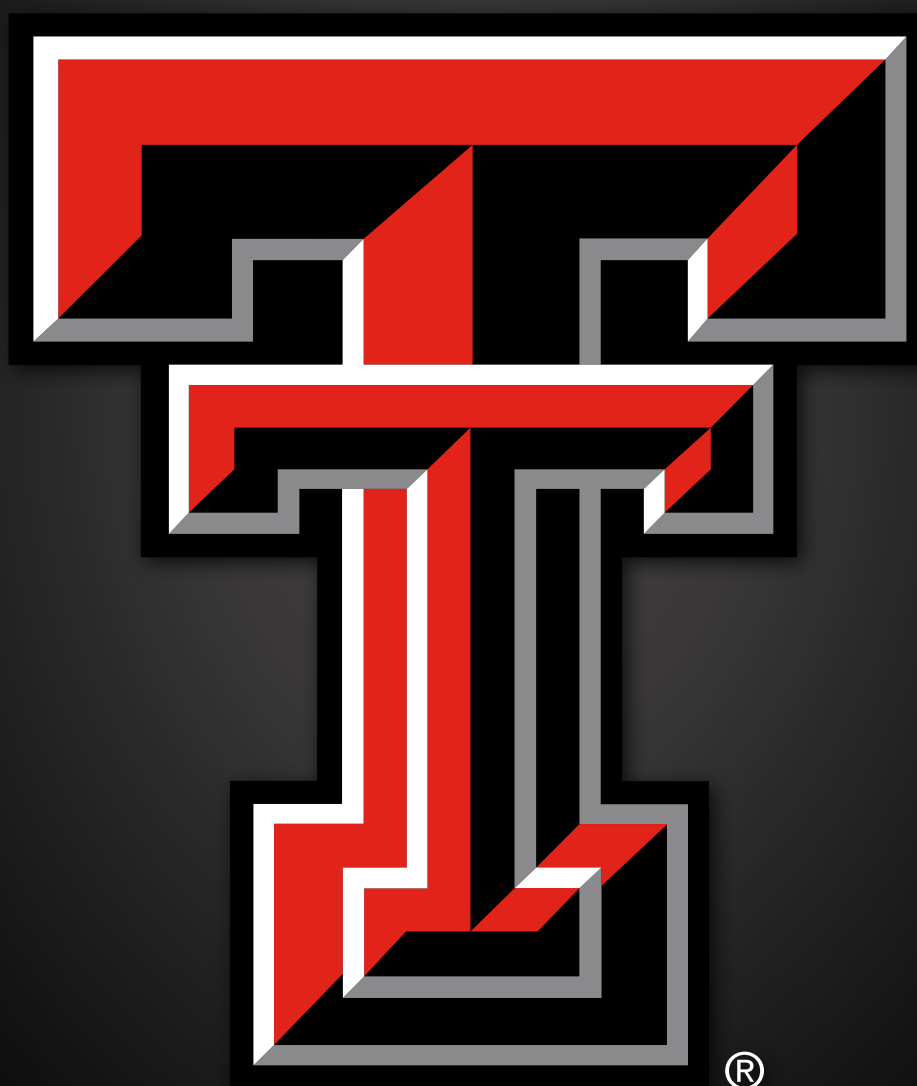


ARE YOU #RAWLSREADY · 2015-2016 EDITION

RAWLS CMC

CAREER RESOURCE HANDBOOK



HOW TO PREP → CONNECT → GET HIRED → SUCCEED

RAWLS COLLEGE OF BUSINESS CAREER MANAGEMENT CENTER

The Rawls Career Management Center
offers the following



PROFESSIONAL DOCUMENT REVIEW

- › Resumes, Cover Letters, Graduate School Applications
- › 3 certified professional resume writers on staff



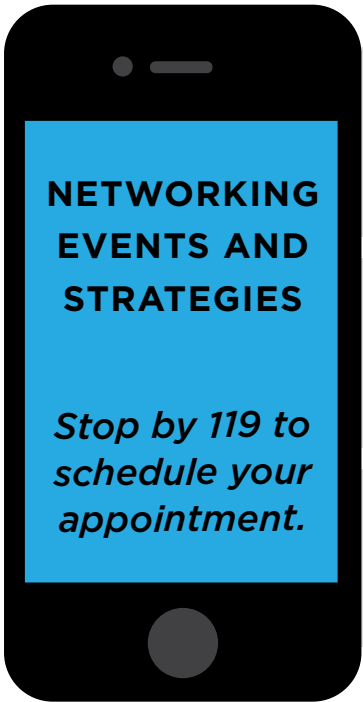
**INTERVIEWING
TECHNIQUES AND TIPS**

- › Mock Interviews
 - CMC Staff-led
 - Employer-led



JOB SEARCH STRATEGIES

- › 2 annual Career Expos exclusively for Rawls students



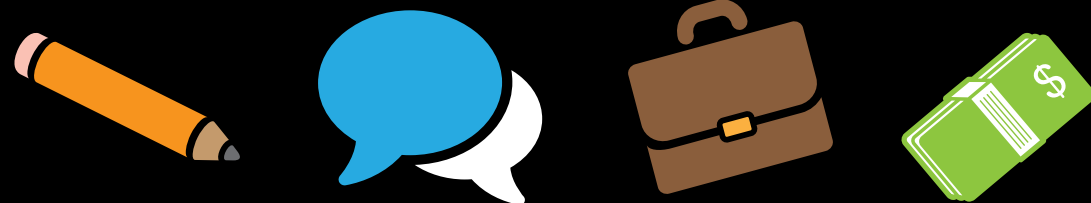
- › Social Media Profile Reviews
- › LinkedIn Profile Builder
- › Professional Photos

- › Major-Specific Career Advising
- › Externship Program
- › Mentoring Program with Rawls Alumni

- › Meet the Firms (recruiting process specifically for MSA internships)
- › Meet the Industry (recruiting process specifically for accepted ENCO students)

BA Room 119 | 806.742.4530 | www.rawlscmc.com





prep. connect. get hired. succeed.

The CMC offers 1-on-1 appointments for Resume Reviews, LinkedIn Profile Builder, Mock Interviews, Career Coaching, Major specific career advice, and more. Stop by 119 to schedule your appointment.



Fall 2015 CAREER EXPO

WHEN: Wednesday, September 30th,
11:00 am to 4:00 pm

*Transportation will be provided from 10:30 am
to 4:30 pm at the RCOBA bus stop*

WHERE: Lubbock Memorial Civic Center

WHAT: Suit up and attend this Career Expo* featuring
over 100 employers recruiting you!

***For Rawls Students Only **Professional Dress Required*



ETIQUETTE RECEPTION & DINNER

WHEN: Tuesday, September 29th, 5:30 pm to 8:30 pm

WHERE: McKenzie-Merket Alumni Center

WHAT: This seated dinner matches students with
recruiters from employer partners for a hosted
etiquette presentation. There is no cost to students
and is a great opportunity for face to face interaction.
Following dinner, employers will participate in a
moderated Q&A panel sharing their experiences and
what they look for in new employees.

***Dress is Business Casual*

****RSVP Required (Space is limited)*



EMPLOYER LED MOCK INTERVIEWS

WHEN: September 14th and 15th

WHERE: Career Management Center RCOBA 119

WHAT: These 45 minute interviews with recruiters
will provide you with valuable feedback about your
interview skills, what they're looking for and how you
can improve. It's also a great networking opportunity
to begin developing relationships with recruiters as
you prepare for the Career Expo.

SIGN-UP REQUIRED: Reserve a timeslot on
HireRAWLS by selecting On-Campus Interviews (space
is limited; limit of 2 mock interviews per student)

***Professional Dress Required*



Spring 2016 CAREER EXPO

WHEN: Thursday February 11th,
11:00 am to 4:00 pm

*Transportation will be provided from 10:30 am
to 4:30 pm at the RCOBA bus stop*

WHERE: Lubbock Memorial Civic Center

WHAT: Suit up and attend this Career Expo*
featuring over 100 employers recruiting you!

***For Rawls Students Only **Professional Dress Required*



ETIQUETTE RECEPTION & DINNER

WHEN: Wednesday, February 10th, 5:30 pm to 8:30 pm

WHERE: McKenzie-Merket Alumni Center

WHAT: This seated dinner matches students with
recruiters from employer partners for a hosted
etiquette presentation. There is no cost to students
and is a great opportunity for face to face interaction.
Following dinner, employers will participate in a
moderated Q&A panel sharing their experiences and
what they look for in new employees.

***Dress is Business Casual*

****RSVP Required (Space is limited)*



EMPLOYER LED MOCK INTERVIEWS

WHEN: February 1st and 2nd

WHERE: Career Management Center RCOBA 119

WHAT: These 45 minute interviews with recruiters
will provide you with valuable feedback about your
interview skills, what they're looking for and how you
can improve. It's also a great networking opportunity
to begin developing relationships with recruiters as
you prepare for the Career Expo.

SIGN-UP REQUIRED: Reserve a timeslot on
HireRAWLS by selecting On-Campus Interviews (space
is limited; limit of 2 mock interviews per student)

***Professional Dress Required*

www.rawlscmc.com

visit the RCOBA **CAREERCOMPASS** to view dates/times and sign up!



RESUME WORKSHOP

These workshops will get you started on building your
resume to the standards that employers have come
to expect. Attendance at a resume workshop is also a
pre-requisite for utilizing resume walk-in hours.

RESUME WALK-IN HOURS: Please visit Career
Compass at www.rawlscmc.com to view all Re-
sume Walk-In Hours



PREP YOUR PERSONAL BRAND

Learning to approach your social media presence
as your own brand is the only way to proactively
avoid being in the 20% of job candidates who
are removed from consideration because of their
social media accounts.



CONNECT WITH JOB SEARCH STRATEGIES

Searching for a job can be an overwhelming task
with so many websites, confusing terms and lack
of resources to research positions and companies.
Learn how to filter out the white noise and focus
in on finding the first job that will set you on a
great path.



GET HIRED WITH GREAT INTERVIEWING

The interview is your opportunity to shine in
front of potential employers. Learn strategies for
presenting an honest and professional view of who
you are to employers, as well as what to expect and
what to avoid.



HOW TO SUCCEED AT THE CAREER EXPO

The Career Expo is the best opportunity each
semester to meet as many employers as possible
in a short time, but making a good impression is
important. Learn how to impress with limited time
and what employers are looking for.



**RAWLS NETWORKING GROUP

Networking is the most important part of build-
ing a reputation in your profession. Join us once
a month for a networking reception and remarks
from established industry professionals. Hone
your skills and learn along the way. All majors are
welcome; guests will be from specific industries as
noted.

WHERE: RCOBA McCoy Family Atrium

Dress is Business Casual. Snacks and Drinks Provided



ADDITIONAL CMC RESOURCES

PROFESSIONAL HEADSHOTS Available at all
events. ***Professional Dress Required***



STAFF-LED MOCK INTERVIEWS Request an
appointment with Jamie Pitman on HireRAWLS
for a 1 hour mock interview including assessment
of dress, handshake, body language, and interview
content. ***Professional Dress Required***



Please visit **CAREERCOMPASS**
at www.rawlscmc.com
to view all of our workshop
dates, times and locations.

Your Four Year Plan

Your job search is more than creating a resume, applying for a job, interviewing, and shapow! a magic job appears. You have to be very intentional in the management of your career, starting during your freshman year.

Freshman Year

- Get involved! Student organizations can offer you leadership roles in the future
- Volunteer! Community engagement is a great way to build your resume
- Network, Network, Network. Building relationships is one of the best things you can do in your college career
- Create your HireRawls account, LinkedIn profile, and an About.me page
- Clean up and manage what content you put on your social media accounts
- Attend the “Be #RawlsReady” workshop to learn what the CMC offers
- Attend a resume workshop and create your first resume
- Talk to the CMC’s Certified Career Coach about your career options within your intended major
- Discover your talents for academic, personal, and career success by taking the StrengthsQuests assessment (offered by the University Career Center, Wiggins Complex)

Junior Year

- Get involved! The Rawls College of Business has over 20 student organizations; join one related to your major
- Lead! Take a leadership role or committee position in a student organization
- Network, Network, Network. Building relationships is one of the best things you can do in your college career
- Schedule an appointment with the CMC to review your resume
- Review your HireRawls, LinkedIn, and About.me; add new content if possible
- Clean up and manage the content on your social media accounts
- Attend as many CMC workshops as possible
- Sign up for a Mock Interview
- Attend the Career Expo and employer information sessions
- Use the CMC mentor program to connect to an alumni in your field
- Add to you interviewing outfit. Err on the conservative side
- Develop an employer prospect list
- Complete an internship; see page 20 for the importance of an internship
- Consider graduate school and get information on entrance examinations

“By failing to prepare, you are preparing to fail.”
– Benjamin Franklin

Sophomore Year

- Get involved! The Rawls College of Business has over 20 student organizations; join one related to your major
- Lead! Take a leadership role or committee position in a student organization
- Network, Network, Network. Building relationships is one of the best things you can do in your college career
- Schedule an appointment with the CMC to review your resume
- Review your HireRawls, LinkedIn, and About.me; add new content if possible
- Clean up and manage the content on your social media accounts
- Purchase an interviewing outfit; see page 26 for a guide
- Talk to the CMC’s Certified Career Coach about your career options within your intended major
- Identify the types of jobs you are interested in on HireRawls. Pay close attention to the skills the job description asks for. How will you acquire those skills before graduation?
- Attend as many CMC workshops as possible
- Sign up for a Mock Interview
- Attend the Career Expo and employer information sessions
- Use the CMC mentor program to connect to an alumni in your field
- Identify internship opportunities; if possible, complete one after your sophomore year
- Complete an Externship; stop by the CMC for more information

Senior Year

- Get involved! The Rawls College of Business has over 20 student organizations; join one related to your major
- Lead! Take a leadership role or committee position in a student organization
- Network, Network, Network. Building relationships is one of the best things you can do in your college career
- Schedule an appointment with the CMC to review your resume
- Review your HireRawls, LinkedIn, and About.me; add new content if possible
- Clean up and manage the content on your social media accounts
- Attend as many CMC workshops as possible
- Sign up for a Mock Interview
- Attend the Career Expo and employer information sessions
- Review your cover letter and have it critiqued by CMC staff members.
- Revise your employer prospect list
- Research companies for interviews
- Follow up on all applications and keep records on the status of each
- If applicable, take graduate school entrance exam. Remember, your scores are good for 5 years.
- Go on interviews (remember to write thank-you notes), evaluate offers, and accept your first professional job!
- Remember, the CMC is here for you as an alumni too!

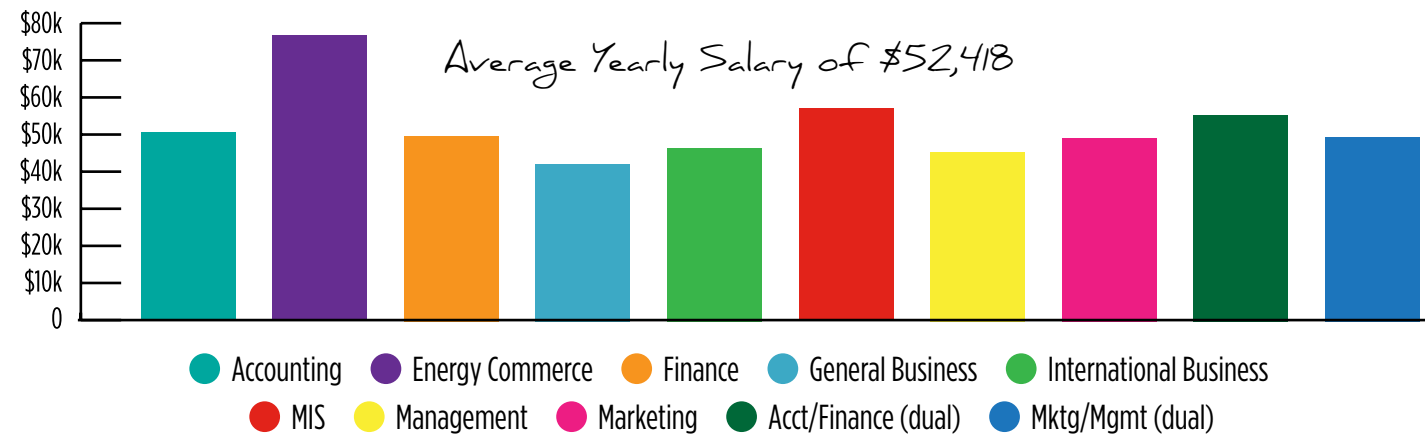
A Few Statistics

May 2014 Graduates

UNDERGRADUATE LEVEL*

*information below is based on 396 responses out of 457 graduates

89.6% are employed or went to graduate school after graduation

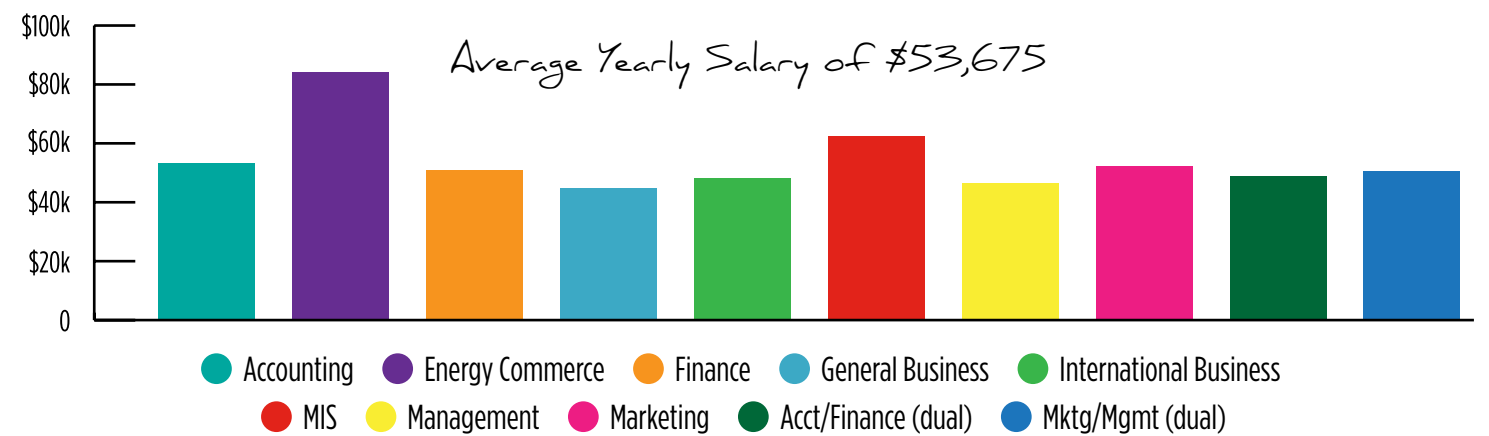


December 2014 Graduates

UNDERGRADUATE LEVEL*

*information below is based on 236 responses out of 273 graduates

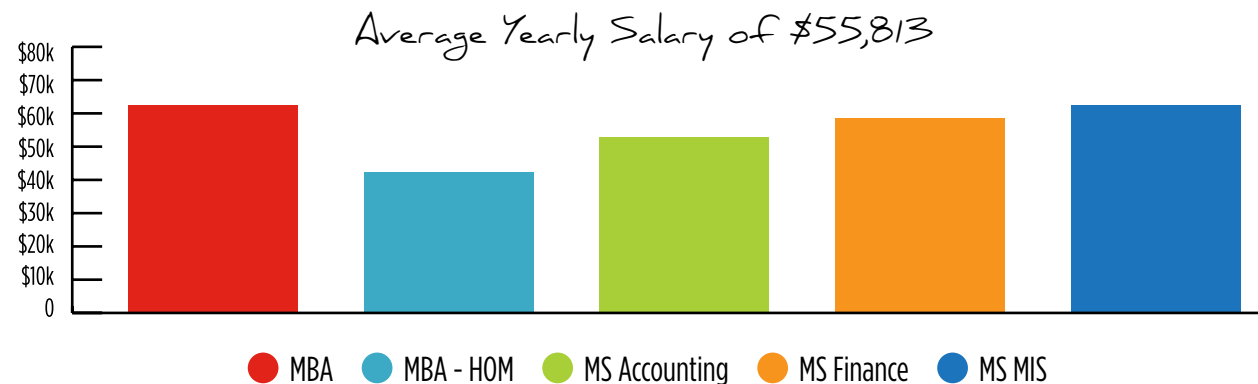
90.7% are employed or went to graduate school after graduation



GRADUATE LEVEL*

*information below is based on 90 responses out of 97 graduates

94.4% are employed or went to graduate school after graduation



GRADUATE LEVEL*

*information below is based on 78 responses out of 90 graduates

93.6% are employed or went to graduate school after graduation

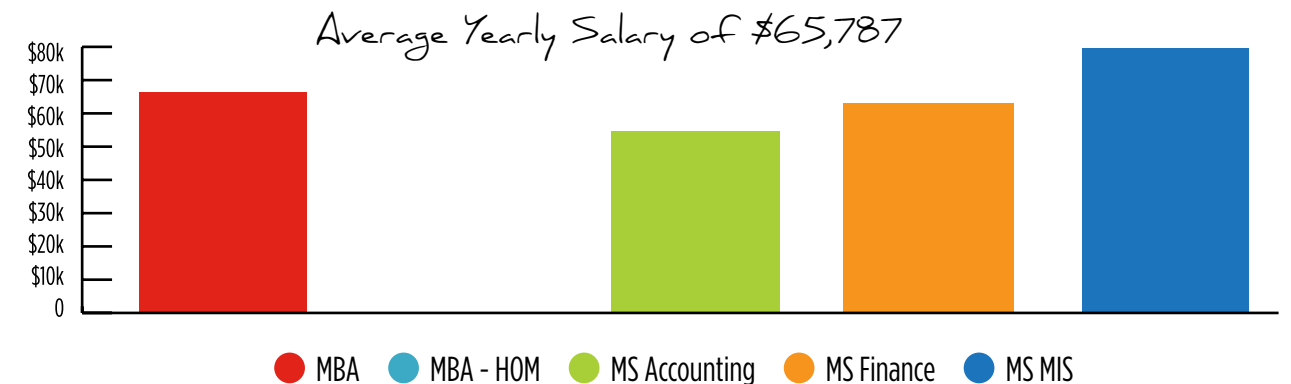




Table of Contents

- 
- 1

Rawls College of Business Career Management Center Corporate Sponsors
- 2

Meet the HireRAWLS Team

PREP

- 
- 4

Action Words
- 5

Resumes
- 6

Resume Examples
- 9

Cover Letters
- 10

Getting Involved
- 11

Job Search Strategies

CONNECT

- 
- 12

Social Media
- 16


Networking Tips
- 17

Career Expo
- 18

Importance of Internship
- 19

Mentoring

GET HIRED

- 
- 20

The Interview Guide
- 23

Thank-You Notes
- 24


Dining Etiquette
- 25

Email Etiquette
- 26

Dress Etiquette
- 27

Evaluating Job Offers

SUCCEED

- 
- 28

Budgeting
- 29

Building Your Network
- 30

Applying to Graduate School
- 32

Succeed at Your First Job

Rawls Fast Facts

FULL TIME EMPLOYMENT OR CONTINUING EDUCATION WITHIN 90 DAYS

Major	May 2014	December 2013
Accounting	93.5%	96.5%
Energy Commerce	94.0%	100%
Finance	85.0%	85.7%
General Business	81.3%	75.0%
International Business	85.7%	85.7%
MIS	95.0%	95.5%
Management	82.5%	84.8%
Marketing	90.2%	90.2%
Accounting/Finance	66.7%	100.0%
Marketing/Management	91.6%	88.9%



TEXAS TECH UNIVERSITY
Rawls College of Business
Career Management Center

CORPORATE SPONSOR PROGRAM

THANK YOU TO OUR CORPORATE SPONSORS FOR SUPPORTING AND SERVING THE STUDENTS
OF THE RAWLS COLLEGE OF BUSINESS





Barry Broughton **Twitter** @BarryBroughton **LinkedIn** www.Linkedin.com/in/barrybroughton

TITLE: Senior Director
1ST JOB: Golf Course Caddy
1ST PROFESSIONAL JOB: Management Trainee at Dietrich Industries
WHAT I WANTED TO BE WHEN I “GREW UP:” Architect
HOW I AM HERE TO HELP: I have many years of experience in the business world and have held top positions in a few different industries. I am happy to share that knowledge with students who want to know how to get there as well.

**“SEARCH FOR THAT JOB THAT
YOU LOVE TO GET OUT OF BED
FOR EVERY MORNING, AND THEN
DO EVERYTHING YOU CAN
TO BE GOOD AT IT.”**



Miranda Castle **Twitter** @MirandaGCastle **LinkedIn** www.Linkedin.com/in/mirandacastle

TITLE: Assistant Director of Recruiting
1ST JOB: Food Server
1ST PROFESSIONAL JOB: Investigator- Child Protective Services
WHAT I WANTED TO BE WHEN I “GREW UP:” On-air radio personality
HOW I AM HERE TO HELP: By developing and maintaining quality relationships with employer partners, I am able to assist RCOBA students in achieving their desired internship or career. I am also available to give you career advice as well as guide you on ways to build your personal brand.

**“EFFORTS AND COURAGE
ARE NOT ENOUGH WITHOUT
PURPOSE AND DIRECTION.”**



Laura Sanders **Twitter** @LauraKSanders **LinkedIn** www.Linkedin.com/in/lauraksanders

TITLE: Director- Career Services
1ST JOB: Spring Creek Barbeque (bread girl)
1ST PROFESSIONAL JOB: Site Based Coordinator–Big Brothers Big Sisters of Lubbock
WHAT I WANTED TO BE WHEN I “GREW UP:” a nurse or teacher
HOW I AM HERE TO HELP: While my main role is to establish and cultivate relationships with employers, I am also here for career coaching; if you have any questions about how your major connects to a career, please come see me. Lastly, I work with MBA students on their career search.

**“SACRIFICE TODAY TO POSITION
YOURSELF FOR TOMORROW.
YOU CAN’T HAVE EVERYTHING
YOU WANT TODAY SO YOU
NEED TO WORK HARD TO
PUT YOURSELF IN A BETTER
POSITION IN THE FUTURE.”**



Hailey Cagle **Twitter** @hai_angeline **LinkedIn** www.Linkedin.com/in/haileycagle

TITLE: Unit Coordinator of Professional Documents
1ST JOB: Receptionist at Village Hairstyles
1ST PROFESSIONAL JOB: Management position at LOFT
WHAT I WANTED TO BE WHEN I “GREW UP:” Doctor / Flight Attendant
HOW I AM HERE TO HELP: My primary goal is to help students recognize their strengths and skills, while strategically equipping them to enter the corporate world. By critiquing resumes, perfecting cover letters, and promoting the services of the Career Management Center, I will strive to ensure students effectively represent themselves to future employers.

**“THE WORST DAYS OF THOSE WHO
ENJOY WHAT THEY DO, ARE BETTER
THAN THE BEST DAYS OF THOSE
WHO DON’T.” —E. JAMES ROHN**



Chelsea Baucum **Twitter** @cbbaucum **LinkedIn** www.Linkedin.com/in/chelseabaucum

TITLE: Associate Director of Events and Internal Marketing
1ST JOB: Teller at First United Bank
1ST PROFESSIONAL JOB: Executive Assistant at TTUS
WHAT I WANTED TO BE WHEN I “GREW UP:” Pediatrician
HOW I AM HERE TO HELP: I oversee the “Meet the Industry” and “Meet the Firms” recruiting process. Each semester I plan and organize the Etiquette Reception and Dinner as well as Employer-Led Mock Interviews. I also manage the Rawls Career Management Center Student Business Council.

**“EXPAND YOUR NETWORK.
EVERY PERSON YOU MEET MIGHT
LEAD TO A NEW OPPORTUNITY.”**



Jacob Gordon **Twitter** @J_Gordo **LinkedIn** www.Linkedin.com/in/jacoblgordon

TITLE:Unit Coordinator of Professional Documents
1ST JOB: Dietary Aide/Waiter
1ST PROFESSIONAL JOB: Data Entry Writer
WHAT I WANTED TO BE WHEN I “GREW UP:” Comic book writer
HOW I AM HERE TO HELP: I’m here to help prepare students for the workforce, be it through their resumes and cover letters or how they present themselves professionally.

**“IN MY EXPERIENCE, THERE’S NO
SUCH THING AS LUCK.”**



Jamie Pitman **Twitter** @JamieLPitman **LinkedIn** www.Linkedin.com/in/jamiepitman1

TITLE: Associate Director for Student Development
1ST JOB: Concession Stand – Showplace 6 Theater
1ST PROFESSIONAL JOB: Investigator/Caseworker – Children’s Protective Services
WHAT I WANTED TO BE WHEN I “GREW UP:” Counselor
HOW I AM HERE TO HELP: My role in student development relates to helping students with skills to obtain the careers they are seeking. My goal is to help you showcase your best in the form of resumes, cover letters, social media, and interviewing. It is important for students to have knowledge of what employers are looking for in a future employee. I am here to help you succeed.

**“TAKE EACH DAY AS A NEW
OPPORTUNITY TO BUILD YOUR
REPUTATION, NETWORK,
EXPERIENCE AND SKILLS. BE
WHERE HARD WORK AND POSITIVE
THINGS ARE HAPPENING, AND IT
WILL PAY OFF.”**



Staci Johnston

TITLE: Coordinator
1ST JOB: Sales Associate at J. C. Penney
1ST PROFESSIONAL JOB: Account Service for a publisher
WHAT I WANTED TO BE WHEN I “GREW UP:” A librarian
HOW I AM HERE TO HELP: I make sure the students have the help they need in their job search. If I can’t answer their questions, I refer them to someone who can.

**“WHEN DECIDING ON A CAREER,
THINK ABOUT WHAT YOU ENJOY
DOING AND TRY TO DO
SOMETHING RELATED”**

Utilize this list of actions verbs to align your resume to the company job description. By closely aligning your resume to the job description, your document is more likely to make it through automated scanners and get you to the interview. Try to not use the same verb more than once or twice and don't be afraid to dive into a thesaurus. Use present tense if you are currently in the position and past tense if you have moved on.

A resume is a summary of your qualifications and a display of your skill sets relevant to the job description. The goal is to present a clear, concise, easy-to-read document that makes the reviewer want to interview you.

ANALYTICAL

- Analyzed
- Anticipated
- Appraised
- Assessed
- Clarified
- Compiled
- Conceptualized
- Diagnosed
- Evaluated
- Examined
- Formulated
- Interpreted
- Reviewed

ENTERPRISING

- Achieved
- Conceptualized
- Created
- Customized
- Designed
- Established
- Founded
- Generated
- Implemented
- Initiated
- Introduced
- Invented
- Marketed
- Originated
- Persuaded
- Publicized
- Recruited

FINANCIAL

- Allocated
- Analyzed
- Appraised
- Audited
- Balanced
- Budgeted
- Calculated
- Computed
- Developed
- Forecasted
- Projected

MANAGEMENT

- Administered
- Approved
- Arranged
- Attained
- Chaired
- Consolidated
- Contracted
- Coordinated
- Delegated
- Directed
- Enlisted
- Evaluated
- Executed
- Expedited
- Formulated
- Handled
- Improved
- Increased
- Influenced
- Instituted
- Integrated
- Led
- Motivated
- Organized
- Oversaw
- Planned
- Prioritized
- Produced
- Promoted
- Recommended
- Reduced
- Resolved
- Reviewed
- Revitalized
- Scheduled
- Shaped
- Spearheaded
- Strengthened
- Taught
- Trained

NEGOTIATING/ COUNSELING

- Advocated
- Arbitrated
- Clarified
- Coached
- Consulted
- Counseled
- Diagnosed
- Facilitated
- Guided
- Interviewed
- Listened
- Mediated
- Negotiated
- Referred
- Rehabilitated
- Represented
- Resolved
- Solved

RESEARCH/WRIT- ING/PROGRAMING

- Authored
- Catalogued
- Clarified
- Classified
- Collaborated
- Collected
- Complied
- Corresponded
- Critiqued
- Developed
- Drafted
- Edited
- Examined
- Identified
- Illustrated
- Interpreted
- Investigated
- Organized
- Researched
- Reviewed
- Summarized
- Systematized
- Translated
- Wrote

SPEAKING

- Addressed
- Arbitrated
- Convinced
- Demonstrated
- Informed
- Lectured
- Litigated
- Marketed
- Moderated
- Performed
- Pioneered
- Presented
- Reported
- Represented
- Spoke
- Translated

TECHNICAL

- Assembled
- Built
- Computed
- Designed
- Engineered
- Fabricated
- Inspected
- Maintained
- Operated
- Overhauled
- Programmed
- Remolded
- Repaired
- Upgraded

Resume TIPS

- » The resume's only job is to get you the interview.
- » Write your own resume — copying a friend or a pre-formatted resume comes across as lazy.
- » You have approximately 6 seconds to make a first impression with your resume.
- » A single error might disqualify you. Proofread!

FORMAT

- » 1 page for undergraduate students and recent graduates with less than 5 years of experience.
- » Use bullet points instead of paragraphs.
- » Do not use less than .5" margins or 11 point font. This is easiest on the reader's eyes.
- » Be consistent with your formatting: bolds, italics, spacing alignment, capitalization, dashes, dates, etc. Make it look the same top to bottom.
- » Use reverse chronological order, meaning your most recent experiences are listed first.

Customize your resume by using key- words from the job posting as often as possible in your resume. Most corpora- tions use a computerized ATS system that scans submitted resumes for key- words that indicate that an applicant fits a particular job.

Strong action verbs that align your skill set to the company's needs. Be diverse and use a thesaurus.

GENERAL GUIDELINES

- You must set yourself apart from your peers. When writing your resume, what makes you unique or more qualified than those you are applying against?
- Proofread! Avoid "resume killers" such as spelling, capitalization, grammar, and punctuation errors.
- Be truthful. The last thing you want is to oversell your ability to perform and lose the job in the interview. Avoid words like expert, specialist, guru, etc.
- Avoid personal/discriminatory information such as SSN, picture, or references to age, religion, ethnicity.
- Put references on a completely different page. Do not include them on your resume.
- Avoid listing responsibilities or duties and focus instead on accomplishments. Your resume shouldn't read like a job description.

USING THE STAR METHOD ON YOUR RESUME:

Task: "Increased client base and advised clients on mergers."
SAME JOB TASK USING THE STAR METHOD: "Advised clients on mergers and acquisitions of business segments ranging from \$500,000 to \$1.2M, resulting in 95% customer satisfaction and 9 new client referrals."

Task: "Developed a marketing plan that redesigned a corporate concept and added 5 new stores nationwide."
SAME JOB TASK USING THE STAR METHOD: "Developed a corporate strategy, reformulated the business concept of a one dimensional specialist to a provider of full customer service, growing from three to eight stores in 18 months."

<div>Jason Street</div> <div>911 East College Avenue • Lubbock, Texas 79409 • jason.street@ttu.edu • (806) 311-4567</div>	
EDUCATION	
Rawls College of Business, Texas Tech University	Lubbock, Texas
<i>Bachelor of Business Administration, Finance</i>	Graduation: May 2014
<i>Honors College:</i> participate in intensive co-curricular honors level courses <ul style="list-style-type: none">Cumulative GPA: 3.7	
Certifications	
Microsoft Excel	
Bloomberg – Fixed Income and Equity	
Large-Fund Management	
PROFESSIONAL EXPERIENCE	
The Reserve Apartments Company	Lubbock, Texas
<i>Research Intern</i>	March 2013 - Present
<ul style="list-style-type: none">Originated a Public Relations Campaign targeting key campuses, identifying goals and objectives of the project, proposing an action strategy, and performing SWOT analysis, which contributed to a better approach to promote The ReserveManage data collection of 75 "target schools" contact information using Excel and perform data cleansingResearch competitors' marketing strategy, value chain structure, financial figures, and social media strategy to generate two reports about their business models	
Bank of America Merrill Lynch	Charlotte, North Carolina
<i>Investment Banking Summer Analyst,</i>	June 2013 - August 2013
<ul style="list-style-type: none">Completed a 10-week internship in the Global Industrials Group, resulting in extension of a full-time offerDeveloped complex financial Microsoft Excel models for valuations and merger consequencesLed team of 5 other interns for mock client presentation at the end of the internship	
Bank of America Merrill Lynch	Dallas, Texas
<i>Investment Banking Summer Analyst, Energy Group</i>	June 2012 - August 2012
<ul style="list-style-type: none">Completed a 10-week internship in the Global Industrials GroupProvided financial analysis, research and comparable company analysis for industrial companiesPrepared pitchbooks and management presentations for client meetings involving debt issuances and buy-side acquisitionsAssisted with the dataroom and due diligence for a sell-side transaction	
LEADERSHIP ACTIVITIES	
Alpha Kappa Psi, Professional Business Fraternity	August 2011 - Present
<i>Chairman of Professionalism (August 2011 - May 2012)</i>	
<ul style="list-style-type: none">Organized and promoted workshops to educate 80 members in leadership, professionalism, and communication skillsDeveloped professional speaker and networking events with prestigious firms and guest lecturers	
Tech Finance Association	August 2011 - Present
<i>Treasurer (August 2012 - May 2013)</i>	
<ul style="list-style-type: none">Allocated funds exceeding \$20,000 towards educational and social activities for membersPrepared annual budgets, projected revenues, expenditures, and compiled financial statements for financial transparency	
ACHIEVEMENTS	
Stanley Hunt Real Estate Case Competition, 1st Place	October 2012
Microsoft Excel and Access Competition, 2nd Place	October 2011

<div>Landry Clarke</div> <div>4545 Preston Lane Lubbock, Texas 79424 806-444-5566 landry.clarke@ttu.edu</div>	
Objective	
To apply for the Betty Bizzell and Raymond Lamb Endowment Scholarship.	
Education	
Texas Tech University, Rawls College of Business	Lubbock, Texas
<i>Bachelor of Business Administration, Management</i>	Graduation: May 2016
<ul style="list-style-type: none">Cumulative GPA: 3.5	
Experience	
Cutting Edge Lawn Maintenance	Dallas, Texas
<i>Owner</i>	May 2009 - August 2012
<ul style="list-style-type: none">Provided service to 30 residential customers by making timely lawn/landscape applicationsDiagnosed and corrected lawn/landscaping problems through service calls and other customer communicationsSold services to new and/or existing customers, resulting in 10% growth of monthly revenueGained entrepreneurial experience, organizational, interpersonal skills, and problem solving techniquesMaintained and balanced financial books, maintained lawns and managed four employees	
Community Service and Activities	
Delta Tau Delta	August 2012 - Present
Campus Religious Organization	August 2012 - Present
Mission Trip to Mexico	March 2012

<div>Jess Merriweather</div> <div>1234 19th Street, Lubbock, TX 79409 (806) 555-9346 • Jessica.Merriweather@ttu.edu</div>	
PROFILE	
A diverse background that includes superior management and communication skills and the ability to effectively train and supervise a team. Excellent time management skills with leadership experience. International experience gained through living abroad prior to college including Tunisia and Morocco. Proficient in reading, writing and conversational French.	
EDUCATION	
Rawls College of Business, Texas Tech University	Lubbock, TX
<i>Bachelor of Business Administration, General Business</i>	Graduation Date: December 2014
<ul style="list-style-type: none">Cumulative GPA: 3.3Minor in French	
Rawls Center for Global Engagement, Texas Tech University	Honefoss, Norway
<i>Study Abroad</i>	June 2012 – August 2012
<ul style="list-style-type: none">Studied International Marketing and ManagementGained real-world diversity and cultural experience through daily interactions with live-in family and classmates	
PROFESSIONAL EXPERIENCE	
Coca Cola Corporation	Dallas, TX
<i>Management Intern</i>	May 2013 – August 2013
<ul style="list-style-type: none">Collaborated with supervisor to complete forecasting of labor hours for new hiresUpdated schedules and maintained adequate staffing levelsEnhance organizational skills while maintaining personnel files for 45 employeesPlanned three successful fundraising events and activities with worth totaling \$10,000	
Thacker Jewelry	Lubbock, TX
<i>Sales Representative</i>	September 2010 – February 2013
<ul style="list-style-type: none">Voluntarily initiated monthly, quarterly, and annual sales and inventory reportsExecuted daily balancing of cash flowsTrained and supervised three employees	
ACTIVITIES AND VOLUNTEER EXPERIENCE	
The National Society of Collegiate Scholars	December 2010 – Present
Habitat for Humanity	May 2008 – Present

<div>Lyla Garrity</div> <div>Current Address: 1414 North Jordan Ave Lubbock, TX 79416</div> <div>Permanent Address: 2587 Buckingham Ln Dillon, TX 79443</div>	
EDUCATION	
Texas Tech University, Rawls College of Business	Lubbock, TX
<i>Bachelor of Business Administration, International Business</i>	Graduation: May 2015
<ul style="list-style-type: none">Minor in Spanish	
Texas Tech University, Rawls Center for Global Engagement	Seville, Spain
<i>Study Abroad</i>	May 2012 – June 2012
<ul style="list-style-type: none">Studied marketing and business strategy in Spain while gaining valuable multicultural experienceImmersed in the Spanish culture while living off-campus with a host familyServed as a Spanish to English translator and tutored 10 elementary-aged children	
WORK EXPERIENCE	
Texas Tech University Library	Lubbock, TX
<i>Assistant Librarian</i>	June 2012 – Present
<ul style="list-style-type: none">Aid students and faculty with research materials and recommend books, journals, and online resourcesCatalog and organize book collection to ensure faster access to resourcesDetermine which books and publications to include in the library collection	
Texas Tech University, Department of Modern Languages	Lubbock, TX
<i>Student Assistant</i>	August 2011 – May 2012
<ul style="list-style-type: none">Managed the confidential grades of over 100 studentsWorked closely with Professors and Teacher's Assistants to administer lectures and proctor testsAssisted students with logistical challenges that were encountered when completing assignments	
HEB Grocery	Dillon, TX
<i>Summer Cashier</i>	May 2010 – August 2011
<ul style="list-style-type: none">Managed a register that consistently contained over \$500 cash each dayAssisted customers with finding needed items throughout the storeQuickly acclimated to working in a fast-paced environment with high customer traffic	
LEADERSHIP ACTIVITIES	
Pi Beta Phi	August 2011 – Present
<i>Vice President (November 2012 – Present)</i>	
<ul style="list-style-type: none">Develop and manage 20 yearly events including an annual fundraiser that raised \$8,000 for charityCollaborate with and direct an 8-officer cabinet and supervise weekly board meetings to ensure efficient assignment delegationDelegate vote on major issues affecting the Greek community at monthly Panhellenic meetings	
<i>Rush and Recruiting Co-Captain (November 2011 – November 2012)</i>	
<ul style="list-style-type: none">Recruited 55 new members for the Fall 2012 season representing the highest amount since 2008Coordinated recruiting during seven sorority functions	

<div>MATT SARACEN</div> <div>5555 TTU Lane, Lubbock, TX 79409 806-500-8000 matt.saracen@ttu.edu</div>	
EDUCATION	
Texas Tech University, Rawls College of Business Administration	Lubbock, TX
<i>Bachelor of Business Administration, Management Information Systems</i>	Graduation Date: May 2015
<ul style="list-style-type: none">Major GPA: 3.3Cumulative GPA: 3.2	
Relevant Coursework	
<ul style="list-style-type: none">Introduction to Data Communication SystemsInformation Systems Project ManagementStrategic IT & Telecommunications ManagementDatabase Management SystemsWeb Application Design	<ul style="list-style-type: none">Systems DesignSystems AnalysisObject Oriented SystemsInternet ProgrammingJoomla
EXPERIENCE	
Piggly Wiggly Supermarkets	Lubbock, TX
<i>Support Desk Analyst</i>	May 2013-Present
<ul style="list-style-type: none">Serve as primary point of contact between 9,000 users and the company's IT departmentTroubleshoot issues with point of sale, electronic data interchange, electronic funds transfer, workstations, and operational programsAssign incidents to IT operations and software engineering specialists based on specialty of technician and the urgency of issueParticipate in routine overnight calls	
Anadarko Petroleum Corporation	Houston, TX
<i>Summer Intern</i>	May 2012-August 2012
<ul style="list-style-type: none">Developed and administered company's intranet site using SAP Portal, TREX and Web Page ComposerCoordinated web usability survey data and knowledge management for customizations using XML/XSL transformationsDeveloped training manuals, reference guides, practice assignments for redesigning in WPC and held training seminars	
TECHNICAL SKILLS	
Operating Systems	Web Development
<ul style="list-style-type: none">Windows XP, Vista, 7Unix/LinuxExperienced in configuring and administering dual-boot environmentsExperienced in running virtual machines	<ul style="list-style-type: none">HTML & CSSPHPJavascriptASP and .NetJoomla
Databases	Programming Languages
<ul style="list-style-type: none">Microsoft SQL ServerMySQL	<ul style="list-style-type: none">Java
PROJECTS	
Hub City Medical Records	
<ul style="list-style-type: none">Analyzed the current procedures for multiple medical servicing facilities and designed and developed a medical database accessible online using HTML, CSS, PHP, and MySQL.	
Sports Shorts Inc.	
<ul style="list-style-type: none">Planned and developed an operational strategy for designing and producing a fictional line of shorts that included designing a manufacturing facility and process and forecasting sales figures.Developed an eCommerce website using HTML, CSS, ASP.Net, and Microsoft SQL Server.	
ACTIVITIES	
Association of Information Technology Professionals	August 2012-Present
Delta Sigma Pi: Co-Ed Professional Business Fraternity	January 2013-Present

<div>Bryan “John” Williams</div> <div>8701 Big Deal Blvd. Lubbock, TX 79409 (806) 555-9779 john.williams@ttu.edu</div>	
EDUCATION	
Texas Tech University, Rawls College of Business	Lubbock, TX
<i>Bachelor of Business Administration, Marketing</i>	Graduation: May 2014
<ul style="list-style-type: none">Concentration in Global Supply Chain ManagementCumulative GPA: 3.25	
Relevant Coursework	
<ul style="list-style-type: none">International MarketingPersonal Selling	<ul style="list-style-type: none">Consumer BehaviorMarketing Research & Analysis
LEADERSHIP EXPERIENCE AND COMMUNITY SERVICE	
Texas Tech University, Football Team	Lubbock, TX
<i>Co-Captain</i>	August 2012 - Present
<ul style="list-style-type: none">Lead and mentor 85 teammates on and off the fieldAwarded 1st Team Big-XII Conference Quarterback in 2012Recognized as a 1st Team Academic All-American in 2012Develop time management skills while balancing an average of 30 hours a week of football activities with 12 hours of class	
Marsha Sharp Center for Student Athletes	Lubbock, TX
<i>Volunteer</i>	August 2012 - Present
<ul style="list-style-type: none">Mentor young children and provide assistance with school work and life skillsVolunteer one hour a week for the Boys and Girls Club	
Tech Marketing Association	Lubbock, TX
<i>Active Member</i>	August 2012 - Present
<ul style="list-style-type: none">Network with peers, alumni and professionals at monthly events	
ACADEMIC HONORS	
Sue Wesley Sewell Business Honors Scholarship	Fall 2012, Spring 2013
The National Society of Collegiate Scholars	January 2012 - Present
President's List (3.5-3.99 G.P.A.)	Fall 2012, Spring 2013
Dean's List (4.0 G.P.A.)	Spring 2012

<div>Vince Howard</div> <div>5987 118th Street, Lubbock, TX 79477 (806) 699-5777 vince.howard@ttu.edu</div>	
EDUCATION	
Texas Tech University, Rawls College of Business	Lubbock, TX
<i>Bachelor of Business Administration in Accounting</i>	Graduation Expected: May 2014
<ul style="list-style-type: none">Cumulative GPA: 3.5Accounting GPA: 3.63	
Texas Tech University, Rawls Center for Global Engagement	Prague, Czech Republic
<i>Study Abroad</i>	May 2013 – July 2013
<ul style="list-style-type: none">Completed Income Tax Accounting course while gaining exposure to the culture and language of Prague	
WORK EXPERIENCE	
Dr. Mac Macgill, Assistant Professor of Accounting, Texas Tech University	Lubbock, TX
<i>Tutor for Intermediate Accounting 2</i>	September 2012 - Present
<ul style="list-style-type: none">Tutor 5 students a week and help design study plans and implement personal study strategiesCreate examinations to assess students' progress and isolate areas for further improvementProvide Professor with weekly reports detailing improvements in student progress and identifying problem areas in need of additional revisions	
Dunder Mifflin Paper Company	Scranton, PA
<i>Accounting Intern</i>	June 2012 - August 2012
<ul style="list-style-type: none">Created standard operating procedures for processes to ensure consistency and accuracy in the futureUtilized Microsoft Excel and JD Edwards system to make daily, month-end and quarter-end journal entries totaling over \$100,000Provided support for numerous duties including collating reports, filing information and organizing data	
Pesca on the River	San Antonio, TX
<i>Summer Server, Bartender</i>	May 2008 - August 2011
<ul style="list-style-type: none">Developed customer service skills and up-selling techniques resulting in 9 employee of the month awardsInitiated a training guide for poolside attendants reducing customer wait time by 40%	
LEADERSHIP	
Accounting Leadership Council	January 2012 - Present
<i>Historian and Web Master (August 2012 - May 2013)</i>	
<ul style="list-style-type: none">Documented all events and managed organization website, Twitter, Instagram, and Facebook accounts	
Phi Eta Sigma	August 2009 - May 2010
<i>Treasurer (January 2010 - May 2010)</i>	
<ul style="list-style-type: none">Coordinated the society's annual initiation ceremony and dues of 55 new membersVolunteered at Keep Lubbock Beautiful, a non-profit affiliation that encourages environmental awareness and in the annual Arbor Day Festivities on the Texas Tech Campus	
CERTIFICATIONS & ACHIEVEMENTS	
Microsoft Excel Certification	May 2013
Ernst & Young Beam Abroad Case Competition	October 2012
<ul style="list-style-type: none">Team placed first at Texas Tech University and 10th out of 30 universities in the second roundCollaborated with a team of 5 peers to design and present a practical solution to a fictitious tax issue	
Eagle Scout	May 2009

<div>Luke Cafferty</div> <div>(806) 745-7455 450 University, Lubbock, TX 79410 luke.cafferty@ttu.edu</div>	
EDUCATION	
Texas Tech University, Rawls College of Business	Lubbock, TX
<i>Bachelor of Business Administration, Finance</i>	Expected Graduation: May 2014
<ul style="list-style-type: none">Cumulative GPA: 3.8President's List: Fall 2011, Spring 2012, Fall 2012	
Texas Tech Finance Association	August 2012 - Present
Bloomberg Terminal Certification	May 2013
PROFESSIONAL EXPERIENCE	
Texas Tech University	
<i>Student Managed Investment Fund, Rawls College of Business</i>	Lubbock, TX
Student Portfolio Manager	January 2013 - Present
<ul style="list-style-type: none">1 of 20 students selected by the Finance department to assist in managing \$2.2 million portfolio for the purpose of funding scholarships for Texas Tech UniversityConduct research-based fundamental analyses of portfolio holdings and prospective holdingsLearn to use many of the “tools” that investment management professionals use, including the <i>Bloomberg Professional</i> data service, working through live Bloomberg terminals	
United States Army	
<i>581st Area Support Medical Company</i>	Fort Hood, TX
Sergeant – Combat Medic	September 2009 - December 20011
<ul style="list-style-type: none">Led, managed, inspected, motivated and evaluated 641 soldiers during combat deploymentAccounted for Mine Resistant Ambush Protected Vehicles worth over \$10 million with no lossesImplemented and managed base indirect fire medical response team, responding to more than 100 attacks with no casualties	
Walter Reed Army Medical Center	Washington D.C.
Sergeant – Supervisor Gastroenterology Clinic	August 2008 - August 2009
<ul style="list-style-type: none">Oversaw a team of more than 50 doctors, nurses, clerks and medics to efficiently and effectively schedule patients for procedures and routine preventative careMaintained medical equipment worth more than \$1 million with zero losses; scheduled and instructed necessary training for Army medics to maintain certification	
1/61 Cavalry Regiment	Fort Campbell, KY
Healthcare Specialist – Infantry Platoon	October 2005 - July 2008
<ul style="list-style-type: none">Acted as Medic for a 48 man infantry platoon during a combat deployment to AfghanistanSupervised a medical clinic for 100 U.S. soldiers and 200 Afghani soldiers assigned to the baseDelivered lifesaving medical care while under fire and during rocket attacksSucceeded in maintaining health and welfare of platoon unsupervised	

Benefits of Getting Involved



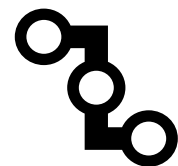
Employers look for it on your resume. What is going to be the deciding factor between two 3.5 GPA accounting students? It could be involvement.



Contrary to popular belief, involved students devote MORE time and energy to academics.



Involvement connects you to Texas Tech, the Rawls College, and your peers.



Meeting new people builds your network and community with like-minded individuals.



Exposure to various groups helps you to discover your passion and strengths.

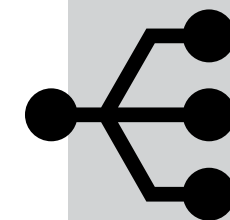
Rawls College of Business Student Organizations

Accounting Leadership Council	Rawls Diplomats
Alpha Kappa Psi Business Fraternity	Rawls Graduate Association
Association of Information Technology Professionals	Real Estate Organization
Beta Gamma Sigma	Sigma Iota Epsilon
CMC Student Business Council	Society for Advancement of Management
Delta Sigma Pi Business Fraternity	Tech Currency Trading Society
Financial Advisors and Analysts Society	Tech Marketing Association
Financial Management Association	Tech Supply Chain Association
Multicultural Student Business Association	Texas Tech Society for Human Resource Management
Phi Sigma Beta Service Organization	Women in Business
Rawls Business Ambassadors	

The Center for Campus Life has a complete list of student organizations.

Job Search Strategies

The CMC wants to equip you with the skills needed for a lifetime of job searches, not just job one.



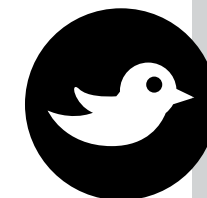
Always Be Networking

Your classmates, student organization peers, professors, advisors, parents' friends, friends of friends. They are valuable connections that could help you long term and you never know where that relationship will take you professionally.



In-house

HIRERAWLS
WWW.HIRERAWLS.COM
Our job system has over 700 employers that annually post hundreds of jobs. This system is also where you find information for CMC events (like the Career Expo, mock interviews, and the Etiquette Dinner). This system can also help you build a resume, find a mentor, and connects you to more jobs outside of Rawls jobs.



Social Media

Social Media has gone head-first into helping you job search.

LINKEDIN

LinkedIn.com/jobs

- Join the Rawls College of Business at Texas Tech University group
- Learn.LinkedIn.com/jobseeker (a great getting started tutorial)

TWITTER

- Twitjobsearch.com
- tweetmyjobs.com
- #tweetmyjobs - from here you can find other twitter handles with jobs

Job Boards

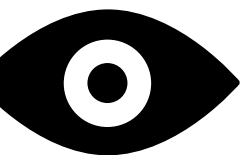
INDEED.COM
SIMPLYHIRED.COM
CAREERBUILDER.COM

They have a very low success rate, but know they are out there.

Let us help you!

The CMC will work with you to maximize your job search now, or as an alumnus. We have three Certified Professional Resume Writers, a Certified Career Coach, dedicated staff that work with industry specific companies, and a wealth of knowledge and experience to answer all of your questions. Schedule your appointment today!

Social Media Etiquette

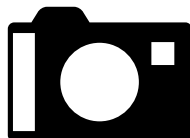


ASSUME IT WILL BE SEEN

Therefore, as tempting as it is to post the photo of yourself stealing that McDonald's sign or giving the finger to the security camera at a club with a bottle of Jack in your hand, it is a bad idea. Even if you are scrupulous about your privacy settings, once something is on the web you must assume it is out there for everyone to see forever.

WOULD YOUR GRANDMA APPROVE?

The basic rule of thumb for social media posting: If you wouldn't want your grandmother to see it, don't post it.



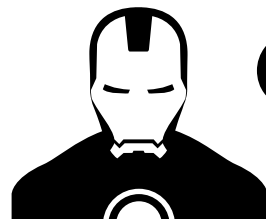
#TBT #NOFILTER

Photo-sharing apps can be deadly, because they are fast and mindless and show up quickly in searches. Always keep the pictures you post on APPs like Instagram "job-friendly."



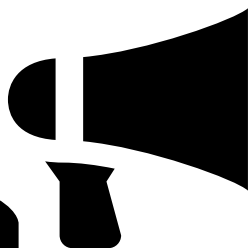
SEE YOU LATER HOTBABEMAGNET!

Never, ever, apply to a job or respond to an email from an employer from an account with an inappropriate username. Best case scenario: the office snickers behind your back. Worst case scenario: you have no job offer or lose the job you've worked hard to earn.



LEADING A DOUBLE LIFE

To protect their freedom while maintaining their public reputation, it is not uncommon for professionals to have two profiles – a professional one for colleagues and employers, and a private one for family and friends. They make sure the two never meet (no shared friends, no cross tagging, etc.). Professional pages are becoming more common.



AVOID THE TABOO TOPICS

Because seemingly innocuous pictures (e.g., you and your buddies at the anti-Choice rally) can give employers more information than is necessary or helpful, think carefully before posting political, religious or other identifying information unless you are totally comfortable having it in the public eye.



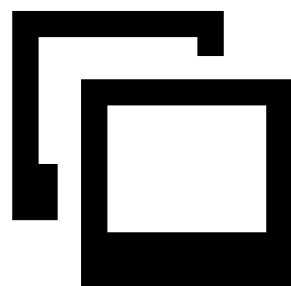
140 CHARACTERS

Although photos are the most obvious aspect of your online profile, text-based posts, comments and tweets can be equally destructive to your career. Even if your pictures make you look like an angel, your status updates and tweets can ruin your chances of success if they are mean spirited or inappropriate. SimpleWash is a great app that will help you clean it up.



A BRIGHTER VIEW

Although your employers are likely looking for warning signs on your profiles, don't forget that you can use social media to your advantage, too. LinkedIn, Pinterest, Instagram, Facebook and Twitter can be excellent ways to promote yourself and distinguish your candidacy from the competition. Include any impressive work experience or interests you have in your public profile. Use bio options and tags to proactively promote yourself, not simply to list your hometown and your favorite ice cream flavor (although these are good to include, too). If the first result you have when you google yourself is that one time last year you won the annual beer pong contest, you might want to explore options to clean up your profiles further. You need to consider your public profile a kind of brand, so make sure the internet reflects what you want prospective and current employers to see.



A PICTURE IS WORTH A THOUSAND WORDS

Photos can say a thousand words you wish they would keep to themselves sometimes. In fact, a CareerBuilder survey discovered that the number one reason job candidates are rejected these days is for posting unprofessional and inappropriate photos. Make sure your photos show you in the right light, because they are easy to share and can be picked up (and are given preference by) Google images, and other search engines.



GUILTY BY ASSOCIATION

It's not just pictures of you that are being evaluated. If you post pictures of your best friend well past her alcoholic threshold, viewers can and will assume you are guilty by association.

Your Online Reputation

Protect your personal online reputation by using social media sites professionally.

facebook®

A PLACE TO CONNECT WITH FRIENDS

- A professional-looking photo is best.
- Control who sees your posts. Don't leave your profile open to the public.
- Keep your personal information private.

Google™

GOOGLE YOURSELF

- Google is your first impression to employers.
- What comes up in search results is your second impression.

twitter

A PLACE FOR REAL-TIME NEWS & EVENTS

- A professional-looking photo is best.
- A public profile is fine as long as your activity is appropriate.
- Your tweets can show up in search engine results, so think before you tweet!

LinkedIn

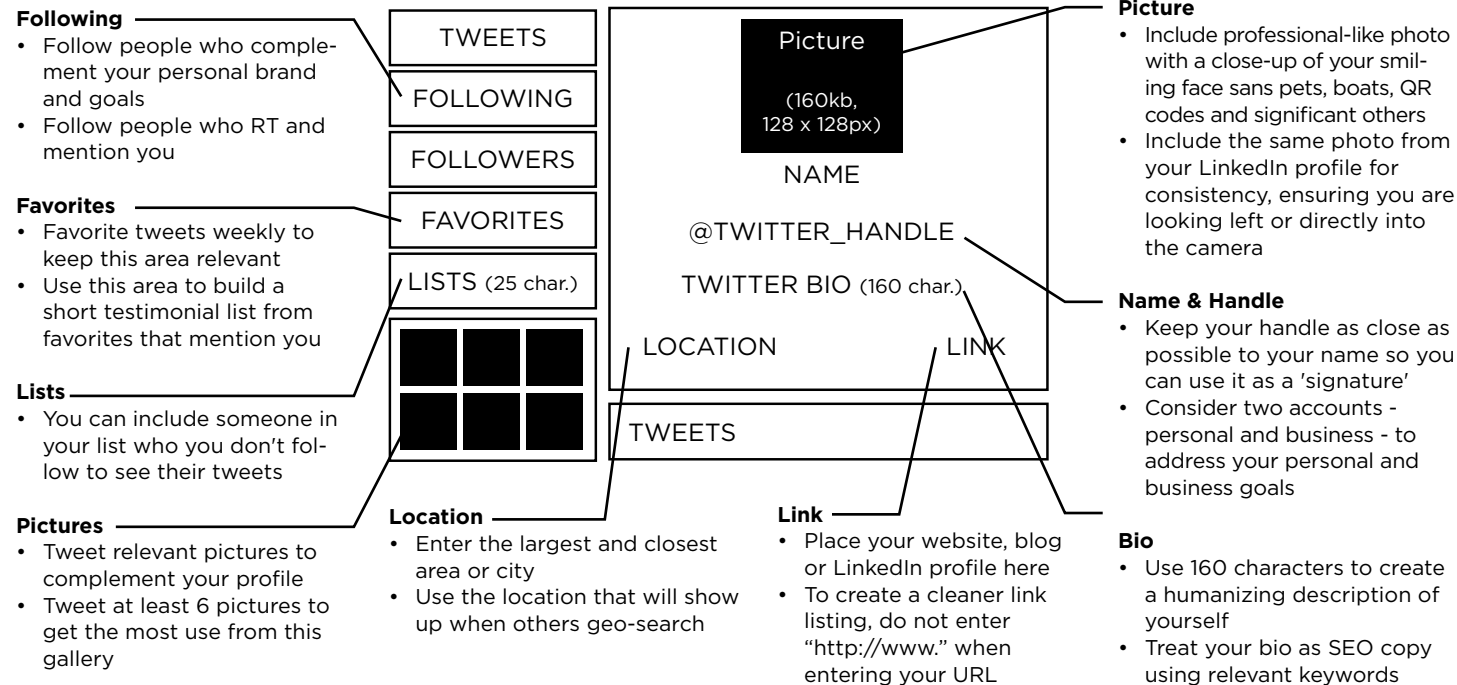
THE PROFESSIONAL NETWORKING SITE

- A professional-looking photo of only you is essential.
- Establish a professional presence by sharing relevant information, joining groups, and interacting.
- Make sure all components of your profile are complete.

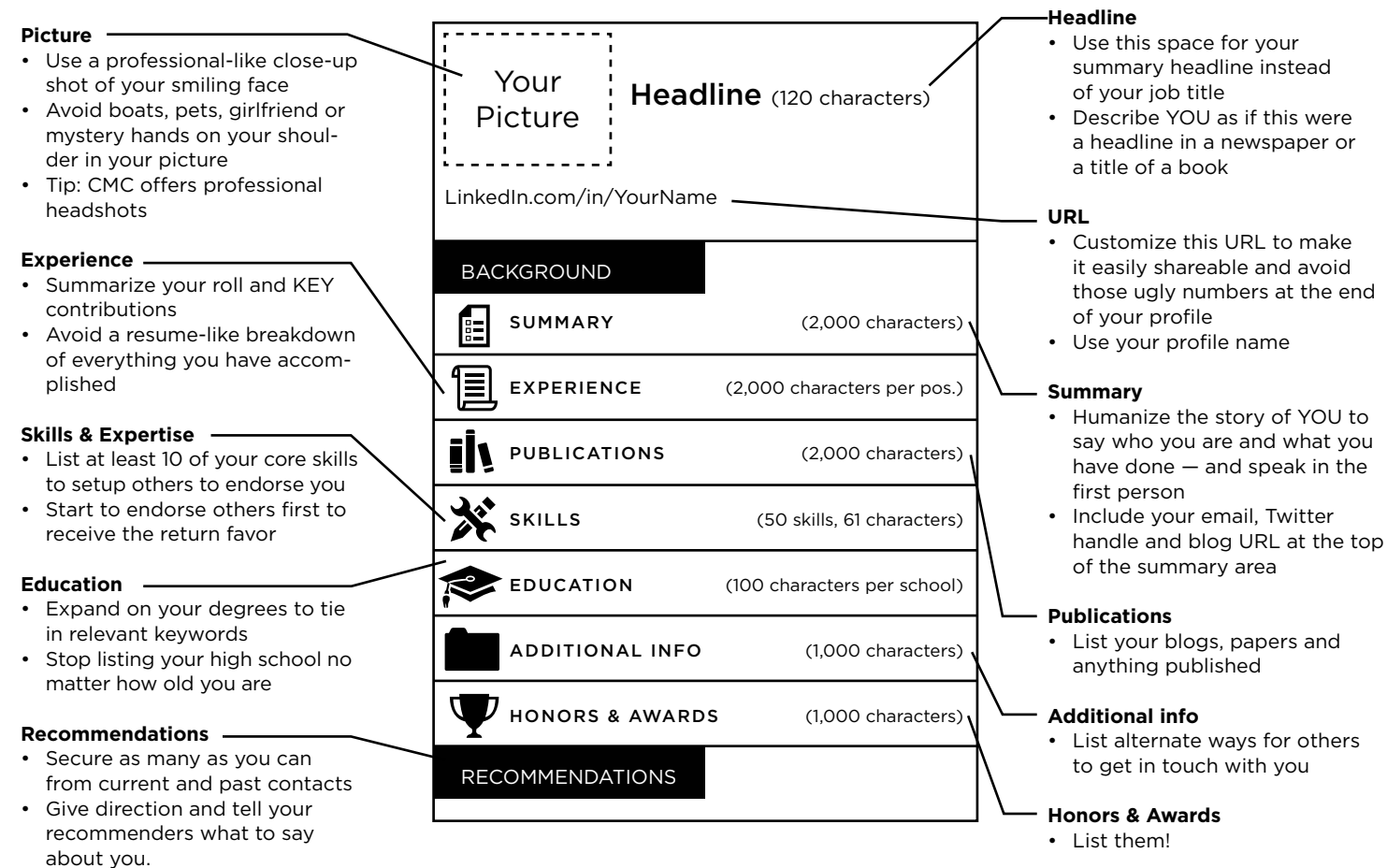
“Be prepared to work hard for what you want to achieve. Do not expect anything to be handed to you. Work your hardest every day and you can accomplish anything you want to.”
–University Directories



How to Build the Perfect Twitter Profile



How to Build the Perfect LinkedIn Profile



in Getting Started on LinkedIn

(adapted from lindseypollak.com)

Quick facts

(adapted from masters-in-human-resources.org)

300 million users and growing

48%

of recruiters post jobs on LinkedIn and nowhere else on social media

97%

of all HR and staffing professionals use LinkedIn in their recruiting efforts.

89%

of recruiters filled a position using LinkedIn

10%

and growing of all jobs are filled through LinkedIn

77%

of all job openings are posted on LinkedIn

CUSTOMIZE THE URL

You should edit your LinkedIn URL during the profile building process by clicking directly under your photo (www.Linkedin.com/in/yourname). This looks more professional when you include it on your resume, business card, or email signature.

MAKE YOUR PROFILE HEADING POP

Far too many students and recent graduates use a generic term such as "Recent graduate" or "Rawls Student" as their LinkedIn profile headline. This is a big mistake. You need to think of it as a marketing tool. Be as specific and keyword heavy as you can. For instance: "Honors Management Student from Rawls College of Business at Texas Tech seeking an internship opportunity in Human Resources."

WRITE A PROFESSIONAL SUMMARY STATEMENT

Your LinkedIn Summary statement should resemble the first few paragraphs of your best-written cover letter; concise and confident about your goals and qualifications. Include key words and phrases that a recruiter or hiring manager might type into a search engine to find a person like you. You can find relevant keywords by researching the job listings that appeal to you and the LinkedIn profiles of people who currently hold the kinds of positions you want.

DISPLAY AN APPROPRIATE PHOTO

Remember that LinkedIn is not Facebook. The CMC offers professional, high-quality photo opportunities multiple times each semester. Party Time Photos from last weekend's formal don't fit in the professional environment of LinkedIn.

SHARE YOUR (CAREER-RELATED) NEWS

Think of LinkedIn status updates as a brief conversation you would have at networking events: "I just read a really interesting article you might enjoy. Here is the link..."

ADD YOUR STUDENT CONTENT

LinkedIn features a robust multimedia component that allows you to bring to life your projects, honors, and awards.

CONNECT FOR QUALITY, NOT QUANTITY

The best networks begin with those you know and trust, and then grow based on personal referrals. Friends and family, university connections, people you worked with, and those you volunteer with. Be sure to avoid using the generic "I'd like to connect on LinkedIn" note. Instead, always customize your connection requests with a friendly note and, if necessary, a reminder of where you met or what organization you have in common. You'll impress people with your personal touch.

JOIN GROUPS

To get even more out of LinkedIn, join groups related to your professional interests and communities. Be sure to check out the Rawls College of Business group as a starting point.

The goal of coming to college is to obtain your degree and get a job, but something happens along the way if you allow it. You make your best friends, future business connections, meet mentors, and are impacted by thousands of interactions. This is called networking, and if done properly will open up more possibilities than you ever imagined.

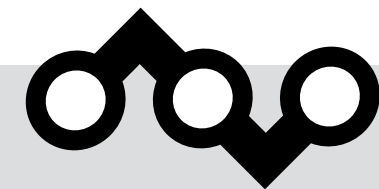
RAWLS Networking Group

Join us once a month for a networking reception and remarks from established industry professionals. Hone your skills and learn along the way. All majors are welcome.

WHERE: McCoy Atrium

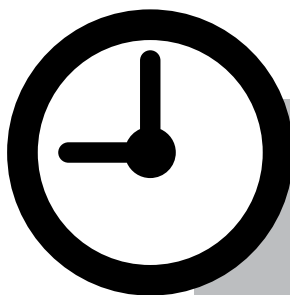
WHEN: Please visit www.rawlscmc.com for specific dates and times.

DRESS: Business Casual



WHAT IS YOUR PURPOSE FOR NETWORKING?

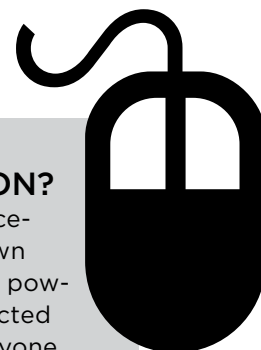
The first step in effective networking is to determine your networking goal. Do you want to connect with like-minded people on a particular subject or business initiative? Is there something in your current role that is going to be enhanced if you have connections? Be really clear in what your objective is, or the result will be ineffective.



DON'T WAIT, START NOW.

You have heard the saying; "It isn't what you know but who you know." That is networking and that is where your next job might come from. Job hunting begins with networking, interning, having a part-time job in a field of interest prior to graduation. Go to social mixers, join student/professional organizations, and participate in an externship instead of spring break. A candidate that comes recommended is 80% more likely to get the job.

"Take every opportunity you have to make connections because they can last a lifetime."
-Ernst & Young



DOES YOUR ONLINE REPUTATION MATCH YOUR OFFLINE REPUTATION?

It should come as no surprise that companies are searching for you on Google, LinkedIn, Facebook, Twitter, and Instagram to find out who you really are. Nobody wants to hire an unknown quantity in a world where everything is known. It isn't all bad news: LinkedIn is an extremely powerful networking tool you need to use now. Your online network is everybody you are connected with. If 10 of your friends start new jobs after graduation, you now have connections to everyone they work with. If 5 of them go on to start a job 2 years after that, you now have their previous connections and their new connections.

Winning a Career Fair (adapted from careerealism)

Start by putting yourself in the shoes of the recruiter. You are not looking for an okay or good candidate, you are looking for the best in the room. You will be talking to a lot of people, so who is going to stand out?



As a student, here are some tips to help you outperform your peers at the Rawls Career Expos

HAVE A PLAN

The CMC has a list of companies that will attend that semester's Career Expo available in Hire-Rawls or the CMC starting on the first day of the semester. This will help you identify and research employers leading up to the big day. They want to feel like your TOP choice.

SPEAKING OF RESEARCH

Would you walk into a test without having studied? Would you walk into a client meeting without knowing what to talk about? The answer to both of these questions is no, so why would you attend the Career Expo without knowing at least the basic information about who you are talking to? These days companies have put

themselves out there so much on the web and through social media sites (LinkedIn, Facebook, Twitter, YouTube, etc.) that you should know the core services they offer.

HAVE MORE THAN ENOUGH COPIES OF YOUR RESUME AVAILABLE

You will want to be able to give a recruiter your resume when they ask for it. A Rawls CMC executive padfolio will keep your papers neat and handy.

BE CONFIDENT

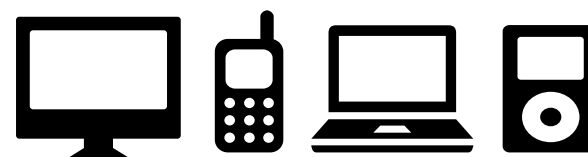
One of the fastest ways to turn off a recruiter at the Expo is to appear overly nervous. Naturally, you will be nervous. The trick is to appear as if you're not, e.g. look people in the eye when you

speak, be secure in your delivery (Note: This comes from practice) and watch how often you use filler words like "um, ah," etc.

ETIQUETTE

Finally, the best students understand the basics of etiquette. This is not just about showing up on time. It's about standing to shake the hand of your interviewer(s), addressing them as "Mr. or Ms." and – very important –these days success is heavily reliant on interpersonal skills, meaning having superior manners is more than just a courtesy. It's good business.

Managing Information



How do you manage the wealth of information coming to your inbox, smartphone, social media accounts, and while maximizing face-to-face and phone conversations?

FILTER

By immediately filtering each item you receive and making a determination to act on it, delegate it, delete it, or flag it for future, you can reduce the amount of unfiltered, unread information that's weighing you down.

ONE SOURCE

Rather than trying to keep up with multiple news feeds, use a tool such as Flipboard or Feedly to compile your favorite news sources and feeds.

SWITCH FROM PUSH TO PULL

Download content on-demand versus a constant flow. Consider changing your settings on your smartphone to pull or to a less frequent push schedule during personal time.

MEGABYTE FASTING

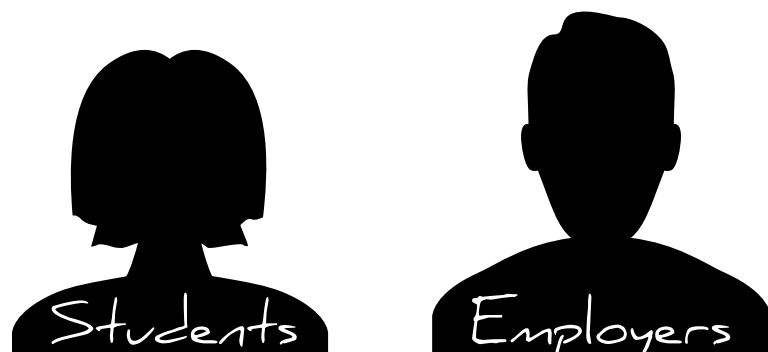
Set up digital "fasting" times to maintain creativity and avoid burnout. Certainly, a good idea during personal time, but this also provides a much-needed break for unproductive, overwhelmed brains during work hours.

KEEP WORK AT WORK

Take control of personal time and establish rules for how and when work contact occurs. Keep clear rules about "offline time" at home.

Internships

Internships are important for students. A difficult economic environment means students face unprecedented challenges as they look to start their careers. An internship helps get your foot in the door and provides employers with the potential talent to help them grow their business.



TOP 3 THINGS STUDENTS LIKED

1. Learning new things
2. Real-world work experience
3. Working with colleagues

86%

say their internship was a positive experience

47%

have a structured internship program

85%

say hiring interns was a positive experience

63%

of paid interns
IN THE CLASS OF 2012
had at least
ONE JOB OFFER
when they graduated.

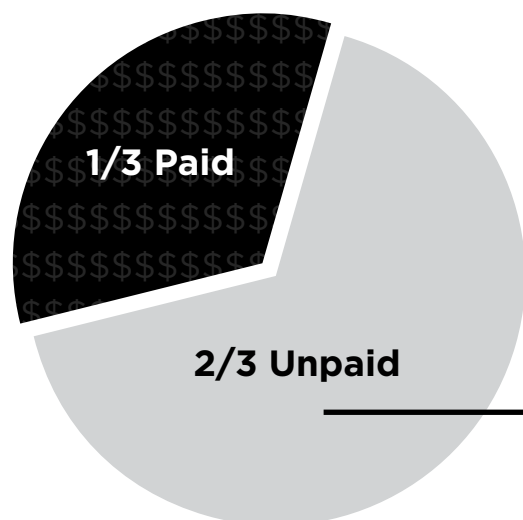


Of those who did no internship,
only about
40% HAD AN OFFER.
(naceweb.org)

Compensation



72% of students consider compensation to be the least important factor when considering an internship. (naceweb.org)



59% offer college credit



36% offer company perks



23% offer travel stipends



15% offer food stipends

Power of a Mentor

The Rawls CMC has a mentor program to give students a chance to speak with Rawls alumni of all different levels in the business world. A mentor serves as a point of guidance and advice for students in the Rawls College of Business. The staff in the Career Management Center is well-versed in the process of recruiting and preparation, but oftentimes a student is looking for insight that is better received first-hand from professionals in the line of business the student wishes to pursue. This includes questions on how to reach a certain goal, professional organizations that may be of benefit for their career path, or personal advice on how the mentor worked up to the position he or she is in today.

This program is NOT meant to serve as a recruiting service, nor should students be utilizing it specifically to contact a high ranking executive about obtaining a position. The mentors in this program are busy and have offered their time to serve as points of advice, not to be confronted with solicitations for employment. Abusing the service in this manner will result in the student losing privileges to HireRawls. That being said, if a mutually beneficial connection happens to be made between the mentor and mentee that ultimately results in gainful employment, that would certainly be congratulated.

“Be like a sponge in your first year; really try to learn everything you can within the organization. Be positive with a can-do attitude and network and build bonds with different departments.”

-PFSweb



Hiring After Graduation

69%

of companies with 100 or more employees offered full-time jobs to their interns in 2012 (internships.com)

You have a 7 in 10 chance of being hired by the company you interned with. (internship.com)



“Internships came back as the most important thing that employers look for when evaluating a recent college graduate,” says Dan Berrett, senior reporter at the Chronicle. “More important than where they went to college, the major they pursued, and even their grade point average.”



Ideally, the interview is a mutually informative dialogue where an employer learns about a candidate and vice versa.

The candidate uses the interview as an opportunity to share information about her/his background and qualifications, to express interest in the hiring organization, and to pose questions to the interviewer.

The employer uses the conversation to promote the hiring organization and to determine if a good match exists between the candidate and the position.

While this exchange of information is an integral aspect of the conversation, the “fit” between you and the interviewer(s) — how natural the conversation is, how much you enjoy one another’s company, how confident and positive you seem, and how interested they are in being stranded at an airport with you for 5 hours — can be just as important.

The more interest, enthusiasm, and motivation you display in an interview, the better your chances are for moving forward in the process. Regardless of industry, most employers are interested in the following:

- Communication (written and verbal) Skills
- Proficiency in field of study
- Positive attitude towards work
- Confidence
- Self-motivation
- Interpersonal and Teamwork Skills
- Leadership Qualities/Potential
- Knowledge of the industry
- Organizational Skills
- Analytical and Problem-Solving Ability
- Maturity
- Poise

Always remember, depending upon the nature of the job and the organization, other competencies may be evaluated more rigorously.



HOW TO PREPARE

While you cannot anticipate every question, you can prepare yourself to make the most of whatever you are asked. **Know yourself, know the organization, know the industry, and know what to ask.**



NONVERBAL COMMUNICATION

This can give as much information, if not more, than your words. Be conscious of slouching back in a chair (boredom?), twiddling your thumbs (nervousness?), and crossing your arms (hostility?). If you are asked a particularly tough question, maintain your composure and take extra time to think before replying. Be sure to maintain good eye contact, which conveys confidence and honesty. During the interview, be sure to listen carefully to the interviewer and answer the question that is asked. Don’t be afraid to ask for an explanation if you don’t understand the question. It is fine to take a few moments to think before answering difficult questions, so don’t rush into your answer until you are ready (silence during an interview is perfectly acceptable, even if it is slightly uncomfortable).



STAR METHOD

Covered more in depth on page #22

You will almost always have an interview that revolves heavily around questions regarding a specific example of a past experience which s/he can use as a predictor for your future behavior. In answering these questions, be certain to describe a SPECIFIC example. After setting the context, describe your role, contribution to, or influence on that situation. Finally, always provide a statement describing the outcome of your efforts.

FREQUENTLY ASKED INTERVIEW QUESTIONS

- Tell me about yourself.
- When did you know you wanted to be an xyz?
- How would your friends describe you?
- What makes you tick or what motivates you?
- Why should I hire you?
- Why did you choose your major?
- What do you know about our organization?
- Where do you see yourself in five years?
- What is your greatest asset?

DIFFICULT INTERVIEW QUESTIONS

- I see you received a very low grade in XXXX. Why?
- How do you feel about working with numbers? What is 12% of 69?
- How did you figure that out?
- You strike me as graduate school material. Why are you applying for jobs?
- What do you think of our organizational structure?
- What is your greatest liability?
- What was the worst part of your college experience?
- How much do you expect to earn?

QUESTIONS TO ASK INTERVIEWERS

- What areas need the immediate attention of the person you hire?
- What are the major responsibilities of this position?
- What attracted you to this company?
- What qualities and skills are most valued at this firm?
- What characteristics must one have to thrive at this organization?
- What are the company’s growth projections?
- Whom do you identify as your major competitors?
- What are your plans for new products or services?
- What kind of training would I receive?
- What activities could I engage in now that might help me on the job if I’m hired?
- What do you see as the key issues/challenges facing the person in this job?
- How has this organization/facility been affected by all the changes in the xxxx industry?
- What is the time line for filling this position? (Will there be additional interviews? When can I expect to hear back?)

STAR METHOD INTERVIEW QUESTIONS

- Tell me about a time...
- Give me an example when...
- Describe how...
- Have you ever led a team before?

WHAT TO DO IF YOU ARE AT A LOSS FOR WORDS

- What if an interviewer poses a question that catches you so completely off guard that you cannot come up with an answer at all? Ideally, you can use some of the following suggestions to buy time and come up with a response:
- Stall for time – ask to have the question repeated, repeat it yourself.
- Ask for clarification.
- Try to redirect your thought process and find an answer.
- ... and if all else fails ...
- In a gracious and polite way, say something like “May we return to this question later on? I seem to be at a loss at the moment.” (Then think of something to say as the interview proceeds!)
- ... and if the interviewer returns to the question and you still don’t have an answer ...
- “This is a question that has really stumped me for some reason. May I have your card so that I can follow up later on today with an email?” (This is a last resort, of course, but if you go this route – make sure you follow up as promised!)



STAR Method Interviewing

<p>1) SITUATION:</p> <ul style="list-style-type: none">• Define the general context• Who/What/When• Mention the problem you had to overcome	<p>SITUATION: “Yes, in my management class we had a project to create a mock product and I was designated as the group leader.”</p>
<p>2) TASK:</p> <ul style="list-style-type: none">• Identify the key objective and issue that you addressed	<p>TASK: “The project was critical not only from a grade standpoint, but I wanted to prove to my professor that I could manage all aspects of the team from conception, to marketing, to development, and presentation. However, I quickly realized that not everyone shared my enthusiasm with the project and had 2 team members drop the ball on their parts.”</p>
<p>3) ACTION:</p> <ul style="list-style-type: none">• Describe the action you took or initiated, emphasizing the skills you used to complete the task.	<p>ACTION: “I had been baseball team captain at high school, where I loved the challenge and responsibility of leadership. So I volunteered to take on the additional responsibility of the marketing package. I then delegated the product presentation to the other 2 team members and I floated between the other aspects.</p>
<p>4) RESULTS:</p> <ul style="list-style-type: none">• Summarize the outcome in business terms <p>Remember: It is very important to include your results. This is a common mistake. Your statement will be more effective if you can summarize the outcome.</p>	<p>RESULTS: “Though it was additional work on 3 of the team members, we made an A on the project and the professor recognized us as the outstanding marketing project. We are currently working with her and some of her contacts to take the product to market. It felt great to put in the hard work and be recognized.</p>

Mock Interviews Through the CMC

For company/job specific mock interviews, please provide the CMC with the job description 48 hours ahead of time.



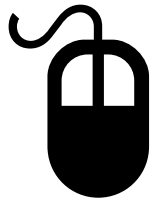
HOW DO I PREPARE FOR A FACE-TO-FACE MOCK INTERVIEW?

- Make a 1 hour appointment with Jamie Pitman through HireRawls
- Email jamie.pitman@ttu.edu with information about what company/job/industry you are preparing to interview with.
- Dress professionally and treat this as a real interview throughout the process.
- Prepare as you would for an interview with an employer.
- Arrive to the CMC (BA 119) 10 minutes early



HOW DO I PREPARE FOR A TELEPHONE MOCK INTERVIEW?

- Make a 1 hour appointment with Jamie Pitman through HireRawls
- Email jamie.pitman@ttu.edu with information about what company/job/industry you are preparing to interview with.
- Get into an environment without distractions.
- Have talking points and notes in front of you for your reference.
- Be prepared 10 minutes early to receive your interview call.



HOW DO I PREPARE FOR A GOOGLE HANGOUT/SKYPE MOCK INTERVIEW?

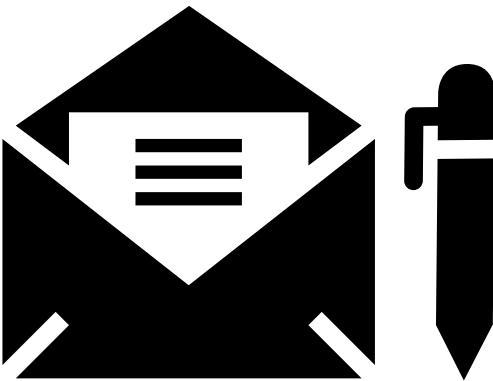
- Make a 1 hour appointment with Jamie Pitman through HireRawls
- Email jamie.pitman@ttu.edu with information about what company/job/industry you are preparing to interview with.
- Communicate if you will utilize the Skype interview room in the CMC office or will be elsewhere
- Log on 5 minutes before interview time
- Dress professionally and treat this the same as an in-person interview. Remember to consider your background.



HANDWRITTEN THANK-YOU NOTE

Following an interview, promptly handwrite the interviewer a letter expressing appreciation and thanks for the interview. The purpose of this letter is to:

- » Show appreciation for the employer’s interest in you.
- » Reiterate your interest in the position and in the organization.
- » Review or remind the employer about your qualifications for the position. If you thought of something you forgot to mention in the interview, mention it in your follow-up / thank-you letter.
- » Demonstrate that you have good manners and know how to write a thank-you letter.



IS IT OKAY TO EMAIL MY THANK-YOU NOTE?

Handwritten are more personal, and can be appropriate for brief notes to a variety of individuals you may have met during an on-site interview.

E-mail is appropriate, particularly as a supplement (i.e. do both e-mail and hard copy) when that has been your means of contact with the person you want to thank, or if your contact has expressed a preference for e-mail, or you know your contact is traveling and will not have access to hard copy mail in a timely fashion.

CMC Cancellation Policy

Missing an interview, mock interview, recruiting event, or having a late cancellation to any of these are considered serious offenses. We hold the time of our employer partners in the highest regard. Additionally, significant planning time goes into on-campus recruiting as well as organizing RSVP events. Cancelling or no-showing these opportunities wastes employer and staff time, and takes a space away from another student who could have benefited from that employer interaction.

TWO BUSINESS DAY NOTICE IS REQUIRED FOR ANY CANCELLATION

Ex: You have an interview scheduled at 10 a.m. on Monday, so cancellation by 10 a.m. the previous Thursday is required.

The following policy applies regardless of the reason for cancelling. We understand that unexpected events occur, but once the final schedules are completed two business days prior to the interview, all other students have already been notified that they were declined, and there is no way to go back and fill the vacant interview slot. It is always proper business etiquette to apologize for cancelling any appointment.

First Offense: Temporary loss of all access to HireRawls.

Access will be restored upon receipt of apology letters written to the recruiter and to Dean Nail. The letter must be professionally formatted, adequately explain the circumstances, and apologize for the no-show or late cancellation. Letters should be hand-delivered or emailed to the Assistant Director of Recruiting.

Second Offense: Permanent loss of access to HireRawls and loss of access to all CMC sponsored recruiting events.

The Employer Relations staff spends significant time and energy (over many years) building quality employer relationships for the benefit of Rawls College of Business students. It is imperative for the success of future recruiting efforts that CMC staff protects these relationships. Any student habitually not fulfilling obligations to employers will be subject to this policy.

- Should an emergency arise, or if a student knows ahead of time that they will be late for an interview or recruiting event, they must notify the CMC as soon as possible.
- No CMC activity provides an automatic excuse for missing class. It is the responsibility of the student to communicate about class absences, moving test dates, etc. with their professor.
 - The CMC can provide proof of appointment before the function and proof of attendance after, upon request.
 - The CMC is NOT responsible for granting requests to miss class or other academic functions for any reason. The decision to grant excused absences from any academic responsibility lies solely in the hands of the professor.
- Arrive at least 15 minutes early for all interviews, mock interviews, and recruiting events. This leaves you enough time to check in, store your belongings, and get settled before your scheduled interview time.
- If a student is offered an interview for a position to which he/she has applied, it is expected that the interview should be accepted.

There is no penalty for declining invitations to interviews for legitimate reasons.

- Already accepted position with another company
- Scheduling conflict (discuss with the employer prior to declining)

Students cannot transfer their spot to another student.



Dining Etiquette

Whether you are sitting across the table at a job interview, or rubbing elbows with a stranger at a corporate event, your table manners speak volumes about your social skills and confidence level.

Here is the least you should know when it comes to sharing a meal:

1. At a business meal, men and women are responsible for seating themselves. At a business meal, men and women are gender neutral and each person seats themselves.

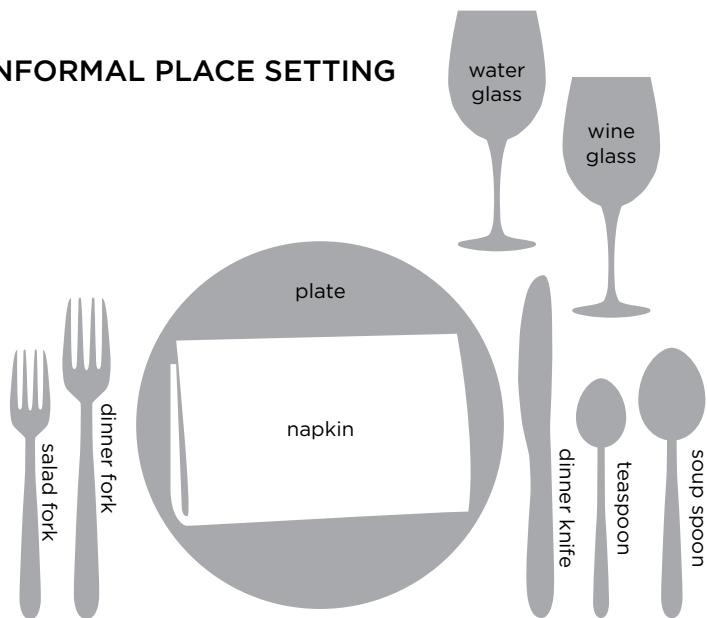
2. Watch your host. Before jumping into the bread basket or sweetening your iced tea, wait for the host of the table to lead the way. Generally, he or she will pick up the napkin and place it on his or her lap. Incidentally, once you place your napkin on your lap, it won't see the table again until the end of the meal when it is placed back on the table before departing.

3. Which is my water glass? An easy way to remember what goes where is B-M-W. **B**read plate is always on the left
Meal will be in the middle
Water glass will be on the right side of the place setting

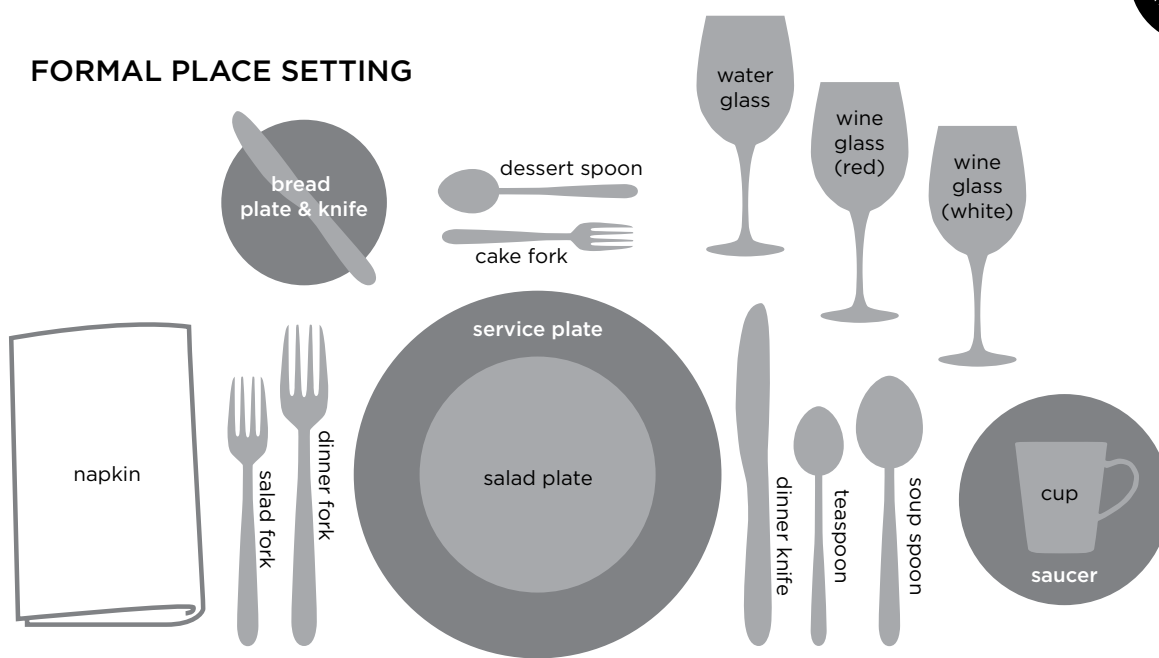
4. Order smart. Stay away from messy foods like spaghetti, corn on the cob, ribs, pizza, and hard to eat or hold items. Cherry tomatoes will always spray the person sitting next to you – skip it when eating your salad.

5. Your cell phone should not be visible anywhere at the table. If you want to blow the job interview, show up holding your cell phone. Your full attention should be on the person sitting across from you, rather than an incoming call or text message. We recommend turning your phone off completely.

INFORMAL PLACE SETTING



FORMAL PLACE SETTING



Email Etiquette

IT'S PERMANENT.

Once you send it off, you can't get it back. No matter if it is a peer, a professor, a staff member, or a client, you cannot do anything about it once it hits their inbox. Be sure it is something you want them to read. If you are discussing something controversial or emotional, it is best to write out a draft and then walk away for a while before returning to re-read it and make the decision to edit it before sending.

A PROFESSIONAL HANDLE.

No one wants an email from buffnstuff@hotmail.com or prettyprettyprincess@yahoo.com. Use an email address that is professional and appropriate.

USE THE SUBJECT LINE!

Being specific in your subject line will give the recipient a better idea of what you need. Never use "question" or "hey" as your subject line when sending a professional email.

TREAT IT LIKE A LETTER.

Dear Mr./Ms. to open, and a "sincerely" or "regards" to close. Remember that Ms. is more professional than an assumption of Mrs., and a professional designation (Dr.) always trumps Mr. or Ms.

CLEAR AND CONCISE IS BEST.

The average person receives 15K emails a year, which is roughly 41 per day. Be as direct and to the point as possible while maintaining professionalism.

WHY ARE YOU YELLING AT ME? I'M A FOOT FROM YOU.

No one likes yelling, especially of the email variety. Check your caps lock and keep your all caps put away.

WHILE WE ARE ON THE NO-NO'S...

- Emoticons are not professional; trust us on this one. :)
- This is not social media; do not send an email the way you would tweet or Facebook message someone.
- Watch your language and your topics; no professional email should ever be sent about "your weekend at the lake enjoying too many beverages."

PROOFREAD!

Don't let people question your college education. Double-check your grammar, spelling, punctuation, and capitalization.

IS YOUR SIGNATURE APPROPRIATE?

Quoting scripture and your views on life should be left off. You never know what offends the person you are sending to. Include your contact information and possibly your social media outlets (if you want them seen).

MAMA ALWAYS SAID.

"If you can't say anything nice, don't say anything at all." Being polite and professional in all of your correspondence will, more than likely, result in a timely response.



5 Rules to Email

1

KEEP IT SHORT

Easy to read, short and clear. Shrink sentences and list items. Save everyone's time by linking to the resources instead of leaving everyone to find them individually.

2

REPLY ALL

Always Reply All by default. The most common mistake amongst teams is lack of communication. Check that everyone relevant is included. Carbon Copy those who don't need to take action.

3

DESCRIPTIVE SUBJECT

The subject of an email describes its content and attachments in a short sentence.

4

SEARCHABLE EMAILS

How will you be able to find this email after a month? Think about which keywords you would search and include them.

5

KEEP IT ORGANIZED

If there is already a related email, reply to it. If it has a different subject, create a new one.



Men & Women Dress Etiquette

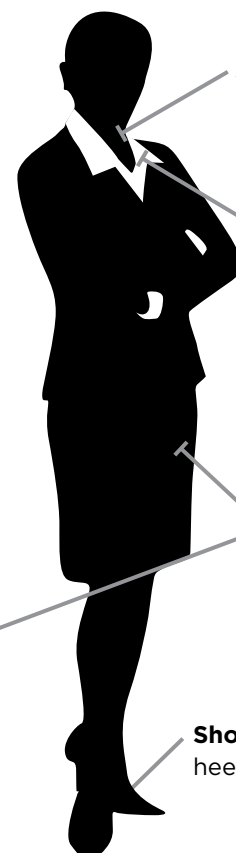
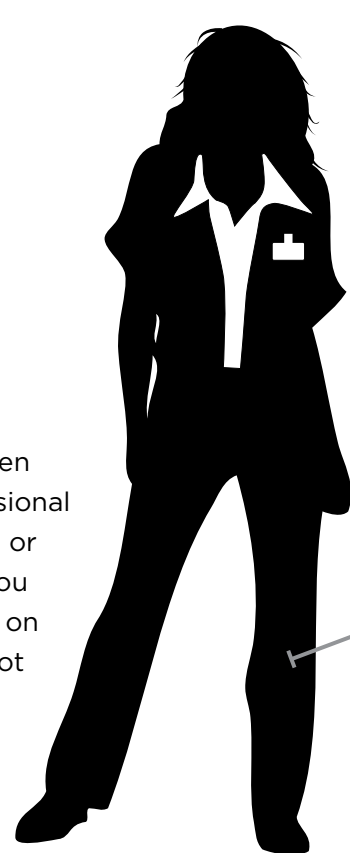
The Career Management Center encourages all students to dress business professional for interviews, the career expos, and any other event the employer designates so. Sometimes they may say business casual. It is always better to be overdressed than underdressed. Use good judgement.

DON'T FORGET TO

- » brush your teeth
- » show up early
- » give a good handshake
- » make eye contact
- » speak clearly
- » smile

WOMEN

The #1 error women make with professional dress is "too tight or too much skin." You are not going out on the town, so do not dress that way



Accessories: Nothing gaudy and no costume jewelry. A simple necklace with stud earrings are perfect. No perfume, ever

Shirt: Conservative blouse, never wrong with white or light blue

Suit: Pant suit, skirt suit, or dress suit are all good

Shoes: Closed toe, 3 inch or less heel in a solid, conservative color

MEN

Grooming: Fresh shave and a neat haircut

Shirt: White or Light Blue

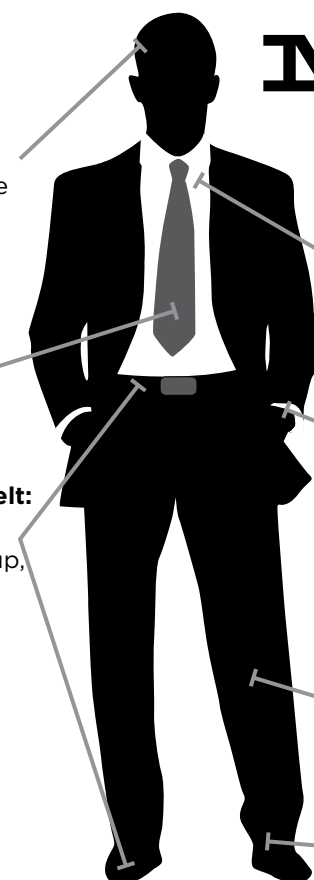
Tie: Conservative

Shoes and Belt: Match each other, laced up, polished, and clean

Accessories: A simple watch, lapel pin, or tie-clip are okay, but you are also okay without them. No earrings, necklaces, etc. No cologne, ever

Suit: Navy Blue, Charcoal, or Black

Socks: Match the suit



Have a PLAN

Research the industry and figure out what you would need simply to survive in the area in which you are planning on living, taking your budget into account.

Sites like Glassdoor, LinkedIn, Facebook, and bizjournal.com can give you very personal insight into a company and company culture.

THE TIMING

You should not have any kind of conversation with employers about salary or benefits until you have received an offer.

What if the employer asks before an offer?

Address this question by indicating that your requirements are negotiable. You can also indicate that for now, your primary concern is with the position itself and your fit for it, and that you would be happy to discuss compensation once you have both decided that you are the right person for the job.



MORE THAN MONEY

There are multiple parts to any job offer. Companies will start with the base salary, but could possibly add incentives such as health insurance, tuition assistance, signing bonus, performance bonus, 401k matching, moving costs, and other considerations. It is important to ask about the entire package.

GET IT IN WRITING

Always ask them to put the offer and the details of the compensation package in writing. This allows you to weigh your options.

WAITING ON A SECOND OR THIRD OFFER

Congratulations! Now the hard part: In all likelihood, you will not be able to evaluate all your options together.

- Thank the employer.
- Reiterate your interest in the position.
- Ask if you may have some time to think it over.

If you must make a decision on your 2nd or 3rd choice before knowing the status on your 1st choice, let your 1st choice know you have an offer on the table, and that you need an update on the status of your candidacy.

MAKE THEM COMPETE FOR ME

Be careful. This strategy works best when the offers received come from competitors within the same industry. In other words, if the market rate for the jobs should in theory be similar, then telling one employer that you have received a higher offer from another may encourage them to match it. Never lie to a company and tell them you have received a higher offer when you haven't.

The CMC does not encourage negotiating offers, and believes only those with relevant experience in their field should use this tactic. Asking for a salary increase without having solid experience can appear as if you are entitled and unappreciative. As a result, employers may see you as a risk to their corporate culture and remove the offer completely.

"I want to keep interviewing after I have accepted a position."

This strategy is not only harmful to the Rawls College of Business, but is considered a breach of ethics, and can seriously harm your reputation in your chosen field. Keep in mind that recruiters within fields usually know one another and have been known to compare notes.

KEEP IT PERSONAL

Advice is everywhere, but the decision to accept a job is a very personal one and involves a lot of factors. Use your head, but trust your gut. Take into consideration company culture, the location, your short and long term goals and how that company can help you achieve them, and the opportunity for professional and personal growth.

Only you can decide whether or not a job is right for you. The CMC is here to help, and we strongly encourage students to schedule an appointment with us when struggling with whether or not to accept an offer or trying to negotiate compensation.



In no particular order, here is a list of money moves as you enter the real world.



USING CREDIT/ BORROWING TO BUY THINGS THAT LOSE VALUE

Cars, furniture, appliances, and tech gadgets – the value of these things is headed in one direction, and that’s down. Paying interest means getting hit twice, first by the value loss, then by finance charges.

There are purchases where borrowing is justified: a home, a business, or an education can be among them, since they at least have a chance of ultimately increasing your net worth. For pretty much everything else, the fewer borrowed bucks, the better.



NOT BUILDING SAVINGS

According to a recent study by Bankrate.com, 28 percent of people have zero saved for emergencies, and another 20 percent don’t have enough saved to cover three months of expenses.

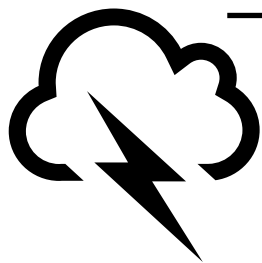
Start saving now. Calculate how much you’d need to live without income for six months, then make that sum your goal. Set up an automatic transfer into your savings account so you pay yourself first.

ASK FOR A BETTER DEAL

The asking price is rarely what you have to pay when it comes to many goods and, especially, services. If you aren’t inquiring about discounts, researching coupons, and negotiating for the best prices, you won’t get them.



Those who ask often receive, from free hotel upgrades to lower interest rates – even cheaper doctor visits. Remember, there are only two ways to get richer – earn more or spend less. The best way to spend less is to ask for a better deal.



INSURANCE, THE NECESSARY EVIL

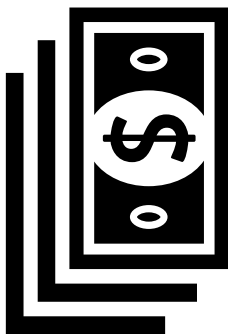
You have to carry it and it costs a ton, but very few people take the time to understand the insurance they’re paying for, or how they might pay less. Here are five tips on how to manage your insurance.

- Understand your options, whether it is car, home, renters, life, or health insurance
- Review your coverage once a year
- Shop around
- Raise your deductibles to lower your premium
- Don’t pay for protection you don’t need



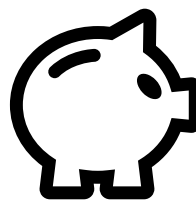
THINKING MONEY IS HAPPINESS

Rather than obsessing about money, think about what really makes you happy. Then make only enough money to take part in those activities. Making more is a waste of the only nonrenewable resource you have: your time on the planet.



FREE MONEY!

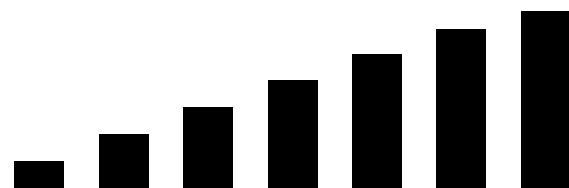
Not participating in your employer’s retirement plan at work, especially if they offer matching money, is really dumb. Sock all the money you can into a tax-advantaged retirement plan. Take advantage of employer matching contributions and tax breaks.



BUDGET. IT IS THAT SIMPLE!

Your goal is your destination – where you want to be. The shortest path to get there is allocating your resources with a spending plan and tracking your progress. Not having financial goals and tracking your expenses is like driving around blindfolded, expecting to somehow arrive where you want to go.

Setting budgets and tracking expenses used to be a time-consuming pain because you had to do it by hand. Now it’s as easy as going to a free site like Mint.com or Power Wallet. For more in-depth budgeting tools, there is YNAB. Don’t forget all of the options on your iPhone and Android.



THE POWER OF COMPOUNDING INTEREST

If you invest \$500 a month and earn today’s insured savings rate of 0.5 percent for 30 years, you’ll amass \$194,157. If you take a measured amount of risk, invest in ownership assets like stocks or real estate and as a result earn 8 percent, you’ll have \$745,179.

Obviously, don’t put all your money in risky assets. But the more you contribute now, the better off you will be later.



ACTIVELY MANAGE YOUR CREDIT

You’ve heard it all before: A low credit score means higher borrowing costs, higher insurance premiums and more difficulty renting

an apartment. A bad credit history could even affect your ability to land some types of jobs.

If that hasn’t hit home yet, maybe this will: Say we both take out a 30 year mortgage. Because my credit scores are low, I’m saddled with a higher interest rate and higher payments. My monthly payment is \$1,200 a month. Because your credit is stellar, you’re offered a lower rate, which means lower monthly payments: \$1,000 a month.

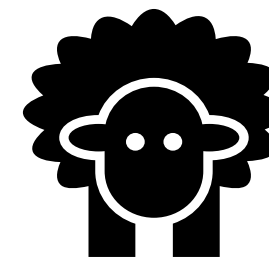
Now, suppose you invest your extra \$200 every month during that 30 years and manage to earn an average of 8 percent annually. After 30 years, we’ll both have paid-for houses, but you’ll have \$300,000 I don’t.

That’s a nice chunk of change simply for showing up with a good credit score.



7 Do’s for New City Living

**JOIN THE TEXAS TECH
ALUMNI ASSOCIATION**
Duh.



IGNORE YOUR SENSIBLE VOICE

It sounds crazy, but you never know what will happen—or who you’ll meet—when you step outside of your comfort zone.



ACTIVELY PARTICIPATE IN PROFESSIONAL ORGANIZATIONS

A rare chance to create valuable business connections and make friends at the same time. Most national organizations have several chapters in each state, so take a look at your group’s website to see where the next meeting takes place. Try branching out to new professional organizations, too, especially if you’re moving to a larger city.



VOLUNTEER

You will surround yourself with like-minded people, new connections, and potential job opportunities, too.



YOU ARE NOT ALONE

The best part about graduating and moving to a new place is the personal growth you will go through. It can be hard at times, but find peace knowing there are thousands of others going through the same thing. When you meet, share a dinner or drinks.



CREATE A “SAY YES” POLICY

Even if seeing a play or going to a concert isn’t your idea of fun, just the act of exploring new bus routes and streets and venues will give you more confidence and something new to talk about. You may also meet someone who ends up being a great friend, or a great career resource.

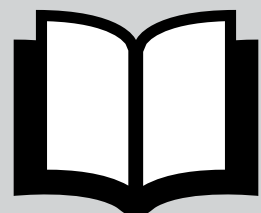


NEVER EAT ALONE

The book by Keith Ferrazzi teaches us relationships with people are a big key to success guide to networking in a socially healthy and mutually beneficial way.



Applying to Grad School: Your Month-by-Month Guide



LEADING UP TO AUGUST

Study For and Take Standardized Tests

August is the ideal time to take the standardized tests necessary for admissions because you'll have time to retake them in the fall if you're unhappy with your scores.

Different techniques work for different people, so think about what kind of study experience you want.

- Test prep organizations frequently offer classes for the LSAT, MCAT, GMAT, and GRE.
- Study on your own, borrow review books from a friend or the library. Note, this is often the most cost effective option.
- Use a private tutor, who can be immensely helpful.





SEPTEMBER

Research Financial Aid

Start by creating a budget, outlining how much money you'll need for tuition, housing, books, fees, and living expenses. You can typically find sample budget breakdowns on program websites, but don't forget your own needs and wants.

Then, make a list of possible funding sources. Most degrees will cost you out-of-pocket, but some programs offer fellowships and scholarships or work-study opportunities. Learn what federal student aid is available to you, and also research field-specific grants or alumni scholarship opportunities you can apply for.

NOVEMBER

Order Transcripts

Order official transcripts to be sent to each program you are applying to. If you're still in college, you can request that your transcripts be held until fall semester grades are posted, particularly if you think they'll give your application a boost.

Begin Application Documents

Start filling out online application documents and any supplemental materials required. You won't need to hit send for another month, but it's good to get a head start.

Get Organized

Make a timeline of due dates and make sure that your earliest applications are ready. Create a folder (electronic or paper) for each school and make sure that you keep necessary materials for each program separate. You definitely don't want to send your Texas Tech statement to Texas!

Select Schools to Apply To

Extensive online research about prospective programs will allow you to narrow down the programs you'd like to apply to —scoping out things like curriculum, reputation, cost, faculty expertise, support services, and alumni networks. Also comb through their applications and necessary requirements.

Write Essays

Each school you apply to will likely require one or more essays. You will find it helpful to prepare a personal statement ahead of time, which you can customize for each school. Then, make a list of the other essay questions you'll need to answer for each program, and get started writing.


Utilize the CMC and the Snyder Communication Center as a second (or third) set of eyes.

Request Letters of Recommendation

Almost every program has a form you will need to provide with or in lieu of your letter of recommendations. It is worthwhile to brainstorm which faculty members, employers, or other people can speak to your academic or business experience. You'll want to discuss your grad school plans and goals with them before they start writing.

Depending on how well you know your recommender, he or she may ask you to write a "sample letter." Many faculty members are pressed for time and find it easier to adjust letters than to write them. If so, don't panic! Take advantage of a great opportunity to talk yourself up.

Also be prepared to provide each recommender with a copy of your transcript, your statement of purpose, and your resume or CV.



DECEMBER & JANUARY

Send In Applications

Let someone else proofread all of your admissions materials and make sure that you've filled out every last field on your application form. Then, send them off—fingers crossed!

Confirm Receipt

Make sure that you receive a confirmation statement from each school within two weeks. Contact the admissions office if you do not receive an email, postcard, or letter assuring you they have your application.

Then, let the waiting game begin.



MARCH & APRIL


Visit Campuses

For each campus you visit, create an itinerary with the program coordinator. Meet with faculty, especially potential advisors or mentors, and ask thoughtful questions. Try to sit in on a few classes and meet with current students, too—anything that might help you picture yourself as a student there. Also plan to spend time checking out the surrounding city—your grad school experience goes far beyond the classroom, so make time to think about if you could live in this location!

Make a Decision

Everyone has a different approach for making important decisions, so stick to your method! Perhaps you make pro/con lists or spreadsheets to calculate the weight of different factors, or, hey, even flip a coin. Go through your process, rank your schools, and make your decision





FEBRUARY

Prepare for Admissions Interviews

If this is a part of their admissions process, schools typically begin contacting students for interviews about 2-4 weeks after application deadlines. At this point, you'll want to rank the schools that have invited you and accept invitations in order of priority.

For each program you'll be interviewing with, set up a new folder with everything you'll need for your visit. Make a list of questions you have for faculty and staff, and prepare answers to questions you think they may ask. Treat this like a business interview.

Secure Financial Aid or Develop a Funding Plan

Determine if you will receive any fellowship or scholarship money and from which departments. If you aren't offered funding through the school, you'll need to start on your Federal Student Aid (FAFSA) application by assembling required documents, such as bank statements, W-2s, investment records, and federal income tax returns. If you are married, in a domestic partnership, or a dependent you will also need your spouse's, partner's, or parents' tax return.

Succeed at your first job, and any job after that.

ASK FOR FEEDBACK, AND THEN APPLY IT

You are brand-new to the working world; therefore ask for feedback which can help you improve the next time around. If they offer criticism, don't get defensive; use their advice as a way to improve on the next task.

BE SELF-AWARE

How are your behaviors being received? Does your lunch smell gross everyone out? Do you talk too loud on your cell phone in your cube? Begin to understand your feelings and reactions when you are pushed outside your comfort zone. Know who you are and what you have to offer.

STARTED FROM THE BOTTOM

Do you show up early, or stay late? Are you willing to complete the tasks that your boss gives you? Not only that, but do you do them well and with a smile? These things do not go unnoticed.

DON'T PARTICIPATE IN OFFICE GOSSIP

As a former boss put it, "I hear about everything in my office, if you are spreading rumors, I know."

USE EMPATHY

Respect EVERYONE. Don't judge others as they are talking. Keep private conversations private. Don't use humor inappropriately.

Books? Why is a career resource handbook giving Rawls students a list of books to read? This (very) short list is our list of favorite books for young professionals.

DRIVE

by Daniel Pink

Any biography of someone who is inspiring

How to Talk to Anyone: 92 Little Tricks for Big Success in Relationships

by Leil Lowndes

Jeffrey Gitomer's Little Black Book of Connections

Your Network is your Net Worth

by Porter Gale

Automatic Wealth for Grads...and Anyone Else Just Starting Out

by Michael Masterson

The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change

by Stephen Covey

Linchpin: Are You Indispensable?

by Seth Godin

Life After Rawls

So you're graduating... now what??

Do you have a place to live?

Yes!

Perfect. Budgeting rules will tell you keep rent at 25% or below of your gross income. Getting a roommate or two can help offset living expenses.

No!

Can you move in with your family until you figure it out?

Yes.

Ideal or not, this will help navigate the waters.

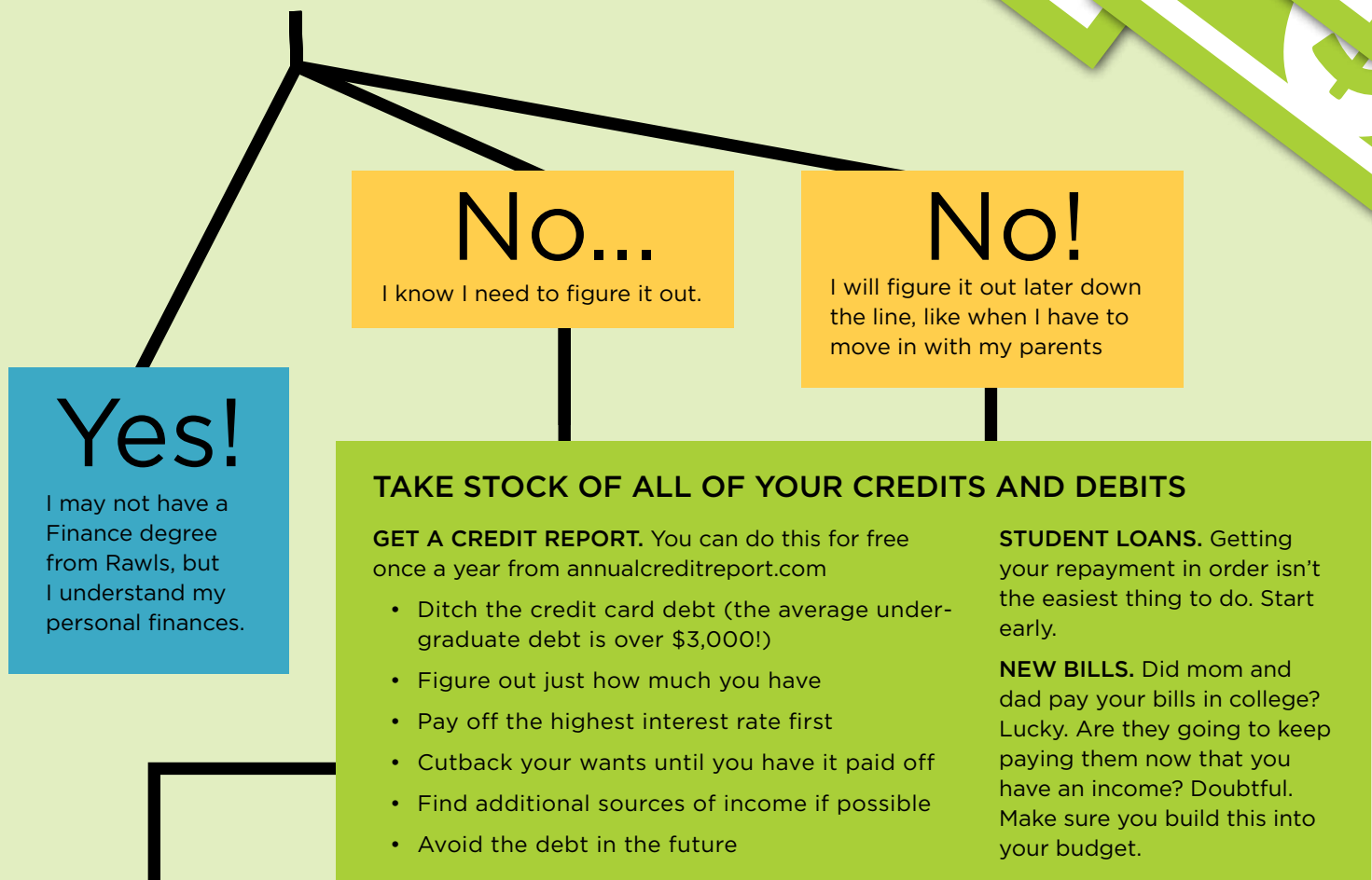
- Set ground rules up front, so you don't feel like a high school senior again. Are you going to pay rent, bills, or help with groceries?
- Start looking immediately and target a move out date.
- Remember you are a guest and to respect their time and money. This probably isn't the time to be out all hours of the night.
- Be a good roommate; help out with chores. If you don't want them to treat you like they did in high school, don't act like you are in high school.

No.


Time to start looking, like now.


- Craigslist and other websites make this process faster. Be diligent in your search and screen everything in person (if possible).
- Ask your network if they know of a place or roommate. Even if it is temporary, it is better than being homeless.


Is your money in order?




A SIMPLE BUDGET

**INCOMING** - how much you are making each month AFTER taxes.

**OUTGOING** - the must haves like rent, utilities, food, insurance, savings, gas.

**OUTGOING** - the wants like clothes, that new car, a trip to the beach.



Systems like Mint.com, an Excel spreadsheet, YNAB, Dave Ramsey, and many more will help you. Find the system that fits your style and go with it. Remember, a budget is only as good as the person using it, and it takes a lot of self-discipline.

ASSIGN THE LEFTOVERS. Give every dollar a job to do so that you do not blow the leftover budget.

EMERGENCY FUND. As soon as you can, build up your emergency fund so you are not tempted to use your credit cards in case of emergency.

RETIREMENT. Thinking about your retirement accounts, like a Roth IRA, will set you up nicely later in life. The power of compounding interest is powerful.

Did you leave Rawls with a job?



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by happiness *out* of the office.

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We want every team member to benefit from the deep
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through mentoring, interactive training, and project
partnerships. This "office family" culture has been
created by design—because we know great
careers foster great lives.

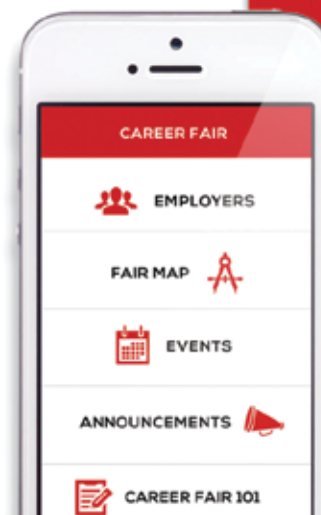
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 Some people aren't used to an
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 is expected."

- Steve Jobs



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The Management/Sales Training Program



The Management/Sales Training Program



OUR COMPANY

Stability: Founded in 1866, Sherwin-Williams is the industry leader in providing top quality coatings and related products to paint contractors, manufacturers, industrial users, and the retail trade.

A Culture of Excellence: Recognized among CollegeGrad.com's "Top Entry Level and Intern Employer", seven core values drive the Sherwin-Williams culture and our company. These values: Integrity, People, Service, Quality, Performance, Innovation, and Growth, are reflected in our people, our products, and our business practices and relationships.

Our Brands: In addition to the Sherwin-Williams® brand, we manufacture and sell products under several other well-known and respected brand names such as Dutch Boy®, Krylon®, Minwax®, Thompson's®, Pratt & Lambert®, and Purdy®, to name a few.

Opportunities for Career Advancement: At Sherwin-Williams, over 90% of placement into managerial and professional positions comes from within the Company. We provide the necessary training and tools to assist our employees with taking an active role in defining their own career path.

More than 90% of our Store Managers, Sales Reps and District Management are promoted from within.

We offer a competitive base salary with salary increases throughout the Program. In addition to our impressive base salary, we also offer incentives based on performance. Additional benefits include: health, dental and vision care, life insurance, disability insurance, 401k/stock purchase plan; company-paid pension investment plan; tuition reimbursement; employee assistance program; and various discount programs.



MANAGEMENT/SALES TRAINING PROGRAM



Overview: Our Management/Sales Training (MT) Program prepares you for a successful career in management and outside professional sales at locations throughout the nation. The Program's comprehensive 24-month experience is designed to provide you with the skill development and management support necessary for personal and professional growth. The Program contains a mix of experiential knowledge gained through hands-on activities, classroom training, peer networking, career conferences, online learning and ongoing education throughout your career in the areas of sales, marketing, financial management, store operations, merchandising, customer service and human resource management.

The Experience:

- **6 to 8 weeks** in a certified training store
- **A structured learning program** featuring a series of hands-on and virtual learning activities
- **Eligible for salary reviews and incentives** throughout the program
- **Peer social networking** using the latest technology
- **Career conferences** with district management every 6 months
- **One week of classroom training** at one of our 4 Sherwin-Williams University locations in Atlanta, GA; Cleveland, OH; Dallas, TX; Philadelphia, PA
- **Placement** into an Assistant Manager position
- **Ongoing** professional development and preparation for career advancement

Eligibility & Requirements:

- College graduate (business majors preferred)
- Must be legally authorized to work in country of employment without sponsorship for employment visa status;
- Valid Driver's License;
- Excellent communication skills, a good work ethic, and interest in an active, "roll-up-your-sleeves" type of environment are essential.
- Experience in sales, customer service, food service, or construction is preferred.

Compensation & Benefits

We offer a competitive base salary with salary increases throughout the Program. In addition to our impressive base salary, we also offer incentives based on performance. Additional benefits include: health, dental and vision care, life insurance, disability insurance, 401k/stock purchase plan; company-paid pension investment plan; tuition reimbursement; employee assistance program; and various discount programs.

STIR THINGS **UP!**

CAREER PATH

The Management/Sales Training Program equips you to take one of two career paths, both of which can lead to high-level management positions within the Paint Stores Group.

Once you have completed the Management/Sales Training Program, you can choose to pursue the store management path or the sales path. During your time in the MTP, you'll learn what it takes to succeed within each position along both career paths.

QUESTIONS?

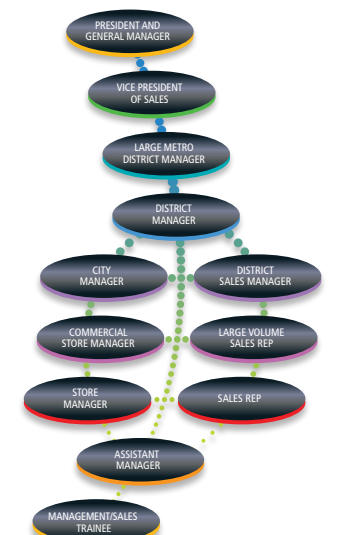
Check out the FAQ section of our website at www.sherwin.com/careers/opportunities/mt/faq. Please see your Career Services Office for our on-campus interview schedule or apply online at www.sherwin.com/mt.

To learn more and apply, visit www.sherwin.com/mt

Sherwin-Williams Careers — Management and Sales Training Program



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