet at the end of this section.

Sections and headings can be whatever you think most appropriately categorizes your experiences and accomplishments. Headings draw the employer to what they are looking for, so categorize your experiences accordingly. Here are some examples: Education, Relevant Experience, Internships, Work Experience, Additional Experience, Leadership, Campus Involvement, Community Involvement, Volunteerism, Computer Skills, Technical Skills, Relevant Skills, Professional Associations, Honors/Awards, Accomplishments, Presentations, and Class Projects.

Generating Your Content

Organize your contact information, objective (if seeking an internship), and education. As mentioned above, sections are tailored to your experiences and there are not a set of sections you have to include. However, there is information that you may want to include that will be formatted differently than your other sections.

Contact information: Give your full name, phone number (with area code), and email address. Your phone number should be your primary phone number. Your email address and voicemail message should reflect professionalism.

Objective: An objective statement is preferred when you are pursuing an internship. A well-written objective is concise and goal-oriented. An objective statement is not recommended when pursuing a full-time position.

Education: This section should include your degree (anticipated or obtained), major and/or minor field of study, graduation date, university name, and location (city/state). The information should be listed in the same format as on your diploma. Listing your Grade Point Average (GPA) is optional, but we recommend including it on your résumé if it is 3.00 or above. If it is lower, focus on a part of your GPA that could be higher, such as your Major GPA (calculated from the coursework derived from your major). You can also include relevant coursework here. If you

choose to include coursework, avoid introductory courses; list only courses related to the position you are applying for with the most advanced courses listed first, and do not list the course numbers, only the course name.*

Example

University of Oklahoma | Norman, OK

Bachelor of Science in Psychology | May 20XX

Minor in Communications

Overall GPA: **3.67/4.00**

Major GPA: **3.80/4.00**

Relevant Coursework: Abnormal Psychology, Cognitive Psychology, Research Method

Statistics I & II, Theories and Systems,

Physiological Psychology

*Additional examples can be found at the end of this section.

	WHAT did you do?	HOW did you do it?	WHY did you do it?
What, How, and Why	What was your task/duty?	What tools, resources, technology, and skills did you use?	Why was it important? What did you accomplish?
Example	"Established long-term relationships with clients..."	"...by following through on commitments..."	"...which resulted in a 32% average increase in personal sales for three consecutive quarters."

Completed bullet point: "Established long-term relationships with clients by following through on commitments which resulted in a 32% average increase in personal sales for three consecutive quarters."

BUILD YOUR BULLETS

Bullet points within your experiences should describe what was accomplished or learned. Think about "What," "How," and "Why."

Bullet Point Tips:

- Incorporate numbers and quantitative data if possible (draws the eye)
- Use key words from the job description (see the Tailoring your Résumé example p25)
- Start bullets with action verbs (examples found on the Action Verbs page pp20-21)
- Use present tense if the position or experience is current and past tense if not
- Never use full sentences or pronouns, only fragments
- Do not just list tasks/duties, remember to highlight accomplishments

Organize your résumé by deciding what experiences on your list you think are the most relevant to the position for which you want to apply. Put the most relevant sections toward the top of your résumé. Employers scan résumés for about 20 seconds, so the sooner they see how you could fit their needs, the better your chances of making it into the "yes" pile.

Résumés should pass the fold test. The most important information on the document should be above the "fold." Recruiters often spend a minimal amount of time looking at résumés. The most important information should be at the top. When building your résumé, put yourself in the shoes of the recruiter to showcase what they are looking for. See an example below:

Your Name
Norman, OK 73072 • 405-555-5555 • newgr1@ou.edu

STRENGTHS
Leadership

- Led and motivated soccer team members
- Effective in both individual and team competitive situations

Management

- Increased morale and built team spirit through strong support of team members
- Balanced the time commitment of being the member of a division one athletic team while completing a degree in four years
- Successfully managed groups of children attending soccer camps

Communication

- Self-confident in motivating groups and individuals
- Mentored international students that are new to OU and act as a campus contact for them

EXPERIENCE
Finance Committee Member,
Price College of Business Integrated Business Core - Norman, OK - January 20XX - May 20XX

- Formed a student-run company, along with 18 students, to develop, sell, and market a unique product
- Created a loan repayment schedule and prepared weekly financial and accounting reports to ensure company was moving in the right direction
- Organized and tracked all financial transactions incurred during semester
- Donated over \$3,500 and over 600 hours of community service to local charity

Soccer Soccer Camp Counselor and Coach,
OU Women's Soccer Team - June - August 20XX & June - August 20XX

- Taught soccer skills to 6-17-year-olds
- Managed campers' activities during the evenings

EDUCATION
University of Oklahoma (OU) - Norman, OK
Bachelor of Business Administration in Finance - May 20XX
Major: GPA: 3.42/4.00
Relevant Coursework: Financial and Managerial Accounting, Auditing, Business Strategy & Policy, Fixed Income Fund Management, Derivatives

HONORS & ACTIVITIES
OU Women's Soccer Scholarship
Academic All Big XII First Team
Big XII Offensive Player of the Week
Golden Key International Honor Society
OU Crusader (international student mentor program)
Big Event (campus-wide day of community service)

Need résumé help?

Attend a workshop, stop by walk-in hours, or call and schedule an appointment!

If the example above was folded in half, the recruiter would immediately know the applicant's name, contact information, educational background, and some past experience.

COMPETENCIES

Don't Think You Have Any Relevant Competencies? Think Again!

Class projects and assignments, part-time or full-time jobs, campus and community involvement, volunteerism, athletics, and so forth have equipped you with a wide range of competencies that employers could find useful!

Let's say you work part-time as a server in a restaurant. There are several skills that are acquired through that position, such as:

- Customer service, maintaining relationships with regular customers
- Conflict resolution with dissatisfied customers
- Time management/time efficiency
- Teamwork with co-workers
- Multitasking through serving tables simultaneously

These are all skills that most employers would find valuable that you could put on your résumé!

Competencies On Your Resume

You can incorporate competencies on your résumé through the descriptive bullet points within your experiences OR through a separate Competencies section. A Competencies section (something called a Strengths section or a Summary of Qualifications) can list computer/technical competencies, languages, communication/interpersonal competencies, and any transferable skills in which you think an employer would be interested. When you are listing competencies, try to be specific.

Example: Diplomatic and assertive in communication with people" instead of "Good people skills"

FORMATTING GUIDELINES

The physical appearance of your résumé is important. Employers can infer information about you based on the format of your résumé.

- Well-organized résumé = well-organized person
- Error-free résumé = attentive person
- Consistently formatted résumé = detail-oriented person

Here are some basic formatting guidelines:

- Keep your résumé to one page
- Use .5" to 1" margins
- Use 10.5 to 11.5 point font size for body of the text

- Headings can be 1 to 2 points larger (13 to 13.5 and your name can be much larger (22 to 24 point)
- Use a simple, easy-to-read font such as Times New Roman or Arial; use the same font throughout the document
- Print on 8.5" x 11" resume paper (white or off-white only)
- Only use black ink, no color
- Headings, bullets, and sections should be aligned evenly with consistent spacing
- Avoid using symbols such as dashes (-), arrows (→), and diamonds (◆) as bullet points; stick with simple bullets such as circles (•) or squares (■)
- Capitalization, boldface, and/or indentation may be used to direct the user as long as you are consistent

RÉSUMÉ DO'S AND DON'TS

DO'S

- Remember who is reading your résumé. Be selective of what content to use and only include experiences and achievements that will be valuable to the employer.
- Include your study abroad experience! You can list it in your Education section or in Experience.
- Put your references on a separate page, not on your résumé. The phrase "References available upon request" is optional. Choose 3-5 professional references and format your Reference Page with the same font and heading as your résumé. See more about references and an example in the References section of this guide.
- Only present information once. If you have had several positions within one company, list the company followed by job titles and time periods. It is the same with multiple degrees from the same university.
- Save your résumé in PDF format before you send it to an employer to avoid any potential incompatibility issues.

DONT'S

- Do not use graphics, unless you are in a creative field such as graphic design. Even then, use them sparingly.
- Never put personal photos of yourself on your résumé.
- Do not list unnecessary personal information such as your birth-date or social security number.
- Do not include high school information on your résumé after your freshman year of college.
- Do not exaggerate your achievements or "pad" your résumé. Be 100% honest.
- Do not sell your experiences short. Emphasize your accomplishments and utilize your skills.

ACTION VERBS

Communication			
authored	documented	lectured	promoted
briefed	drafted	marketed	publicized
composed	edited	mediated	reported
contacted	influenced	moderated	spoke
convinced	informed	negotiated	summarized
described	interpreted	persuaded	surveyed
directed	introduced	presented	translated

Leadership			
administered	collaborated	evaluated	prioritized
appointed	contracted	executed	produced
approved	consulted	facilitated	recommended
assigned	delegated	generated	recruited
assumed	designated	implemented	reviewed
attained	developed	initiated	spearheaded
authorized	directed	managed	supervised

Finance			
adjusted	audited	financed	projected
administered	balanced	forecasted	purchased
allocated	budgeted	marketed	reconciled
analyzed	calculated	monitored	researched
appraised	computed	procured	secured

Creativity			
acted	developed	integrated	planned
composed	directed	introduced	published
conceived	established	invented	recorded
conceptualized	fashioned	modeled	represented
conducted	founded	orchestrated	revitalized
created	illustrated	originated	revised
designed	improvised	performed	shaped

Research			
analyzed	designed	formulated	modified
calculated	educated	identified	researched
collected	evaluated	interpreted	solved
compared	examined	interviewed	summarized
diagnosed	extracted	investigated	surveyed

Results			
achieved	attained	established	pioneered
accelerated	awarded	improved	reduced
accomplished	completed	increased	resolved
acquired	decreased	initiated	succeeded

Organization			
approved	executed	organized	revised
arranged	expedited	prepared	scheduled
classified	generated	processed	simplified
compiled	implemented	purchased	specified
consolidated	inspected	recorded	systematized
distributed	monitored	restored	updated
enlisted	operated	revamped	validated

Assistance			
advised	clarified	facilitated	recommended
advocated	coached	fostered	referred
assessed	consulted	guided	represented
assisted	counseled	provided	supported

RÉSUMÉ CHECKLIST

1. Your name and contact information is included at the top.
2. Check with your department for the official name of your degree and be sure it is correct in your Education Section
3. Your sections are organized based on relevance to the position.
4. Descriptions of your experience are bulleted, begin with action verbs and are sentence fragments.
5. Pronouns such as "I," "me," "us," "we," and "our," are not used.
6. The appropriate verb tense is used throughout the document.
7. The format of your dates and locations is consistent throughout (i.e., Apr. 20XX or April 20XX and OK or Oklahoma).
8. Your spacing and font sizes are consistent.
9. You have proofread your résumé for spelling, typographical, and grammatical errors! Be careful when using a computer "spell check" program, it won't catch words in ALL CAPS because it thinks it is an acronym.
10. Come to the OU Career Center to get your résumé critiqued! You can make an appointment or stop in during drop-in hours.





Start your next career path today at midfirst.com/jobs



MidFirst Bank occupies a rare position within the banking industry. With assets totaling \$33.1 billion, MidFirst Bank is the largest privately owned bank in the country. This combination of size and private ownership provides our customers with a special brand of banking. While our portfolio of services competes with those of the larger banks, our people and culture truly define the MidFirst Bank difference. Our team members are loyal – loyal in their character, loyal in their personal commitment to our customers and loyal to always doing the right thing.

No matter the town, no matter the location, no matter the department, MidFirst Bank customers can always count on working with thoughtful, intelligent, honest professionals who are true to their financial goals.

For more information about MidFirst Bank, visit midfirst.com, or go to midfirst.com/careers to learn about career opportunities.





Build a Future with ONEOK.

We're Invested in Your Success.

When it comes to success at ONEOK, it's shared. Yours and ours. We depend on the strength, skill and experience of our employees. That's why we put our energy into providing an outstanding work environment for exceptional people. And that's not just talk. We back it up with excellent benefits, too:

- 401(k) with 6% Match and Immediate Vesting.
- Three Weeks Vacation.
- Medical/Dental/Vision.
- Tuition Reimbursement.
- Employee Stock Purchase Plan.
- Profit Sharing with Immediate Vesting.
- Ongoing Career Development.
- Potential Flex Schedules Depending on Position.

ONEOK is an equal opportunity employer committed to diversity and inclusion.

OUR CORE VALUES: Safety and Environmental | Ethics | Diversity and Inclusion | Excellence | Service | Innovation



[ONEOK.com/careers](https://www.oneok.com/careers)

TAILORING YOUR RÉSUMÉ

Position description:

Media sales representatives contact businesses globally to sell advertising space. In this position, you will help increase industry commerce by connecting buyers and sellers in specific industries.

Responsibilities:

- Manage leaders and drive the full sale cycle from introductory calls to closing deals.
- **Assess clients' advertising needs** (over the phone) and build a campaign through digital media.
- Plan and organize your time effectively to perform 90+ sales calls each day.
- Identify areas of improvement to **increase sales** and productivity and assist in implementing solutions.
- Update and manage accurate information in the **CRM tool** for all assigned accounts.

Qualifications:

- **Excellent communication skills** (verbal and written).
- Ability to be quick witted and to have a **clear and concise phone conversation**.
- A confident and strong passion for sales and meeting sales goals.
- Ability to **learn and implement feedback quickly**.
- Strong computer skills.
- **Self-motivated, driven, and possess a desire to achieve financial success**.
- **Strong work ethic**.
- Highly team and goal oriented.
- Positive attitude and a good sense of humor.

General Résumé (Before)

Sweeping Plains Inc., Norman, OK

Sales Intern, May – August 20XX

- Provided customer service to clients which increased sales
- Used organizational skills to manage client accounts
- Answered phones and performed administrative tasks

Lazy Hawk Corporation, Oklahoma City, OK

Account Assistant, August 20XX – January 20XX

- Gained client accounts through effective communication
- Successfully worked autonomously after a short 3 week training

Tailored Résumé (After)

Sales Intern

Sweeping Plains Inc. | Norman, OK | May - Aug 20XX

- **Assessed clients' needs** through excellent customer service which **increased personal sales** by 28%
- Efficiently managed client accounts using the **CRM tool**
- Demonstrated **exceptional phone communication** by answering client calls and transferring them to the correct resource

Account Assistant

Lazy Hawk Corporation | Dallas, TX | Aug 20XX – January 20XX

- Increased number of client accounts using **effective, persuasive communication**
- **Learned protocol and procedures quickly** as shown through practicing a high level of autonomy after only 3 weeks of training
- **Successfully worked on a commission basis** through **establishing and maintaining client relationships**

A **chronological résumé** organizes your experiences by date. Typically, reverse chronological order is used because it allows you to emphasize your most recent activity as most important. This format is easy for employers to navigate, but remember not to simply write a fact sheet that highlights dates. Dates do not sell your ability and, therefore, should not dominate the résumé.

Want A. Career

1234 Residence Ln. • Norman, OK 12345 • 405.325.1974 • student@ou.edu

EDUCATION

University of Oklahoma, Norman, OK **Expected December 2019**
Bachelor of Business Administration in Accounting **Overall GPA: 3.75 / 4.00**
Bachelor of Business Administration in Management Information Systems

University of Oklahoma – Arezzo, Arezzo, Italy **May 2016**
• Intense cultural immersion with an emphasis in Leadership

PROFESSIONAL EXPERIENCE

Management Intern **May – August 2017**
COMPANY, Inc., Large City, OK
• Created an exquisite application that was presented to the board of trustees
• Worked with the senior staff to build a management tool
• Collaborated in a diverse group of ten interns to accomplish assigned projects
• Utilized IBM Forms Experience Builder & JavaScript for application development

Constituency Intern **June – July 2015**
Senator Thomas Jefferson, Large City, OK
• Drafted memos for the Senator for issues relating to his constituency
• Researched constituent requests in conjunction with other interns
• Maintained contact with constituencies and discussed concerning issues

LEADERSHIP EXPERIENCE

Associate **September 2017 – Present**
JCPenney Leadership Program, Norman, OK
• Select leadership program for high achieving business students
• Receive advanced leadership, professional development and networking skills training

Ambassador **August 2017 – Present**
Price College of Business Ambassador, Norman, OK
• Facilitate interaction with prospective students and parents via informational tours of Price College
• Serve as a liaison between prospective students and Price faculty/staff
• Participate in prospective student outreach activities on behalf of Price College

Campus Activities Chair **March – December 2016**
Beta Theta Pi, University of Oklahoma, Norman, OK
• Informed 200 members of upcoming application deadlines and encouraged participation
• Maintained accurate records of members on campus involvement

Soonerthon – Golf Committee Chair **September 2015 – March 2016**
Campus Activities Council, University of Oklahoma, Norman, OK
• Coordinated with golf course to negotiate dates of tournament and course rates
• Solicited local businesses and acquired sponsorship agreements for \$4,000
• Raised \$12,000 for University of Oklahoma Children's Miracle Network

Class Member **August 2015 – May 2016**
President's Leadership Class, Norman, OK
• Elite class of 120 freshmen selected from over 4,000 incoming students
• Enhanced and developed leadership skills through attending specific workshops and seminars

HONORS & ACTIVITIES

President's Honor Roll (3 Semesters)	National Academy Scholarship
Price College Dean's Honor Roll (3 semesters)	Academic Achievement Scholarship
University College Dean's Honor Roll (3 semesters)	Higher Education Scholarship
President's Leadership Class Scholarship	Red Cross National Disaster Volunteer

A **targeted résumé** focuses on your capabilities and accomplishments for a specific position or type of job, eliminating all irrelevant information. This allows you to project your ability, even if you do not have direct experience, through highlighting your experiences that are similar to the job description and job requirements.

YOUR NAME HERE

111 Olsen Drive • Norman, OK 73069 • 555-585-5555 • fullhouse@ou.edu

SUMMARY OF QUALIFICATIONS

- Fluent in Spanish: able to read, write, speak, and translate
- Learned the value of cultural diversity through living and studying in foreign countries
- Able to communicate well with people of diverse backgrounds and cultures
- Passionate about organizing groups of individuals for community, campus organizations, and educational outreach
- Able to work well to achieve a common goal - demonstrated through work in student government, university student officer positions, and community and social leadership roles
- Familiar with: Adobe Photoshop, CQ5 Web CMS, Studio Abroad Terra Dotta System, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher, Microsoft Word, and Windows Vista

EDUCATION

University of Oklahoma, Norman, OK

BA in International and Area Studies with an emphasis in International Security Studies

Minor: Spanish

Graduation Date: May 20XX

GPA: 3.41/4.00

Pontificia Universidad Catolica del Peru, Lima, Peru

Semester Abroad - International Relations, Spring 20XX

Universidad de Alcala, Alcala de Henares, Spain

Summer Abroad - Spanish Language, Summer 20XX

ACTIVITIES

President, ONE-Advocates for the Poor, August 20XX - Present

Steering Committee and Campus Liaison, Founding Member, Norman Fair Trade, May 20XX - Present

Advisory Board, OU Cousins, January - May 20XX

International Affairs Society, August 20XX - Present

OU Pre-Law Club, August 20XX - Present

National Society of Collegiate Scholars, August 20XX - Present

Center for English as a Second Language -Language Exchange Partner, January - April 20XX

Phi Beta Delta International Honors Society, August 20XX - Present

HONORS

International Programs Center Board of Visitors Scholarship

School of International and Area Studies Latin American Studies Best Paper Prize

Presidential International Travel Fellowship Recipient

University College PACE (Participation, Achievement, Community, Excellence) Award

EMPLOYMENT HISTORY

University of Oklahoma Office of Education Abroad, Norman, OK

Student Assistant, January 20XX - Present

- Create and update student databases and web content
- Communicate with prospective students and partner universities abroad
- Compile survey statistics and create promotional and educational materials
- Hold weekly general information sessions and participate in publicity events

A **functional résumé** goes beyond outlining your education and experience and enables you to draw from all life experiences by de-emphasizing historical sequence and focusing on your skill set. This allows you to organize skills or abilities gained from employment, volunteerism, internships, campus involvement, and coursework under skill headings or categories.

YOUR NAME HERE

Norman, OK
(405) 555-2222
houseofcards@ou.edu

SKILLS

Sales Achievements

- Surpassed monthly sales goals while attending school and developing leadership skills within the community
- Implemented recruiting program that exceeded set goals two years in a row
- Received top salesman status by exceeding short-term and long-term goals
- Convincingly established and serviced a large customer base

Management

- Insured commercials were produced in the correct form and delivered to the proper television stations nationwide
- Managed 15 employees and applied marketing and advertising techniques while providing a service to customers
- Coordinated a group of employees and delegated authority to exceed set goals and objectives
- Supervised committee that conducted weekly grade checks, contacted tutors, and gave bi-weekly reports to 150 members
- Conclusively demonstrated ability to comply with city laws while serving a university community
- Launched a new program to improve scholastic goals of a university organization

Communication

- Demonstrated ability to verbally communicate with people on a corporate and personal level
- Composed monthly business letters to effectively update fraternity alumni
- Kept a large company and its vendors up-to-date on a daily basis
- Designed a 12-page color brochure that convincingly informed 1500 people across the U.S.
- Composed a 25-page booklet presented to a city government

EDUCATION

University of Oklahoma Norman, OK
Bachelor of Arts, Political Science, May 20XX

HONORS

Distinguished Citizen Award; Cornell Award for Outstanding Service; Selected to attend National Convention in Chicago; Selected to attend Centennial Leadership Symposium; Inter-Fraternity Council Rush Task Force (four out of 2300 fraternity men)

ACTIVITIES

Executive Staff for Administrative Affairs, SGA, appoint and oversee all campus committees; *Vice-President, Omicron Delta Kappa*, identified and selected outstanding individuals across campus for membership; **Student Alumni Board**, hosted alumni during campus social activities; **United Way Cabinet**, helped organize student campaign drives; **Norman Chamber of Commerce**, interfaced students with Board's special projects

EXPERIENCE

Ackerman McQueen Advertising Agency, Oklahoma City, OK
Traffic Manager/Intern, May 20XX – Present
Dillard's, Norman, OK
Sales Associate, August 20XX – May 20XX
Box Talent Agency, Norman, OK
Consultant, 20XX – Present
Self Employed, Oklahoma City, OK
Owner/Operator of Auto Detailing Business, 20XX – 20XX

Your Name

Norman, OK • 405-555-6789 • scandal@ou.edu

OBJECTIVE

Seeking an internship in the field of Journalism and Mass Communication

STRENGTHS

- Proven track record of editing, writing, and designing
- Experience in layout and production
- Technical expertise in Adobe Photoshop, Illustrator, and InDesign
- Sharp eye for details, while maintaining project overview
- Sociable, personable; communicate easily with a wide variety of personalities
- Earned Outstanding Achievement in State Contest for Young Journalists
- Achieved highest ranking in regional graphic design competition
- Nominated to represent high school in state journalism conference

RELEVANT EXPERIENCE

Tiger Newspaper, Norman HS, Norman, OK - June 20XX - July 20XX

- Edited, wrote, and designed layout for school newspaper
- Supervised peers, oversaw layout production, approved final edits
- Worked with a team to create school monthly newspaper and annual yearbook

Graphic Design Club, Norman HS, Norman, OK - August 20XX - May 20XX

- Attended regional, state, and national competitions for design in print and media
- Designed and created a new school logo utilizing Adobe InDesign

EDUCATION

University of Oklahoma, Norman, OK

BA in Journalism, major in Advertising, May 20XX

Norman High School, Norman, OK

May 20XX, GPA 3.85/4.00

Completed 9 college credit hours through AP coursework

Relevant Coursework: AP English, Advance Media, Digital Photography

HONORS & ACTIVITIES

President's Leadership Class

Cox Communication Scholarship

Editor, Tiger High School Newspaper

Public Relations Officer, Student Council

Social Sorority

Special Olympics Volunteer

Team Captain, Unicef Walk-a-Thon

YWCA Swim Coach Volunteer

OTHER EXPERIENCE

Blue Bonnet Grill, Norman, OK

Server, May 20XX - Present

- Provide excellent customer service to clientele
- Train new servers on restaurant procedures

Bed Bath & Beyond, Norman, OK

Customer Service Support, May 20XX - April 20XX

- Handled monetary transactions, opened and closed register
- Interacted with customers and answered questions regarding products

References available upon request

The phrase "references available upon request" is optional.

Your Name

405-555-5555 • bbtheory@ou.edu • Pasadena, CA • <http://www.linkedin.com/pub/9/549/788>

EDUCATION

University of Oklahoma (OU), Norman OK

MS in Mechanical Engineering, May 20XX, GPA: **4.00/4.00**

BS in Mechanical Engineering with Special Distinction, May 20XX

COMPUTER/TECHNICAL SKILLS

Pro/Engineer Wildfire 3.0, Pro/Engineer Manufacturing, SolidWorks 6.0, MicroStation C, Microsoft Visual Basic 6.0, Microsoft Visual Basic.net, MathCAD, AutoCAD
Adobe Photoshop, Quatro Pro, Microsoft Office: Access, Excel, PowerPoint, Word
Visometer, SAXS, WAXS, Vacuum Oven, Soldering, Air Tools

RELEVANT EXPERIENCE

Graduate Research Assistant,

Department of Engineering, OU, August 20XX-Present

- Topic: *Enhancement of Nano-Clay Dispersion within an Aqueous Solution*
- Design, collaborate, modify, and implement experiments based on research and hypotheses concerning nano-clay dispersion within aqueous solutions
- Investigate the correlation between solution viscosities (10-200cP) and nano-clay dispersion based on varies mixing procedures (Mixing Time: .5-24 hours, Methods: mechanical and microwave mixing)
- Utilize facilities, equipment, literature, and other resources to determine degree of exfoliation and particle characteristics within a solution
- Used WAXS and SEM images to characterize particulates

Undergraduate Research Project,

Department of Engineering, OU, August 20XX-May 20XX

- Topic: Assistive Transfer Device
- Researched, designed, customized, manufactured, and implemented a mechanical system which aids a physically disabled woman to/from her wheelchair and bed
- Utilized knowledge of mechanical components and design to analyze stress, fatigue, and other failure methods ensuring quality mechanical systems (hand and computer-aided calculations performed)
- Safety was the first priority: Factor of safety greater than 2.5
- Customized system meeting an individual's needs (ergonomically and functionally)
- Organized and compiled data, drawings, and finished product into report and working product

Intern,

FMC Technologies Inc., Houston, TX, May-August 20XX

- Designed and modified surface wellhead products to enhance customers' performance and meet customers' requests
- Learned and implemented FMC's design criteria
- Utilized and collaborated with senior engineers in design reviews making appropriate design modifications
- Developed and reviewed detailed drawings
- Compiled and catalogued new product information
- Interacted with vendors to investigate products and consistently met deadlines for product releases

HONORS & MEMBERSHIPS

American Society of Mechanical Engineers

Pi Tau Sigma

Gamma Beta Phi Honor Society

National Society of Collegiate Scholars

Your Name

Norman, OK 73072 • 405-555-5555 • newgirl@ou.edu

STRENGTHS

Leadership

- Led and motivated soccer team members
- Effective in both individual and team competitive situations
- Increased morale and built team spirit through strong support of team members

Management

- Balanced the time commitment of being the member of a division one athletic team while completing a degree in four years
- Successfully managed groups of children attending soccer camps

Communication

- Self-confident in motivating groups and individuals
- Mentored international students that are new to OU and act as a campus contact for them

EXPERIENCE

Finance Committee Member,

Price College of Business Integrated Business Core - Norman, OK - January 20XX - May 20XX

- Formed a student-run company, along with 18 students, to develop, sell, and market a unique product
- Created a loan repayment schedule and prepared weekly financial and accounting reports to ensure company was moving in the right direction
- Organized and tracked all financial transactions incurred during semester
- Donated over \$3,500 and over 600 hours of community service to local charity

Sooner Soccer Camp Counselor and Coach,

OU Women's Soccer Team – June – August 20XX & June – August 20XX

- Taught soccer skills to 6–17-year-olds
- Managed campers' activities during the evenings

EDUCATION

University of Oklahoma (OU) - Norman, OK

Bachelor of Business Administration in Finance – May 20XX

Major GPA: **3.62/4.00**

Relevant Coursework: *Financial and Managerial Accounting, Auditing, Business Strategy & Policy, Fixed Income Fund Management, Derivatives*

HONORS & ACTIVITIES

OU Women's Soccer Scholarship

Academic All Big XII First Team

Big XII Offensive Player of the Week

Golden Key International Honor Society

OU Cousins (international student mentor program)

Big Event (campus-wide day of community service)

REFERENCES

Employers will most likely ask you for a list of contacts who can give information about your work ethic, skills, character, and qualifications. Generally, you will be asked to provide 3-5 references, unless otherwise specified by a job description. Supervisors and professors who know you well and who can positively verify your professionalism make good references.

Before listing someone as a reference, always ask permission to ensure that he/she is willing to provide positive information about you. Provide an updated version of your résumé so that your references can prepare to answer questions.

Your Reference Page should be separate from your résumé, but have the same header to maintain a cohesive appearance. Use the same heading format as you did for your other resume headings/sections, and title the section "References." Typically, you will list the name, job title, organization name, work address, work phone number, and email address for each of your references. However, you can also ask your references their preferred method(s) of contact and list only that information.

Remember, do not send your Reference Page with every application. Provide it only when requested by the employer.

YOUR NAME

Norman, OK
454-555-4181 • friends@ou.edu

REFERENCES

Mr. Chandler Bing
Associate of Development and Learning
Dallas Museum of Art
(214) 555-1234
cbing@dma.org

Dr. Ross Gellar
Assistant Professor
College of Fine Arts - University of Oklahoma
(405) 555-4321
rgellar@ou.edu

Ms. Phoebe Buffay
Manager
Norman, OK 73069
(405) 555-3241

RÉSUMÉ WORKSHEET

Professional Experience

(organization name) - _____
(city, state)

(position title) , _____
(month year - month year)

- _____
- _____
- _____

(organization name) - _____
(city, state)

(position title) , _____
(month year - month year)

- _____
- _____
- _____

(organization name) - _____
(city, state)

(position title) , _____
(month year - month year)

- _____
- _____
- _____

RÉSUMÉ WORKSHEET

Campus Involvement

(club name) - University of Oklahoma

(position title) , _____
(dates)

- _____
- _____
- _____

Skills

Activities

Honors/Awards

Handshake

POWERED BY

**the
human
energy
company™**



BUSINESS CORRESPONDENCE

JOB SEARCH LETTERS

In your job search process, you may be required to write various job search letters in addition to providing your résumé. All the letters you write will give organizations an impression of you and, quite often, a letter is the first contact between you and a prospective employer. Therefore, it is important to plan the content, use an appropriate format, and proofread carefully.

There are several types of letters which you may use in a job search. In the examples ahead, you will find job search letters that can be used when first contacting an employer regarding a position, such as cover letters, inquiry letters, and networking letters. For follow-up letters, please refer to the Business Correspondence section of this guide.

Here are some things to remember as you write a job search letter:

- Write a targeted cover letter for each employer and position.
- You should never write, “To Whom It May Concern.”
- Start by giving the employer a reason to read the letter. A “hook”
- Show that your career goals are aligned with both the position and the organization.
- Make your points concise; every point should support your readiness to contribute.
- If writing to a female, use “Ms.” rather than “Mrs.” to maintain business professionalism; if she is a doctor, use “Dr.”
- Use the same font that you used for your résumé to keep it cohesive; be sure the font is simple, easily-read, and is 10 to 12 point in size.
- End your letter with a business professional closing such as “Sincerely,” “Respectfully,” or “Regards.”
- Proofread for typos and accuracy of contact information; have several people review it.
- Your letter should not be more than one page.
- Encourage the employer to contact you. Include contact information and sign your name at the end of the letter.

- If you are mailing your cover letter, include the word “Enclosure” at the end to indicate that your résumé is enclosed.

How Should I Email a Job Search Letter?

Many times, employers will ask you to email them your cover letter along with your résumé or you may want to email a job search letter rather than mail it. In these cases, your letter may be formatted differently.

If the application instructions ask that you send a résumé and cover letter to a specific email address, you should attach both your résumé and your cover letter and use the body of the message to concisely explain the purpose of the email. Your cover letter will be in the same format as if you were to mail it, except without your handwritten signature and the word “Enclosure” at the bottom. The body of the message should briefly note what position you are applying for, and that your résumé and cover letter are attached.

If the application instructions indicate that you should send your résumé to a specific email address, you should consider the body of your email as your cover letter. You should refrain from listing the date and their contact information. In an email, you do not need to include a handwritten signature before your typed name. After your typed name you should include your contact information. Additionally, you should type the phrase “Attached: Résumé” below your name to let the employer know that your résumé is attached to the email. The same rules apply if you are emailing an inquiry letter.

When emailing a networking letter, you should follow the same guidelines as emailing a résumé with the cover letter as the body of the message and as emailing an inquiry letter. However, when sending a networking letter you should not attach your résumé to the email unless you are asked to provide it.

COVER AND FOLLOW-UP LETTERS

During the job search process there can be many situations in which you will need to create and send a follow-up letter or note. The importance of responding to interviews you are granted cannot be overemphasized. Many employers consider these follow-up letters to gauge your interest in their organization.

After an interview, it is strongly recommended that you send a thank you note to the interviewer expressing your appreciation for their time. You should state your interest in at least one or two aspects of the company or the position that you discussed. Supply any additional information or material that was requested during the interview or that may be helpful in the decision making process. Be sure to individualize your note.

Approximately five to ten days after the prospective employer has received your thank you note, you may want to call to, again, convey your interest in the organization. This call verifies your sincere interest in the organization, and it also serves the purpose of keeping your name fresh in the employer's mind.

EMAIL ETIQUETTE

There are times when speed is of the essence in a job search. Quick and professional follow-up via email reinforces both your interest and candidacy. However, it is still important to follow that correspondence with either a hand-written note or a typed, mailed letter.

With email business correspondence, you must follow the same guidelines as if you were sending a typed, mailed letter.

Things to consider when utilizing email:

- Use a professional email address (jane.doe@email.com NOT foxyjane@email.com).
- Use a strong subject line to ensure it will be read (Grant Miller Resume: Website Designer NOT Owen, Inc. Résumé).
- Address the employer using a formal salutation (Dear Ms. Benton NOT Hey Penny).
- Format the body of your email the same as you would a typed letter; paragraphs and bullets clarify your message. Creating the body of the email in MS Word (for example) can help you develop a more structured email. You then can simply cut/copy and paste the content into the email text box.
- Be mindful of tone (ALL CAPS IS CONSIDERED SHOUTING)
- Spelling (Use email software tools to check spelling).

- Grammar and punctuation (txt mssgng abbrevtns r cnfsng).
- Include your full name and contact information in the closing or email signature.

Do This:

Sincerely,
Elizabeth Burke
University of Oklahoma Marketing Major
elizabeth.burke@ou.edu
(405) 325-XXXX

Not:

Best,
Lizzy

Your Present Address
City, State Zip Code(optional)
Email Address
(Area Code) Phone Number

Month Date, Year

Mr./Ms./Dr. First and Last Name of Person
Title
Organization
Street Address
City, State Zip Code

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

1st Paragraph “Why Am I Writing?”– Give the reader a reason to read the letter, a “hook”. Identify how you heard of the opening or organization. Identify why you decided to contact the employer. Identify the position or field of work you are seeking.

2nd Paragraph “Who Am I and Why Should You Hire Me?”– Identify your competencies, experiences, and qualities and demonstrate how they relate to the position. Highlight one or two of your strongest qualifications and explain how they relate to the needs of the employer. Do **NOT** simply restate the facts that are on your résumé; show how you believe your qualifications could benefit the organization. Explain why you are specifically interested in the employer and the type of work, location, etc. Demonstrate your understanding of the duties of the position.


3rd Paragraph “My Next Step?”– Refer the reader to the enclosed/attached application, résumé, and other required documents. Thank the reader for his/her time and consideration. Close the letter with a strong interest in pursuing the next step of the employment process. Make sure your closing is assertive, elicits a response from the employer, and indicates whether you or the employer will follow up.

Sincerely,

Handwritten Signature

Typed Name

Enclosure



Use this layout to format
your cover letter!

JOB SEARCH LETTER EXAMPLES

Cover letters are used when applying for a specific position. This is the most commonly used type of letter when responding to job postings during your job search. Be sure to mention the position for which you are applying in the first paragraph.

This example shows how you would format your letter if you were mailing it along with your résumé.

1234 Residence Ln.
Norman, OK 12345
405.325.1974
student@ou.edu

September 24, 20XX

Tom Jones, Senior Administrator
Koch Industries, Inc.
4111 E 37th St N
Wichita, KS 67220

Dear Mr. Jones:

Recently, I heard through my involvement as a volunteer for the Sooner Showcase Career Fair that Koch Industries, Inc. is seeking qualified Accounting interns for Summer 20XX. I am very interested in this opportunity, and I share the belief that acquiring relevant experience as a student plays a vital role in building strong analytical and critical thinking skills, while properly preparing me for a future with Koch Industries.

As a current Business student at the University of Oklahoma, I have accounting and digital knowledge that I am confident would be beneficial to your department. My volunteer experience as a Golf Committee Chair, along with my many hours contributing as a Business Ambassador and JCPenney Leadership Associate has prepared me to work with people as a leader, contributor and strong team member. Also, I know the importance of managing multiple priorities, while focusing on providing a high level of efficiency and effectiveness.

Thank you for considering me as a potential Accounting intern to join the Wichita accounting team. My resume is enclosed for more details about my credentials. I look forward to meeting you to discuss my qualifications.

Sincerely,

Want A. Career

Want. A. Career

Enclosure

Cover letter for full-time position with an abroad, nonprofit organization.

This example shows how you would format your letter if you were mailing it along with your résumé.

111 Olsen Drive
Norman, OK 73069

April 7, 20XX

Mr. Jesse Katsopolis
Senior Communications Officer
International Federation of Red Cross and Red Crescent Societies
420 Lexington Avenue
Suite 2811
New York, NY 10170

Dear Mr. Katsopolis:

I am writing to express my interest in the Communication Delegate position listed on your website. In May 20XX, I will be graduating from the University of Oklahoma with a bachelor's degree in International and Area Studies. I wish to pursue a career in which I am able to work globally toward an altruistic cause. Your organization's commitment to provide assistance to those in need aligns with my values and desire to promote humanitarianism.

Currently, I serve as the President of the OU chapter of ONE, an organization devoted to ending poverty and preventable disease in countries all over the world. This experience has not only taught me vital leadership skills that I believe would be beneficial to your organization, but it further ignited my passion toward advocating for underprivileged populations. In addition, my study abroad experiences have piqued my interest in working internationally and have prepared me to live outside of the United States. Living in Peru and Spain furthered my fluency in Spanish and I gained valuable communication skills through translating for my peers while interacting with the local residents.

I am confident that I would be an asset to the International Federation of Red Cross and Red Crescent Societies. Thank you for your time and I look forward to meeting with you to discuss my qualifications further.

Sincerely,

Your Name

Enclosure

Cover letter for full-time position in sales with a pharmaceutical company.

This example shows how you would format your letter if you were emailing your application materials and attaching both your résumé and cover letter.

902 Presidential Drive
Norman, OK 73069
houseofcards@ou.edu
(405) 555-2222

May 2, 20XX

Mr. Garrett Walker
Regional Sales Director
Method Pharmaceuticals LLC
2000 East Lamar Boulevard, Suite 600
Arlington, TX 76006

Dear Mr. Walker:

I am applying for the Sales Representative position advertised through the University of Oklahoma's Handshake Job Board. The opportunity to work for Method Pharmaceuticals LLC is especially interesting to me because of your company's focus on remarkable product development and distribution. Exceptional client accommodation is very important to me and I am excited about the potential opportunity to work for a company that emphasizes customer service.

My enclosed resume highlights my strengths in sales, leadership, and communication. Through my part-time work experience, I was awarded Top Salesman by surpassing monthly sales goals utilizing effective and persuasive communication. I established and maintained long-term relationships with clients, promoting customer loyalty and an increase in sales. In addition, I have held multiple leadership positions through campus involvement which have further developed my interpersonal and conflict resolution skills.

If you have any questions regarding my qualifications, please do not hesitate to call me at (405) 555-2222 or email me at houseofcards@ou.edu. I look forward to hearing from you. Thank you very much for reviewing my application.

Sincerely,

Your Name

Cover letters with a referral are used when you are applying for a position in an organization where you know a current or former employee. This creates an immediate connection with the employer.

This example shows how you would format your letter if you were emailing your application materials and attaching both your résumé and cover letter.

900 Fitzgerald Ave.
Norman, OK 73071
(405) 555-6789
scandal@ou.edu

February 25, 20XX

Mr. Harrison Wright
Human Resource Manager
Saxum
6305 Waterford Blvd, Suite 470
Oklahoma City, OK 73118

Dear Mr. Wright:

I was very excited when my friend, Billy Chambers, told me that there was an opening in your company's Advertising Internship Program. As a former Saxum intern, he speaks very highly of your company and suggested that I apply for the opportunity. Saxum's effort toward becoming one of the fastest-growing companies in the Oklahoma City area is particularly appealing. My intent is to find an internship with a strong, reputable company and I am confident that Saxum is an ideal setting for me.

In turn, my proven track record of editing, writing, and designing will be valuable to your organization. I am proficient in Adobe Photoshop, Illustrator, and InDesign and have demonstrated my expertise through receiving the highest ranking in a regional graphic design competition. Additionally, I have held multiple leadership positions including Public Relations Officer of my high school's Student Council and, as a freshman, I have already shown leadership abilities at the University of Oklahoma through being chosen for President's Leadership Class. As an Advertising Intern, I understand that I would be on a team that is responsible for several client accounts. Therefore, I am sure that my customer service skills gained from part-time work would also serve as beneficial.

I would love to meet with you to further discuss my qualifications. Please call or email me at your earliest convenience. Thank you again for your time and consideration.

Sincerely,

Your Name

Inquiry letters are used to express interest and to inquire about opportunities that may be available within a particular organization, but may not be publicly posted.

This example shows how you would format your letter if you were emailing it as the body of your email. Remember to attach your résumé.

Dear Ms. Farrah-Fowler:

I am writing to inquire about a Mechanical Engineering position at the Houston location of DXP Enterprises, Inc. The diversity amongst your large client base is particularly interesting to me. As a Master of Science student in Mechanical Engineering with a strong research background, I am confident that I could be an asset to your company.

Both in my internship experience and my research projects, I have accepted numerous challenges that have enhanced my problem solving abilities. As an intern with FMC Technologies Inc., I was confronted with designing and modifying surface wellhead products under strict deadlines. Originally unfamiliar with the company's design criteria, I had to quickly learn and adapt to suit the needs of customers. In my research projects, I have become proficient in AutoCAD, SolidWorks, and Pro/Engineer Wildfire and have had opportunities to implement my design skills in practical applications.

Thank you taking the time to review my credentials and I look forward to hearing from you about a possible position within DXP Enterprises, Inc. If you need any more information from me, please call me at (405) 555-5555 or email me at bbtheory@ou.edu.

Sincerely,

Your Name

Attached: Resume

Networking letters are used as an initial contact with an industry professional to learn more about a career or organization. A great way to initiate an informational interview (see the Job Search Process section), they are usually sent to people who you believe can help you find a new job or who might know someone who can help you find a new job.

This example shows how you would format your letter if you were emailing it as the body of your email. Do not attach your résumé.

Dear Mr. Miller:

We met at the Norman NEXT fundraiser event this past Saturday and I enjoyed talking with you about the expansion of the financial industry. Per our conversation, I am hoping to meet with you, either over the phone or in person, to discuss potential contacts you may have who might be interested in hiring me.

To recap, I am a recent graduate from the University of Oklahoma with a BBA in Finance. I was a student-athlete for four years while completing my degree and maintaining a 3.62 GPA. In addition to my leadership skills, which can be found on my enclosed resume, I was on the Finance Committee of a student-run company in which we developed, marketed, and sold a product. We presented our product idea to a bank in order to obtain a loan to fund the project and I was in charge of creating the loan repayment schedule. I also assisted in preparing weekly financial and accounting reports.

Currently, I am looking for a position within the banking industry in which I can implement my strong finance background and my client-relationship abilities. I would like to find a bank that can offer growth potential and challenging learning opportunities.

I am aware of your busy schedule, but I would appreciate any assistance you can provide. Please let me know what your calendar looks like in the next couple of weeks and hopefully we can find a time to meet.

Thank you very much for your time. I look forward to talking with you soon and seeing you at another Norman NEXT meeting.

Sincerely,

Your Name

THANK YOU NOTE / LETTER

Send a thank you letter/note to follow-up and express continued interest with an employer after any contact like interviews, career fairs, site visits, or information sessions.

Dear Mr. Matthews,
Thank you for the opportunity to interview with you today. As we discussed, my internship experience combined with my coursework has given me the communication and problem-solving skills necessary to be successful as a marketing manager at money International Corp.

Please feel free to contact me at (405) 555-5555 should you have additional questions. I am very interested in the position and hope to hear from you soon.

Thank you again for your time and consideration.

Regards,
Handwritten Signature

Dear Ms. Rooney,
I appreciate your courtesy and the time you took to answer my questions about the Architectural Internship during my visit to Crain, Inc. this morning. Thank you for the opportunity to visit with you and see your facilities. The interview and the tour made for an exciting and informative day.

Having seen your operation, I am enthused about the internship opportunity that Crain, Inc. offers. I look forward to your decision. Again, thank you for your hospitality and for all your efforts to arrange my visit.

Regards,
Handwritten Signature

Dear Mr. Roth,
I wanted to take this opportunity to thank you personally for all the time you spent with me when I visited your office. I have thought quite a bit about the possibility of joining your team and believe that, in addition to the contributions I could make, I would benefit greatly being exposed to your talent, wisdom, and experience.

If there is any other information I can provide to help expedite your decision, please let me know. I am very interested in working for Lexicon LLC and look forward to hearing about this position soon.

Sincerely,
Handwritten Signature

Dear Mr. Matthews,

It was a pleasure talking with you today at the career fair. I truly enjoyed our conversation and hearing about the position and learning more about the needs of Northwestern Mutual. In particular, I am impressed with the way your company operates and the ethical standards it upholds.

Thank you again for your time and the experience of getting to know you and your company better. I would welcome the opportunity to work for Northwestern Mutual and I look forward to hearing from you soon.

Regards,
Handwritten Signature

PHONE ETIQUETTE

As previously mentioned, it is important to project a professional image. As much as you need a professional email address, you must also have a professional voicemail message. The message you record for your friends is not going to impress a potential employer. A simple message will serve you best.

As for leaving a message, you need to remember a couple of key points. First, be prepared to actually leave a message, have something loosely scripted out. Second, speak slowly and be sure to leave your name and phone number twice; once at the beginning of the message and again at the end.

ACCEPTING AN OFFER LETTER

Use to state your acceptance of a position and also reiterate different aspects of the job offer such as salary, benefits, work schedule, and start date.

2001 Berry Road
Norman, Oklahoma 73072
March 31, 20xx

Stephen J. Leaman
Senior Vice President
Prudential Preferred Financial Services
580 Walnut Street
Oklahoma City, Oklahoma 75202

Dear Mr. Leaman:

I am very pleased to accept your offer of an analyst position in the Commercial Division of Prudential Preferred Financial Services at an annual salary of \$37,500. I have had the pleasure of choosing from among several outstanding offers; it is clear to me that your position is the best opportunity in terms of challenging work and a supportive environment. I am looking forward to starting work on July 15.

I understand this is contingent upon my passing a routine physical examination, including a drug test. I anticipate no difficulty in doing so and will proceed with the necessary arrangements as soon as I receive the packet of information being sent to me.

My husband and I appreciate the information you have shared about your spouse relocation services; they were a significant factor in my final decision. He is currently evaluating several opportunities in the Oklahoma City area and will contact the Prudential Preferred relocation coordinator directly, if necessary.

I am very excited about joining your organization and working with you and the other outstanding individuals I have met. Please let me know if you need any additional information. I want to especially thank you for the personal time and attention you have given me throughout this process.

Sincerely,

Tiffany Jackson

Tiffany Jackson

ACKNOWLEDGING AN OFFER LETTER

Use to acknowledge a written job offer, even if you are not ready to accept or decline it. This can be either a mailed letter or an email.

2201 Elm Street
Norman, Oklahoma 73069
March 15, 20xx

James M. Lignos
Development Supervisor
Technical Department
CIBA-GEIGY
Macintosh, Alabama 36533

Dear Mr. Lignos:

I was very pleased to receive your call on March 14 offering me a position as Assistant Engineer in your Technical Department at an annual salary of \$55,500. As we discussed on the phone, CIBA-GEIGY would also pay up to \$1,000 of my relocation expenses, and a July 1, 2000 starting date is acceptable.

I understand that you expect a decision on this offer within three weeks. I will respond within that time. If I have any further questions as I make my decision, I will call you.

CIBA-GEIGY and your division have an excellent reputation, and I am very pleased to be asked to join your organization. I have been very impressed with CIBA-GEIGY, particularly the commitment to quality engineering research. I want to make the best decision possible for this important first step in my career, and I appreciate the information and perspectives you have shared with me; it will be very helpful as I make my decision.

Sincerely,

Ima Sooner

Ima Sooner

SECOND INTERVIEW THANK YOU LETTER

Use to express gratitude for the interest which the employer has clearly shown in you. The letter will be your opportunity to affirm your continuing interest in the organization.

4243 Lahoma Avenue
Norman, Oklahoma 73069
February 4, 20xx

Sandeep Kumar
Engineering Manager
Texas Instruments
P.O. Box 1443, MS728
Houston, Texas 77001

Dear Mr. Kumar:

Thank you for coordinating a rewarding and informative day of interviews with your staff for my visit last week. I was very impressed with the creativity and energy of everyone I talked with throughout the day. Your Division and its projects certainly offer an exciting opportunity for my computer design interests and skills, as my professors had promised me.

During our lunch meeting, Alex Kim expressed an interest in seeing the computer program I wrote for the OU Multicultural Festival. Please tell him that I have mailed him a copy.

I have filled out the expense report and attached all receipts, as you requested. There were no additional expenses on my return trip, and I have enclosed the final report.

After I returned from Houston, I assessed what I had learned about the opportunity against the contributions I can make to a quality engineering firm. I am extremely interested in joining Texas Instruments and hope to hear from you soon.

Sincerely,

Philip Laird

Philip Laird

Encl: Final expense report

DECLINING AN OFFER

Use to inform the employer in writing that you are declining a job offer. Your letter should be polite, direct, and sent AFTER making a phone call.

2910 24th Ave. S.W.
Norman, Oklahoma 73072
March 17, 20xx

Karen Clark
Corporate Recruiter
Commercial Federal Bank
5th/3rd Center
Tulsa, Oklahoma 75203

Dear Ms. Clark:

Thank you for all the time and attention you and your organization have devoted to considering me for the position of Bank Management Associate in the Consumer Lending Division of Commercial Federal Bank. It has been an extremely productive and informative interview process, one of the most thorough and professional I experienced in my job search.

After careful deliberation, I must respectfully decline the invitation to join Commercial Federal Bank. Your offer was competitive, and the projected work assignments were very attractive. I have decided that another opportunity better meets my qualifications and career interests at this time. I want you to know, however, that it was a very difficult choice.

I have been very impressed with the recruitment process at Commercial Federal Bank and have shared my positive experience with other students, faculty and the Career Services staff. I hope that we will have occasion to talk again in the future. Thank you for all the personal time you have devoted to considering my application.

Sincerely yours,

Jack Payne

Jack Payne

RECRUITING EVENT FOLLOW-UP

This type of letter should be used to create another touchpoint during the job search process and can be used after attending a career fair, information session, employer spotlight, or any other type of recruiting event. This letter can either be mailed or sent as an email.

3349 Comanche Street
Norman, Oklahoma 73072
October 12, 20xx

Stephen W. Wickizov
Pharmacist
Health Programs Coordinator
U.S. Public Health Service
Parklawn Building Room 12A-40
5600 Fishers Lane
Rockville, Maryland 20857

Dear Mr. Wickizov:

I have just read the latest issue of your newsletter, *HealthNotes*, and wanted to tell you how much I enjoyed it. Your article on "Consumer Education" was particularly interesting and included several new thoughts on the subject.

My work at the Norman Community Health Center continues to be challenging and rewarding. As Program Assistant, I am learning a great deal about the challenges that face public agencies and the need to raise consciousness about preventive health systems. By choosing this job I am gaining valuable experiences with a small, local program. I can project that some time in the future I will want to transfer those skills to a larger setting, as you did in your career.

I enjoyed our conversations last year during the interviews and visits. The issues we discussed are now much more real to me. Please let me know if you are going to attend the national conference in Dayton next month, as I would enjoy having lunch or dinner and continuing our conversations. I'm enclosing a copy of a brochure I prepared for our grade school awareness program and would appreciate any critique you might send me.

Sincerely,

Sally Sooner

Sally Sooner

Encl: Brochure

WITHDRAWAL FROM SEARCH LETTER

Use this type of letter to withdraw your name from a search. You may do this because you have accepted another position or because you have changed your mind about your interest in the job. This can be either a mailed letter or an email.

Dear Ms. Hall,

Thank you for the opportunity to interview with NOV for the Next Generation Program. I have appreciated my interactions with all the individuals connected to the program. What I learned about NOV's Next Generation Program and NOV, the potential assignments, and the personal development possibilities is insightful.

To confirm our phone conversation from this afternoon, I must respectfully withdraw from consideration for the Next Generation Program. Furthering my education, starting next semester, has become my priority.

The time you and your group took to educate me about the Next Generation Program and NOV was impressive and most appreciated. Best wishes to you and your colleagues for continued success.

Sincerely,

LaShawn Garber
Accounting Major
Michael F. Price College of Business
University of Oklahoma, May 20XX
LaShawn.Garber-1@ou.edu
(405) 360-XXXX

REQUESTING ADDITIONAL TIME

If you are not ready to make a decision about an employment offer, it is permissible to request a delay. Make sure you have a concrete and appropriate reason to ask for an extension. Expecting to hear from another employer or considering multiple offers are a couple of legitimate reasons. Hoping to receive more interviews is not a concrete reason.

Dear Ms. Lattimor:

Thank you for your telephone call yesterday offering me the position of [Enter Position] with [Enter Company]. Your confidence in me, coupled with the possibilities this position presents, is exciting both in terms of projects and locations.

You asked that I make a decision by [Enter Date]. This is an important decision and at this time I have additional offers to consider. Therefore, I am asking you to consider whether it would be possible for me to supply you with my decision by [Enter Date]. An extension would be gracious and most appreciated; be assured I will make a final decision by that date.

Thank you very much for your consideration of my request.

Sincerely,

Tom Brady
Communication Major, Dec 20XX
University of Oklahoma
tbrady@ou.edu
(405) 376-XXXX

Do not wait until the last minute to ask for an extension. This looks like you do not think ahead and may indicate that you might behave the same way on the job.

Be tactful and diplomatic in your wording. You will need to explain your reasons to the employer; for instance, describing the importance of keeping your interview commitments to other employers.

For the sake of speed, phone the employer to discuss the situation. Changes that are made to the deadline should be followed-up in writing. This is a request that needs to be handled quickly; email is probably the best method to confirm your request.

LINKEDIN INVITATION

Use this type of correspondence after identifying specific individuals you would like to add to your network of connections. Keep in mind it is best to only add individuals you know or have met previously.

Example 1:

Dear Sophia,

I see that you are a member of [Enter Group]. I am also engaged with this group and would like to share some ideas with you. Please accept my invitation to connect.

Regards, Melanie

Example 2:

Robert,

It was nice meeting you at the [Enter Event]. Talking to you about [Enter Subject] was most enjoyable. I would appreciate the opportunity to connect with you.

Best, Tony

Example 3:

Mr. Specter,

I was looking at your profile and I am very impressed with your accomplishments. Please accept my request to connect; I'd love to talk to you about how you accomplished [Enter Subject].

Regards, Louis

PROFESSIONAL DRESS

BUSINESS PROFESSIONAL

Why does Professional Dress Matter? Appropriate dress is essential for an interview, a career fair, or a formal networking event. It helps you to present yourself as a positive and professional addition to any organization. The goal of professional dress is to have the focus be on your qualifications, not your outfit. Your clothing should fit comfortably both sitting and standing, and make you feel confident.

Suits – Wear a non-distracting, two-piece, (jacket and pants/skirt) matching business suit. The color should be black, dark grey, or navy. The jacket should button easily without pulling across the back. The sleeve length should be at or just below your wrist bone. For a more masculine look, your jacket should cover buttocks. For a more feminine look, the jacket should end at your hips.



Pants & Skirts - Wear a neutral color that coordinates with your shirt. Trousers should fall straight from the buttocks and the pockets should remain flat and not bulge. Skirts should be at least knee length, or longer, and easily turn around your body. Straight skirts should hang from the buttocks in a straight line and not be form-fitting. Skirts should be a comfortable length to stand, sit, and bend over in. Make sure there are not visible lines under the skirts or trousers



Shirts & Blouses – Wear a light colored blouse or button-down shirt with a modest neckline. Your blouse should be long enough to be tucked in and should not pull across the chest. For collared shirts, ensure the shirt is well pressed with no wrinkles in the collar or cuffs. The collar of your shirt should be loose enough for one finger to fit in the neckline and should stand less than one-half inch above the collar of the blazer. The sleeves should extend no more than one-fourth inch outside of the sleeves.



Shoes – Wear comfortable and walkable closed-toe, low-heel pumps, flats, or traditional shoes. Avoid sandals or “strappy” shoes. No white socks. Buy socks long enough to cover your calf so that no skin shows when you sit or cross your legs.



Accessories – Accessories should not distract from your face or qualifications. The number of accessories should not exceed more than seven pieces, and glasses count too. Your belt should be a simple, classic design in a color that matches your shoes. Remove all sports/smart watches and replace with a traditional watch to hide tan line if needed. Earrings should be comfortable and non-distracting. The width of your tie should match the lapel width and end at the top of the belt. Choose a small to medium pattern and leave the tie tack or clip at home. Be aware of the company's policy on tattoos and piercings before you interview and adjust accordingly.

Grooming – Hair should be simple and away from your face. If your hair falls below the shoulders, pull it back. Facial hair should be well-groomed. Makeup should be natural. Keep your fingernails clean and non-distracting. Fragrances should be limited

BUSINESS CASUAL

You may be invited to a recruiting event where the recommended dress is business casual. Business casual is not as formal as a full interview suit, but not as casual as what you wear to class. When in doubt as to what is appropriate, simply ask. Err on the side of caution; it is best to dress up rather than dress down.

For shirts, well-fitting knot, collared, or button up shirts or blouses are ideal. Pair that with a color coordinated skirts, slacks, khakis, trousers, or slacks. Shoes should be comfortable, closed toe dress shoes, no athletic shoes.



INTERVIEWING



ACING THE INTERVIEW PROCESS

Interviews offer an opportunity for you and the prospective employer to evaluate each other. They give you the chance to convince the interviewer that you are the person for the job and learn more about the organization.

Prior to the Interview

- Make sure you have professional attire for your interviews.
- Put yourself in the shoes of the prospective employer and imagine what the ideal candidate for this particular position would look like from the employer's perspective.
- Take some time to thoroughly review the job posting and job description (if you can get it), research the organization and its culture; talk to people who work there and can tell you about the culture/personality of the organization.
- Know your qualifications and strengths; be knowledgeable regarding the organization and position.
- Practice interviewing. Schedule a mock interview with a Career Center Adviser through your Handshake account or by calling (405) 325-1974.
- SkillsFirst is another great resource for mock interviews and can be accessed through your Handshake account.

Interviews offer an opportunity for you and the prospective employer to evaluate each other. They give you the chance to convince the interviewer that you are the person for the job and learn more about the organization.

Day of the Interview

- Take a padfolio with multiple copies of your résumé, a copy of your transcript, typed list of questions to ask the employer, and typed list of references; if appropriate, examples of work (e.g. portfolios).
- Leave your cell phone, smart watch, and other unnecessary items in your car or at home.
- Arrive at least 15 minutes early; anticipate traffic and parking problems and allow time to check your appearance, get organized, and catch your breath.
- Check in with the receptionist; find out the interviewer's name and how to correctly pronounce it.
- Relax and be yourself!
- Be ready to smile and shake hands.
- Greet the interviewer by his/her title, and last name in a friendly but professional manner. Do not address the interviewer by their first name unless specifically asked to do so.
- When you get into the interview room, remain standing until you are offered a seat.

During the Interview

- Sit straight with good posture. Place your arms and hands on the armrests of the chair or in your lap if there are no armrests. Avoid talking with your hands excessively.
- Retain the interviewer's attention by varying the tempo of your speech and the tone of your voice.
- Interviews are a two-way street; make sure at the end of the interview, you have asked the recruiter questions to expand your knowledge of the position and organization.
- Under no circumstances should you ask questions about salary, benefits, or information that is readily available, during the initial interview (see Questions to Ask Employers).

Speaking Style: Be alert and enthusiastic, maintain a comfortable voice level, take the initiative in giving information, project confidence and poise.

Content: Provide clear, logical, direct, and relevant answers; demonstrate your interest in and enthusiasm for the job, the organization, and the profession; substantiate your answers by providing examples from past experience.

Non-verbal: Exhibit good posture (shoulders back, head up); maintain eye contact with interviewer(s).

Follow-up on the Interview

Provide references, application forms, or transcripts requested by the prospective employer. Obtain the name, title, email address, and/or mailing address of the individual with whom you interviewed, and send a brief note or letter of appreciation for the interviewing opportunity, within 24 hours (see the Job Search Letters section of this guide for examples).

STRUCTURE OF THE INTERVIEW

No two interviews will be exactly alike. Numerous factors can influence the content and structure of an interview: the personality of the interviewer, your personality, time limitations, and even the physical setting of the interview can play a part. Most initial interviews seem to consist of four distinct parts: breaking the ice, questions by the interviewer, questions you ask, and the close.

Breaking the ice: Interviewers may use small talk in an attempt to establish a positive atmosphere and put you at ease. First impressions will be influenced by your appearance and manner. Remember, the overall evaluation of you as a candidate begins the very moment the interviewer greets you.

Questions by the interviewer: Your interviewer will ask questions to measure and evaluate your qualifications and suitability for employment.

The interviewer is measuring and evaluating how you handle yourself, your degree of self-confidence, your ability to relate to others, and your motivation. Most interviewers will seek information about your specific skills, knowledge, abilities, attitudes, and behaviors. Employers look for well-adjusted candidates who can demonstrate career and self-development, good communication, critical thinking, equity and inclusion, leadership, professionalism, teamwork, and teamwork

Be prepared to discuss specifics about the organization, such as job responsibilities, operations, and mission statement. Know your immediate and long-range career objectives and be able to communicate them in an organized fashion.

Questions to the interviewer: At some point in the interview, typically towards the end, the interviewer will ask if you have any questions. Be prepared to ask intelligent questions that will show that you have done some research on the employer. You can reveal your interest in the organization by asking thoughtful, relevant questions. These questions frequently set candidates apart from one another. Discussions regarding geographical preference, mobility, salary, and benefits should always be initiated by the interviewer.

The close: Express a sincere interest in the job. Before leaving the interview, be certain you understand the next step. Will the interviewer contact you or should you make the next contact? Make sure you ask for a business card so that you can send them a thank you note.

QUESTIONS YOU SHOULD KNOW HOW TO HANDLE

Tell us about yourself.

Prepare several selling points about yourself. Give a quick 20-30 second “commercial” that overviews your experience and achievements.

Provide them something unique about yourself.

What are your greatest strengths?

Sell yourself. If you don’t promote your strengths, nobody else will. Be “confidently humble”. Have 2 - 3 strengths ready.

What is a weakness you have learned to manage?

Present your weakness as a positive and how you are managing it. Do not talk too long or emphasize your downfalls.

Why are you interested in working here?

Keep your answers simple and to the point. An impressive example includes: “I have followed your company and appreciate your desire to give back to the community.”

Why should we hire you?

Make a powerful statement about the value you will bring to their organization. Toot your own horn, but be wary of sounding arrogant. This gives you the opportunity to re-emphasize your strengths

Where do you see yourself five years from now?

Be aware that they might not want to hire someone who will be around for only a year or two. Feel free to say that you have one goal at the moment: to be the very best employee for that particular job.

What are some of your hobbies?

Emphasize any hobbies or activities that may relate to the job. Help the interviewer learn more about you and perceive you as a person, rather than a job candidate. Be engaging without divulging too much information.

Is there a question you were hoping we would ask today, but did not?

Consider this a “show and tell” opportunity. If appropriate, use materials from your portfolio to convince them how valuable you’ll be to their organization.

Do you have any questions for us?

Prepare five or six questions, and have them in your padfolio. Ask at least one question, even if all of your prepared questions have been answered. Never say, “No, you have answered all of my questions.”

Always be positive in your answers and emphasize your accomplishments and qualifications. Keep in mind the most important things you have to offer: your education, skills, talents, and abilities. No one can take them away from you.

QUESTIONS TO ASK EMPLOYERS

- Does your organization encourage further education?
- What are the expectations for a new hire?
- What qualities are you looking for in your new hires?
- How and when is an employee evaluated and promoted?
- How would you describe the management style of the organization?
- What is the most critical problem facing the organization at this time?
- How will industry trends affect this organization?
- What are the organization’s strengths and weaknesses?
- What traits do the most successful people in the organization have in common?
- What amount of training is provided?
- Describe a typical first-year assignment.
- What drew you to the organization?
- How long have you worked with the organization and why do you still like working for this organization?
- What is the next step in the interviewing process?
- What are the opportunities for growth?

PREPARING FOR BEHAVIORAL INTERVIEW QUESTIONS

Behavioral interviewing is designed to minimize personal impressions that might cloud the hiring decision. By focusing on the applicant's actions and behaviors, rather than subjective impressions that can sometimes be misleading, interviewers can make more accurate hiring decisions.

While your skills and experiences could be a perfect match for a position you are seeking, an interviewer could discount your candidacy if you are unprepared, or struggle with the behavioral interview format.

STAR Method (Situation Task Action Result)

Use fairly recent stories to answer these questions. Vary your examples between academic and work experiences. Try to choose experiences that portray you in the most positive way. Here is a good example using the STAR Method:

Situation: A description of a specific, real-life situation or challenge you encountered.

Advertising revenue was falling off for the Oklahoma Daily and large numbers of long-term advertisers were not renewing their contracts.

Task: What was your role in this project?

I was asked to meet with the top three advertisers to find out why they were not renewing.

Action: A description of the tasks and actions you took to overcome the challenge.

I designed a new promotional packet to go with the rate sheet and compared the benefits of OU Daily circulation with other ad media in the area. I also set up a special training session for the account executives, discussing competitive selling strategies, with a College of Business professor.

Result: A summary of the results of those actions (try and quantify results whenever possible).

We signed contracts with 15 former advertisers for daily ads and five special supplements. This increased our new advertisers by twenty percent over the same period last year.

Panel Interviews

These are interviews conducted by two or more individuals.

Purpose: Sometimes, employers find it easier to bring mid to high level managers, with busy schedules, together to interview possible candidates.

By utilizing managers from several different departments, they will attempt to reveal the "real" person during the interview.

Process: The HR manager will be checking to make sure you are a good fit with the culture and people working at this organization. The hiring manager will want to know about your technical skills or business know-how. The manager from accounting will want to know if you are savvy enough to operate a business budget. Another technique used is the "good cop/bad cop" interview. In this scenario the interviewers will take turns being harsh or pushy in an attempt to see how you will handle stressful situations.

Even though your responses to the individual questions that you will be asked will not be any different, there are some important differences that you will need to consider and keep in mind when preparing for a panel interview:

- Once you find out that you are participating in a panel interview, find out who is on the panel and what functions they provide to the organization. LinkedIn can help with this.
- When being introduced, it is important to commit everyone's name to memory.
- When answering individual questions you must remember to maintain eye contact with every member of the panel. Pan all of the members beginning and ending with the person who asked you the question.
- At the conclusion, request a business card or contact information from the panel. Write a thank you note to each member within 24-48 hours after the interview.

VIRTUAL AND PHONE INTERVIEWS

As we advance towards the digital age, more and more employers will conduct a virtual interviews via Zoom or other online program, and use phone interviews to screen candidates. Preparing for virtual or phone interviews are somewhat the same, but we have a list of tips and advice to help guide you through these types of interviews.

How to Prepare for a Virtual Interview

Just like a phone interview, pick a location with no distractions and have your notes in front of you.

Choose a professional username that incorporates your first and/or last name. You may exchange your username with the employer, so be sure to pick a username that is professional and will leave a positive first impression

Practice talking with a friend through Zoom, Teams, or another virtual platform. Make sure you are familiar with the technology. It is important for you to know how to launch a video call, adjust microphone levels, and other functions within the program. If your picture is too grainy or having audio issues, you may need to look into investing in a webcam. Another tool to help practice is Skills First

Create the right interview setting. Look at what the employer can see behind you. It is best to have an uncluttered background with no distracting objects or sound. Do not have a light behind you, as it may make it difficult for the employer to see your face.

Don't be so close to the computer screen that all the employer can see is your face. Adjust the camera to ensure the employer can see you from the chest up.

Dress professionally. Treat this just like you would an in-person interview when it comes to dress - typically business casual or business professional are ideal for a virtual interview.

Have a back-up plan. Software for online interviews is not 100% reliable; calls can be dropped with a bad connection. Be sure to have a phone available in case there are any technical issues

How to Prepare for a Phone Interview

Make sure that you pick an interview location that is free from distractions. Put your cell phone on silent or Do Not Disturb mode.

Be sure to have a voicemail message that is clear and professional should you miss a call from an employer.

Clarify with the employer the time zone, the length of the interview, and who will be conducting the interview.

Research the employer and have your notes handy for easy access. Your notes should have a list of answers to typical interview questions, as well as questions you have prepared for the employer.

Grab a pen, piece of paper, and a copy of your resume as well.

Remember to speak clearly and directly into the phone. Having a smile on your face will produce a smile in your voice.

Sit up straight or stand during a telephone interview

Have a glass of water handy.

Be prepared for pauses - take some time to answer the question if you need it. Also, if there is a pause after you answer the question, don't try to ramble to fill the silence. The employer might be taking notes, or figuring out what question to ask next. If you do not hear a question or fully understand the question, please ask the interviewer to repeat their question or explain in further detail.

After the Interview

Regardless if it is virtual or phone, make sure to follow-up with a thank you note. If you know the employer is working from home, an email will do. However, if the employer is working in the office, sending a hand-written note goes a long way.

**Listen closely to everything the interviewer says.
Think through your responses as carefully as you would if you were sitting
across the desk from the
recruiter. Remember to ask the questions you want answered and take notes.**

SECOND LEVEL ON-SITE INTERVIEWS

The on-site interview is a business experience and you should regard it as such. Accept visit offers only if you have a reasonable interest in the employer. Your time is valuable and an organization's expenditure of money and time on such visits is sizable.

Purpose: On-site interviews allow the employer to get a better idea of you as a member of the "team" and to allow you to decide if they offer the type of opportunity that best fits what you need for career satisfaction. Both parties have a lot at stake – the organization is investing its time and money; you are investing your time. Make sure you get the most information possible from the visit.

Timing of On-Site Interviews

Most employers who are interested in having you come in for a visit will contact you within two to five weeks after a first interview. Many will indicate a series of dates from which to choose. If you have not heard from an organization within this period, an inquiry about the status of your application is appropriate.

Preparation for the Visit

The key elements of successful on-site interviewing are preparation and presentation. You may want to do more in-depth research on the organization at this time. As with the first interview, prepare a list of appropriate questions to ask during the on-site interview. Ask questions about the job, the organization, and the location.

Two-way street: Not only is the organization interviewing you, you are interviewing the organization. You should leave the interview knowing whether or not you would like to work there. Be sure that you meet the person to whom you would report.

What to Expect

Many companies handle your visit "completely". This may include being met at the airport by a representative of the organization, taken to your hotel/motel and then given a tour of the community. Dinner and an evening's entertainment may be included.

- The next morning: a representative will meet you at the hotel and take you to the place of business. Following the day's visit, you are then delivered to the airport. Or, you may be instructed to go to the hotel where you will find a packet of information telling you the plan for the next day. Following the visit, your departure also may also be "on your own." Be prepared for either situation by bringing cash or a credit card.
- Be sure you understand all travel directions. If several weeks have elapsed since the arrangements were made, you may want to call the organization a day or two before the interview and confirm the date, time, location, and where someone from the organization is to meet you.
- Expect to be interviewed all day long. Companies typically conduct three to five hour-long interviews with various supervisors, managers, and officials with a break for lunch and perhaps a tour. Companies might also conduct testing or ask you to give a formal presentation in the interview. These interviews are a test of your poise, stamina, enthusiasm, and knowledge. From the moment you are met by the employer representative until you leave for home, you are being interviewed.



YOUR VISIT IS A SECOND CHANCE TO MAKE A GOOD IMPRESSION WITH A POTENTIAL EMPLOYER.

How to Handle Expenses

Your report of expenses incurred will be perhaps, the last impression you will leave with that organization. In all instances, be prudent. How you spend an organization's funds on a visit is a good indication of how you might spend those funds as an employee. The employer usually expects to pay for all legitimate expenses incurred by you in connection with the visit. "Legitimate expenses" are defined as those which are necessary to get you there and back, covering the basic items of transportation costs. Make sure you have cash on hand for cabs, tips, etc.

Expenses not reimbursed include: personal entertainment or "side trips," personal phone calls, alcoholic beverages, cigarettes, magazines, and expenses for persons other than the individual invited on the visit, except where the organization authorizes expenses for the applicant's spouse. It is strongly advised to not touch anything in the hotel such as bottled water, items in the mini-bar and fridge as they incur an additional cost.

Transportation. Most employers favor coach fare for their own employees flying on organization business. Therefore, we recommend that you use coach fare (UBER and Lyft are excellent options) where possible in the absence of employer instructions to the contrary. If you drive your own car, indicate your route and the round-trip mileage.

Car Rental. At times it may be necessary for you to use a rental car to reach an employer's location. If so, we recommend you use a moderately priced vehicle. Again, be prepared to submit a receipt for the rental and gas.

Food. Employers expect you to eat adequate meals, and most are quite liberal in this respect. But if you have a choice between a \$15.00 steak and a \$30.00 steak, it would be smart to choose the less expensive one. Avoid drinking alcohol.

Lodging. Many employers make hotel/motel reservations for you in advance at lodging places of their choice. Many companies maintain monthly accounts with these hotel/motels. If the employer does not offer to make your reservations, the same principles of adequate accommodation, but at a reasonable rate, should be observed.

Follow Up After the Interview

After the visit, send thank you notes separate from the expense voucher, to the person who made the arrangements and the person for whom you would work. Additional correspondence may be written to individuals with whom you spent significant time. Reiterate your interest in the position, stressing the positive qualities that you will bring to the company.

Oil & Gas Exploration & Production

Established in 1965, Mewbourne Oil Company has grown into one of the more prominent independent oil and natural gas producers in the Anadarko and Permian Basins of Texas, Oklahoma, and New Mexico. The company's success over the years can be attributed to a conservative approach to the business and a philosophy of managing all phases of operations from "prospect to pipeline".



From the Company's headquarters in Tyler, Texas, and with its three exploration offices located in Amarillo and Midland, Texas, and Oklahoma City, Oklahoma, along with four operation offices located in Perryton and Midland, Texas, Woodward, Oklahoma, and Hobbs, New Mexico, Mewbourne Oil Company develops oil and natural gas prospects, acquires leasehold interests, and serves as the operator in the drilling, completion and production of oil and natural gas wells. With over 50 years of experience, the company has focused its efforts on two of this country's most prolific producing regions, the Anadarko, and Permian Basins.

Historically, the Company has emphasized establishing long-life natural gas reserves through the drilling of medium-depth wells between 3,000 and 13,000 feet deep. Prospective drill sites generally include field extensions, step-outs, trend plays and other anomalies that are believed to be contiguous to areas where the presence of oil and natural gas has already been established. The company currently operates over 2,500 wells.

Careers

Mewbourne Oil Company has consistently been successful in attracting and retaining professional talent within the industry and at the university level. Not only does the company offer opportunities for experienced professionals, but Mewbourne also actively recruits for petroleum engineering, geology, and petroleum land management students at the university level for summer internships and entry-level positions. We have demonstrated an ability to continue the development of these quality employees and to offer expanded growth opportunities regardless of the current business cycle the industry may be experiencing. Mewbourne Oil Company employs a hands-on philosophy which allows an employee to obtain valuable learning experience within a high visibility atmosphere where you are given meaningful responsibilities and can directly see your contributions to the corporation. The company is committed and prepared to meet the challenges and demands required to sustain its growth and progress with the employee and within the industry. Mewbourne Oil Company offers challenging and rewarding employment opportunities in professional positions including:

Petroleum Engineering, Petroleum Geology & Petroleum Land Management

Mewbourne Oil Company
P.O. Box 7698
Tyler, TX 75711

Phone (903) 561-2900
Fax: (903) 561-1045

Email: jobs@mewbourne.com

Hands-on | Diverse Experiences | Impactful

CAREER FAIRS

Career fairs are a great way to meet recruiters, look for internships and jobs, and research organizations. The face-to-face interactions at these events are an important part of the job search process. You may also increase your chances of interviewing with an organization (some organizations will only interview students they meet at the career fair). Since you have a very short time to make a good impression, make sure you are prepared.

BEFORE THE CAREER FAIR

Review the list of employers participating in the career fair at ou.edu/career or through your Handshake account. Look at the organization's profile and their targeted majors. Thoroughly research those that interest you and prepare questions to ask them at the career fair.

Develop a résumé that highlights your accomplishments, skills, and experience. Prior to the career fair, have your résumé critiqued at the Career Center (visit our website for information regarding walk-in hours). Print copies on résumé paper to hand out to the organizations you are targeting.

Login to your Handshake account and upload a résumé. You can then apply for interviews and if your profile is public, your résumé will be available for employers to see.

Know yourself before you go. Employers are most interested in candidates who know who they are and what they want. The "whatever-you-have-I'll-do-anything" approach is not effective.

Prepare a 20 to 30 second commercial

("elevator" or "me" speech) to use with employers. Prepare a list of your skills and talents that set you apart from other candidates and be ready to present them to the employer. You can highlight your internships, work experiences, and characteristics that a candidate would have for the position(s) you are seeking. For example, "Hello. I'm (your name), a junior majoring in Communication. I am looking for an internship related to marketing for nextsummer. I have been heavily involved on campus and have held several leadership roles and my summer internship in customer service has equipped me with the skills needed to be successful in sales. I read on your website that (name of organization) has an internship program in your marketing department, and would really like to learn more about this program."

Attend the "Career Fair Prep" sessions held prior to the career fair.

Do not bring any unnecessary items to the career fair (i.e. backpacks or purses).

AT THE CAREER FAIR

Dress professionally. Career fairs require the same attention to dress as an interview. A more conservative image is always appropriate. For more information about what to wear to a career fair check out the Professional Dress section in this guide.

Review the map of employer booths and use your time efficiently. While you may have specific employers you want to speak with, take advantage of the opportunity to talk to others. You might discover an excellent opportunity you otherwise would have missed.

Be confident and show enthusiasm for each organization. If you are excited about an organization or a position, let the employer know!

Give a firm handshake to the recruiter and look them in the eye. Say your name loudly enough that they can hear.

Collect business cards from each person you talk to so you can follow up after the career fair.

Hand out résumés to each employer. Some employers may not be able to accept hard copy résumés and will ask you to apply online. This is to comply with federal regulations about the way employers keep data on applicants. While this can be frustrating, it does NOT mean the employer is not interested or does not have opportunities available.

Be ready to ask questions. Your questions will depend on whether you are actively looking for a position or exploring careers.

Appropriate questions:

- What are the characteristics of an ideal candidate?
- Can you tell me about your training program?
- What are your expectations for a new hire?
- What is the overall structure of the department where the position is located?

Inappropriate questions:

- What jobs are you offering?
- What is the salary for this position?
- What can I do with a major in...?
- What benefits do you offer?

AFTER THE CAREER FAIR

Send a thank you note. If an employer was especially helpful or interesting, write a brief email or hand written note to let them know you appreciated the opportunity to visit. For examples, see the Business Correspondence section in this guide.

Look for opportunities to contact key organizations again. Find out when they will be back on campus. Check your Handshake account to see if the organizations you are interested in have scheduled on-campus interviews.

[For a complete listing of upcoming career fairs, check your Handshake account.]

FEDERAL & NONPROFIT JOBS

FEDERAL GOVERNMENT JOBS

Federal government positions have a completely different hiring process that is essential to understand before diving into the applications. The most important aspect of this job search process is to be patient, as it is not uncommon to encounter a six to eight month (or longer) waiting period.

There are a wealth of opportunities working in the federal government with a wide variety of jobs that could be of interest. These positions give you a chance to make an impact in America and around the world, addressing mission-critical issues such as homeland security.

Examples include:

- Administration for Children and Families
- Agency for International Development (USAID) Bureau of the Public Debt (USDT)
- Corporation for National and Community Service U.S. Department of State.

NON PROFIT ORGANIZATIONS

These organizations are designed to focus on various causes that will make a difference in the community or target the public it is serving. They receive their operating funds from foundations, government grants, fees for a provided service, or membership dues. Nonprofits have become more entrepreneurial by enhancing their marketing strategies, doing more with less, and helping generate income to fund social programs. Nonprofit and nongovernment organizations have a variety of different career paths, such as:

Think Tanks:

Supports creation and evolution of policy done by conducting research (ex. policy institutes or research centers).

Examples include:

- Center for Global Development
- Carnegie Endowment for International Peace
- World Resources Institute

International Development/Affairs:

Improves the community on an international level (foreign aid, disaster relief, humanitarian aid, gender equality, infrastructure).

Examples include:

- World Neighbors
- World Bank
- International relief agencies

Human and Social Services: Supports the health, welfare, and needs of an individual or collective groups, such as the poor, sick, or elderly.

Examples include:

- Human Rights in International Affairs
- Oklahoma Center for Nonprofits
- Food banks
- Faith-based in community initiatives

Environment/Conservations:

Works with programs dedicated to environmental issues with a focus on environmental law and policy.

Examples include:

- Environmental Law Institute
- World Wildlife Fund
- African Wildlife Foundation



You have a flair for innovation

We love to champion great ideas

Power change from day one.

SHELL GRADUATE & ASSESSED INTERNSHIP PROGRAMS

MINIMUM QUALIFICATIONS

- To be eligible for an Internship, you should be an actively enrolled student who will complete at least one more semester of education following your internship.
- To be eligible for full-time opportunities, you should be in your final year of study or have less than three years relevant work experience.
- You must have a minimum Cumulative GPA (CGPA) of 3.20.
- Candidates for regular U.S. positions must be a U.S. citizen or national, an alien admitted as a permanent resident, refugee, asylee, temporary resident, or an individual who possesses valid work authorization. Individuals with temporary visas (H-1, H-2, J-1, F-1, etc) or who require sponsorship for work authorization now or in the future are not eligible for hire.
- In some instances, we are able to provide work authorization sponsorship for PhD and Master's candidates in certain disciplines.



OUR SERVICES

Individual Assistance

The Career Center can provide you with information and assistance with clarifying objectives and establishing goals to help you reach your career objectives.

Career Advisers are available each week by appointment or during scheduled drop-in hours, Monday through Thursday 1:30-4 p.m., for quick questions about résumés.

Career Information Center

A collection of resources related to researching careers, salary data, hiring trends, résumé writing, interviewing, and applying to graduate school are available for browsing on the Career Center website.

Presentations

Each semester, the Career Center conducts presentations on various job search topics.

Typical presentations include:

- Using the Career Center
- Résumé Writing
- Interviewing
- Job Search Strategy
- Business and Dining Etiquette
- Professional Dress
- Developing a Professional Image
- Cover Letters and Other Job Search Correspondence
- How to Work a Career Fair
- Federal Government Employment
- Networking
- Internship / Co-op Job Search

Contact the Career Center if you would like a presentation for your organization. Email careercenter@ou.edu to schedule a presentation for your class, event, or student organization.

Mock Interviews

To prepare for the all-important interview, contact the Career Center to participate in a mock interview. These allow you to hone your interviewing skills and receive valuable feedback. We also offer an online mock interview program, Skills First, to practice your interviewing skills from home.

Internship and Co-op Programs

Career Advisers can help you identify opportunities for internships and co-ops, which integrate college studies with professional work experience in business, industry, government, or education.

Career Fairs

The Career Center hosts/co-hosts a variety of career fairs, bringing employer representatives to campus to provide information and answer questions about their industries, organizations, and employment opportunities. Often times, interviews for full-time positions and internships are held the day after career fairs. Check your Handshake account for more details.



Come realize **your full potential** at ConocoPhillips.

Visit careers.conocophillips.com to learn more.



ONLINE RESOURCES

The Career Center offers a variety of online resources located on our website, including:

SKILLS FIRST

Job seekers get started and create modern, keyword-optimized resumes with Skills First's AI-augmented resume builder.

What Can I do With This Major?

We know that choosing a major can be a tough choice. With so many choices and top-tier programs to choose from, picking a major that coincides with your career goals and aspirations is to see what major can help you with the skills and knowledge you will need for your future career.

Career Shift

Search, select, and store job listings from all job boards and all company job postings. Find accurate contact information, including email addresses, for millions of companies and access to in-depth information about contacts and organizations.

Interstride

Designed for international students and everyone looking for global opportunities. Students can search for international jobs, explore country insights, find immigration information for working abroad, all in one portal.

ARTSEARCH

Navigate hundreds of opportunities in the arts and create email alerts based on your customized searches.

HANDSHAKE ACCOUNT

Handshake is a career management platform offered by the Career Center that provides OU students and alumni exclusive access to on-campus interviewing, internships and full-time job opportunities, other online job search resources, career fairs, Career Center events, and contact information for over 5,000 organizations.

Search Employers

Search employers and review organization information.

On-Campus Interviewing

Search and apply for intern and full-time interviews with representatives from a variety of organizations.

OU Online Job Board

Throughout the year, employers post full-time and internship vacancies on the Online Job Board.

Handshake

Manage your Account

Enter and edit information on your background and the type of positions you are seeking. Once your profile is complete, don't forget to set it to "public" so employers can see your information.

Career Center Events

View and RSVP for upcoming Career Center events.

Recommended Resources

Access free resources to assist with all areas of your job search. Find "resources" to the left for a full list of your resources.

Career Fairs

View career fairs and information session dates. Browse a list of employers attending the career fairs.

Personalized Feed

Plug in your career interests and join a Career Community(s) (see p67). Your feed will intuitively connect you with events, jobs, and articles that pertain to your interests.

Career Communities

What are Career Communities?

Did you know that your job search does not have to be limited by your major? The OU Career Center has created six Career Communities, based on industry rather than major. These Communities help students narrow their career aspirations into manageable and relevant fields of interest. By choosing a Career Community, students are connected to specialized advising, career resources, job opportunities, networking events, and more. Students are encouraged to explore more than one Career Community! Still unsure about your career path? You can find helpful information and support through the "Exploration Community".

Business, Finance, Consulting, & Entrepreneurship



Are you interested in utilizing strategy and analysis to help organization function efficiently, or developing a new business from the ground-up? Explore the many possibilities in the vast corporate sector for using quantitative, analytical, leadership, persuading, and influencing skills. Roles include accounting, banking, insurance, investing, sales, data analytics, consulting, market research, real estate, supply chain, etc.

Education, Non-Profit, & Social Impact



Are you passionate about solving social problems, influencing change, supporting underserved communities, and working with children, youth, and families? Career paths dedicated to public good cut across industries and are all connected through the common goal of addressing society's big challenges. Explore roles in direct care or capacity building across diverse causes in the non-profit sector, including K-12 and higher education teaching/administration, public administration, mission-driven communities, social work, counseling, and a variety of private non-profit organizations.

Engineering, Technology, & Physical Science



Do you like to innovate, invent, use data to solve complex problems, use quantitative and analytical skills, or design and build "stuff"? This community focuses on problem-solving, research, technology, data management, user experience, and analytics. Explore roles in information technology, programming, data science, quality assurance, research and development, engineering, energy, and natural resources, astronomy, etc.

Government, Law, & International Affairs



Are you passionate about solving individual, group, or societal problems through advocacy, policy work, or public service? Do you enjoy learning about and discussing complex issues affecting our world? Members of this community have a wide range of interests that include addressing societal issues, creating policy, and serving in government roles. Explore roles at all levels of government, law enforcement, international development, intelligence and security, humanitarianism and diplomacy, and across the legal system.

Health, Wellness, Life Sciences, & the Environment



Do you have an interest in the health and welfare of people, use of scientific knowledge to make the world a better place, or managing systems that relate to healthcare? This community is for those targeting organizations that promote and manage the health, wellness, and scientific research of life in all its forms. Individuals in this community might find themselves with work environments such as hospitals, laboratories, health education, and policy think tanks, or continuing their career pursuits into health professions programs.

Media, Marketing, Communication, & the Arts



Are you interested in using creativity and innovation to impact popular culture in your career? Is flexibility, originality, and collaboration something you value in a work environment? This community emphasizes strong written and interpersonal skills, artistic/creative expression, and an understanding of relevant communication and information channels across industries. Explore roles in journalism, public relations, advertising, digital marketing, film, and visual/performing arts.

Career Exploration



Not sure which Career Community is right for you? Visit this community for resources and tools to guide you as you explore your interests and what industries might be a good fit.

For more info, go to ou.edu/career and click on the "Career Communities" tab.



NOTES

[illegible]

WE'RE HERE
TO GET YOU
HIRED.
SOONER.



CAREER CENTER
The UNIVERSITY of OKLAHOMA

