Happy Birthday
Rawls CMC
<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003</td>
<td>With the approval of Dean Allen McInnes, the Rawls College of Business founded the Career Management Center (CMC).</td>
</tr>
<tr>
<td>2006</td>
<td>The CMC Student Business Council was formed with the original 5 students.</td>
</tr>
<tr>
<td>2007</td>
<td>The initial “Employer Wall of Honor” was created. This would later evolve into the CMC Corporate Sponsor Program.</td>
</tr>
<tr>
<td>2008</td>
<td>RCOBA surpasses 90% placement rate for the first time.</td>
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<tr>
<td>2014</td>
<td>The CMC implemented Handshake as the primary recruiting system.</td>
</tr>
<tr>
<td>2017</td>
<td>The CMC creates the first Student Career Resource Handbook for Rawls students.</td>
</tr>
<tr>
<td>2018</td>
<td>The CMC revises the Corporate Sponsor program to include a three-tiered system of Bronze, Silver, and Gold levels. Twenty-five companies joined.</td>
</tr>
<tr>
<td>2020</td>
<td>Rawls CMC hosts the first virtual career fair to accommodate recruiting processes during Covid-19.</td>
</tr>
<tr>
<td>2022</td>
<td>Staff expanded to include a full-time position for marketing and social media.</td>
</tr>
<tr>
<td>2023</td>
<td>Enterprise Holdings becomes the first Platinum level CMC Corporate Sponsor.</td>
</tr>
</tbody>
</table>

prep, connect, get hired, succeed.
Dear Students, Alumni and Employer Partners,

As I look back on my career in the Rawls College of Business, I am overwhelmed with gratitude for being able to experience the growth and success of the Rawls Career Management Center during its 20 years in existence. I am thankful that I have been afforded the opportunity to work with the amazing students, staff and faculty in the Rawls College of Business these past 16 years. I firmly believe in our students and the impact they have made, and will continue to make, in the world. The Rawls is truly a special place that produces RawlsReady students who have the grit and tenacity to make an immediate impact on their future employer’s mission.

I would also like to extend my sincere appreciation for the employer partners who have chosen to work with the CMC to recruit our students. We have developed strong partnerships with companies of all sizes, locations, and desired outcomes. These partnerships have been integral in the success of our office and continue to push us to be the absolute best we can be.

Although we have already experienced a great amount of success in our first 20 years, I believe the next 20 will be even more exciting and rewarding. Thank you again to all those who have participated in this journey with us. We are excited to see what the future holds!

Barry Broughton
Senior Director
Rawls Career Management Center
Cultivating student success since 2003, the Rawls Career Management Center empowers students by helping them Prep, Connect, Get Hired, and Succeed.

**OUR MISSION**

**PREP**
Provide professional knowledge and tools through coaching, workshops, and events to equip students for career success.

**CONNECT**
Collaborate with employer partners to create networking and career opportunities.

**GET HIRED**
Assist students in the recruiting process with resources such as Handshake, on-campus interviews, and career fairs.

**SUCCEED**
Encourage confidence through established professional skills allowing students to thrive in the workplace.

**OUR VISION**
To be a trusted and reliable resource for Rawls College of Business students and employer partners.
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## PREP

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## CONNECT

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<td>Networking + Elevator Pitch</td>
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## GET HIRED

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## SUCCEED

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<td>Applying to Grad School</td>
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Corporate Sponsors

Silver
- BSGM
- ConocoPhillips
- EY
- H-E-B
- MEWBOURNE OIL COMPANY
- PIONEER NATURAL RESOURCES
- PlainsCapital Bank
- KPMG
- Weaver
- pwc
- RSM
- Trinity
- Whitley Penn

Bronze
- ARRIVE LOGISTICS
- BDO
- CINTAS
- ECHO
- EISNERAMPER
- Goosehead Insurance
- HAJoca
- Hilcorp
- J.B. Hunt
- MADERA COMPANIES
- Sewell
- Robert Madden Industries
- Credit Union
Meet the Rawls CMC team

Barry Broughton, Senior Director
Undergrad: B.B.A. Marketing, University of Toledo
Grad: M.Ed. TTU
LinkedIn: /barrybroughton

Hometown: Monroe, MI
Fav Band: The Cure
Fav Movie: Band of Brothers

As the Senior Director of the CMC, my job is to oversee the general operations, manage budgets and financial accounts, track student employment data, solicit corporate sponsorships, and guide the vision for the office.

Staci Johnston, Administrative Coordinator
Undergrad: B.A. Spanish, TTU
(Minors: Business & English)

Hometown: Lubbock, TX
Fav Band: Reckless Kelly
Fav Movie: The Terminator

I greet visitors and answer phone calls to make sure students have the help they need with their job search. If I can’t answer their questions, I refer them to someone who can. I also manage much of the paperwork and daily activity of the CMC office.

Jamie Pitman, Director of Student Development
Undergrad: B.S. Human Development & Family Studies, TTU
LinkedIn: /jamiepitman1

Hometown: Lubbock, TX
Fav Band: Goo Goo Dolls
Fav Movie: Christmas Vacation

As Director of Student Development, I create, execute, and oversee all student development programming for Rawls students. I host workshops and guest-speak in classrooms and to student organizations on topics related to career development and the job searching process.

Dennis Anderson, Assistant Director of Student Development
Undergrad: B.S. Social Work, HSU
Grad: M.Ed. TTU
LinkedIn: /dennisranderson

Hometown: Questa, NM
Fav Band: MercyMe
Fav Movie: Lord of the Rings

In my role I work with students to set career goals and explore career choices that match their interest and strengths. I will provide professional resume help and professional interviewing skills. I will also teach students how to utilize social media to network and increase their employment possibilities.

Kaleigh Holden, Career Development Specialist
Undergrad: Bachelors of Applied Science in Business Administration, Wayland Baptist University
LinkedIn: /kaleigh-holden-8990a4286/

Hometown: Lubbock, Texas
Favorite Band: Tim McGraw
Favorite Movie: Finding Nemo

I guide students on creating professional business resumes and cover letters. I am also here to help with preparing for interviews and navigating the job search process.
Chelsea Baucum, Director of Recruiting and Employer Engagement

Undergrad: B.S. Human Development & Family Studies, TTU
LinkedIn: /chelseabaucum
Hometown: Dimmitt, TX
Fav Band: Chris Stapleton
Fav Movie: Black Panther

In addition to working with some of our elite employers to give them an unmatched experience while visiting Texas Tech, my goal is to find new and exciting employers to recruit at Rawls. I also plan and organize the Rawls Career Fair each semester.

Barbara Moore, Associate Director of Recruiting

Undergrad: B.S. Early Childhood Education, LCU
Grad: M.Ed. LCU
LinkedIn: /barbaraemoore
Hometown: Richmond, VA
Fav Band: ABBA
Fav Movie: Under the Tuscan Sun

I’m here to help finance, accounting, energy commerce, and information technology students in their job search. I teach students how to navigate Handshake, and I also facilitate Meet the Firms, Meet the Industry, and on-campus interviews.

Preston Hodges, Assistant Director of Career Discovery

Undergrad: B.B.A. Marketing, TTU
LinkedIn: /preston-hodges1
Hometown: Paris, TX
Fav Band: Miley Cyrus
Fav Movie: Mamma Mia!

My role in the CMC is primarily career exploration! I plan industry tours for students to attend each semester to discover the career avenues that most interest them.

Vanessa Ramirez, Career Development Specialist

Undergrad: B.S. Sociology, (Concentration in Criminology), TTU
LinkedIn: /vanessa-ramirez1
Hometown: Lubbock, TX
Fav Musician: Lana Del Rey
Fav Movie: Carrie (1976)

I’m here to help management, marketing, and supply chain management students find internships and full-time jobs. Students can schedule appointments with me in Handshake to discuss career opportunities.

Autumn Arthur, Assistant Director of Marketing

Undergrad: B.A. Visual Communication, LCU
Grad: M.A. Interdisciplinary Studies, TTU
LinkedIn: /AutumnArthur
Hometown: Early, TX
Fav Band: For King & Country
Fav Movie: You’ve Got Mail

I’m here to communicate opportunities to Rawls students through email newsletters, digital signage, and social media. I create all the Rawls CMC marketing and advertising materials.
Handshake is the #1 way college students find jobs

1. Get hired
   Discover and land jobs and internships.

2. Get discovered
   Get messaged by employers that want to hire you.

3. Get connected
   Connect with employers and learn more about their company.

4. Get expert help
   From career-building resources to employers recommended by your career center.

Join today at hirerawls.joinhandshake.com and get recruited by the top employers for full-time, part-time jobs, and internships.

Download the app
Search for “Handshake” on the App Store or Google Play or visit app.joinhandshake.com.
Handshake is transforming college recruiting for...

12 million+ students & young alumni
Accounting to Zoology

1,400+ Colleges and Institutions
Big State to Liberal Arts

750,000+ Employers
Fortune 500 to Mom & Pop

NEED HELP NAVIGATING HANDSHAKE?

Contact the Rawls Career Management Center at (806) 742-4530 or rawlscmc@ttu.edu. You may also stop by RCOBA 119, Monday-Friday from 8:00 AM - 5:00 PM.

3 must-haves on your Handshake profile

Employers find you based on the career interests in your Handshake profile. Interests include:

Job type: Do you want an internship or full-time job?

Location: Which cities do you want to work in?

Job roles: Select the types of jobs you want, like marketing associate or data analyst.

Employers want to meet you—one on one.
These employers are joining upcoming virtual events. Set up 1 on 1 time with them to see if you’re a fit for open roles.

Aug 12
Individual sessions
1 on 1 with IBM

Aug 24
Individual sessions
Summer Career Fair

9:41

NEED HELP NAVIGATING HANDSHAKE?
Create Your Account

Build Your Profile
Select “My Profile” by clicking your picture or initials in the top-right corner of your Dashboard to edit/add to your information. The more information you include in your Handshake profile, the better. Complete profiles should include a short introduction under “My Journey,” your education, work and volunteer experience, organizations and extracurriculars, courses, projects, your interests, and skills. The Career Management Center recommends you set your Privacy to “Community” so employers and your peers can view your profile and connect with you through Handshake.

Update Your Account Information and Notification Preferences
Your Account Information can be found by clicking your picture or initials in the top-right corner of your Dashboard and selecting “Settings.” Here, you can update your contact information and mark your profile privacy as “community,” “employers,” or “private.” By selecting “Notification Preferences” under Settings, you can choose how you want to be notified for various activities. You can also go to “My Career Interests” to select or update your career interests to enhance your Handshake experience.

Upload Your Resume
1. Log in to your Handshake account at hirerawls.joinhandshake.com.
2. Select “My Documents” by clicking your picture or initials in the top-right corner of your Dashboard, then click on “Select from Computer” or “Add New Document” to upload your document. Make sure your resume is saved as a PDF and as your First Name and Last Name (ex: John Doe) and not “Final Resume” or “Marketing Resume”.
3. Your resume will be reviewed by a member of the professional documents team in the CMC.
4. If your resume needs revision, you will receive feedback in your Handshake Inbox from a professional documents team member. Your Handshake Inbox can be found by clicking “Inbox” on the left-hand navigation menu. Please keep in mind the CMC professional documents team’s goal is to help ensure you are presenting a professional and quality document to employers that recruit at the Rawls College of Business.
5. Once your resume is ready, be sure to mark it “Visible” so employers can view it.
6. For additional help, you may schedule a “Resume Review” appointment in Handshake.
Schedule an Appointment with the CMC

Select "Appointments" by clicking "Career Center" on the left-hand navigation menu and choose "Schedule A New Appointment." Select the Category and Appointment Type you wish to schedule. Please be sure to select the correct category for your major. Choose a day and time that works best for you, choose the appointment medium you wish to use: In-Person or Virtual on Handshake, add comments on what we can help you with, then click “Request.” You should receive an email confirmation. You can always find your upcoming and past appointments by coming back to “Appointments.”

Search and Apply for Jobs and Internships

Select "Jobs" on the left-hand navigation menu. You can filter positions by Location, Major, Graduation Date, Job Type, and more! Once you find a position you are interested in, review the role description and candidate preferences to determine if you are a good fit. To apply, select the “Apply,” “Apply Externally,” or “Quick Apply” button and choose the Document(s) you would like to submit based on the application requirements.

*Handshake allows students to apply to positions even if they are not 100% qualified. If you are not fully qualified for a position, you will see an “x” next to a qualification under “candidate preferences.”

Apply for On-Campus Interviews

Click on your picture or initials in the top-right corner, and then select “My Meetings.” You can then choose the “On-Campus Interviews” tab to view employers that are scheduled to be on-campus soon. Be sure to review the “Related Jobs” attached to the company’s schedule. If you would like to apply for the position, you may request an interview by clicking on “Apply.” When you request an interview, your resume is submitted to the employer. If the employer chooses to interview you, you will be notified and asked to schedule an interview through Handshake.

Browse Events

All events can be found under the “Events” tab on the left-hand navigation menu. You can view dates, times, locations, and register for events and fairs through this tab. When you register for an event, you will receive an email confirmation and the event will appear under the “Registered” filter on the right-hand side of your Events tab.

QUESTIONS? Handshake representatives are eager to assist you with questions regarding their software. You can contact them through the “Help” option by clicking your picture or initials in the top-right corner of your Dashboard. Please feel free to contact the Rawls Career Management Center at (806) 742-4530 or rawlscmc@ttu.edu should you need additional help.
The RAWLS Career Management Center has identified eight key competencies for career readiness...

**CAREER AND SELF-DEVELOPMENT**

Proactively develop oneself and one’s career through continual personal and professional learning, awareness of one’s strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one’s organization.

*What Does It Look Like?*
You are able to navigate and explore job options that relate to your skills, strengths, personality and goals. You are able to take the steps necessary to pursue opportunities, and understand how to self-promote in the workplace.

**CRITICAL THINKING**

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

*What Does It Look Like?*
Good critical thinkers can draw reasonable conclusions from a set of information and discriminate between useful and less useful details to solve a problem or make a decision. With this skill, you can be trusted to make decisions on your own and do not need constant handholding.

**LEADERSHIP**

Recognize and capitalize on personal and team strengths to achieve organizational goals.

*What Does It Look Like?*
You are able to assess and manage your emotions and those of others; use empathetic skills to guide and motivate; organize, prioritize and delegate tasks.

**COMMUNICATION**

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

*What Does It Look Like?*
You have public speaking skills; are able to express ideas to others; and can write/edit memos, emails, professional documents, and complex technical reports clearly and effectively.
EMPLOYERS ARE LOOKING FOR NEW GRADUATES TO BE #RAWLSREADY — MEANING THEY KNOW HOW TO USE THEIR TALENTS, STRENGTHS AND INTERESTS.

TEAMWORK
Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

What Does It Look Like?
You are able to work within a team structure and can negotiate and manage conflict while understanding others’ viewpoints.

PROFESSIONALISM
Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

What Does It Look Like?
Acting responsibly and fairly in all personal and work activities. Employers want people who are punctual, can manage their time, learn from one’s mistakes and hold themselves to a high level of integrity and ethics.

INCLUSIVE EXCELLENCE
Demonstrate the awareness, attitude, knowledge, and skills required to fairly engage and include people from all cultures. Engage in practices that actively involve people from all backgrounds and perspectives.

What Does It Look Like?
Solicit and use feedback from multiple perspectives to make inclusive decisions. Demonstrate flexibility by adapting to diverse environments.

TECHNOLOGY
Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

What Does It Look Like?
Use technology to improve efficiency and productivity in the workplace. Navigate change and be open to learning new technologies.
$63,207

ANNUAL SALARY AVERAGE

95.5%

OVERALL PLACEMENT

POSITVE CAREER OUTCOME*

ACCOUNTING 98.9%
ENERGY COMMERCE 100%
FINANCE 95.5%
GENERAL BUSINESS 87.5%
INFORMATION TECHNOLOGY 92.9%
MANAGEMENT 93.1%
MARKETING 94.2%
GLOBAL SUPPLY CHAIN 100%
ACCOUNTING / FINANCE 95.7%
MARKETING / MANAGEMENT 92.0%

* Employed or continuing education

Please report your placement by visiting rawlscmc.com and selecting Placement Statistics, then “Employment Survey.”
**Rawls College of Business**

**MAY 2022 | GRADUATE DATA**

### Average Starting Salaries

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<tr>
<th>Program</th>
<th>$10K</th>
<th>$20K</th>
<th>$30K</th>
<th>$40K</th>
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<th>$90K</th>
<th>$100K</th>
<th>$110K</th>
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<tr>
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<td>$68,500</td>
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### Employed

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<tbody>
<tr>
<td><strong>IN PERSON</strong></td>
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</tr>
<tr>
<td>STEM MBA</td>
<td>90.5%</td>
</tr>
<tr>
<td>MS ACCOUNTING</td>
<td>100%</td>
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<tr>
<td>MS FINANCE</td>
<td>100%</td>
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<td>MS DATA SCIENCE</td>
<td>92.3%</td>
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<td><strong>ONLINE</strong></td>
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<td>ONLINE MBA</td>
<td>100%</td>
</tr>
<tr>
<td>ONLINE MS DATA SCIENCE</td>
<td>100%</td>
</tr>
<tr>
<td>ONLINE MS MARKET RESEARCH &amp; ANALYTICS</td>
<td>87.5%</td>
</tr>
</tbody>
</table>

Please report your placement by visiting [rawls.cmec.com](http://rawls.cmec.com) and selecting Placement Statistics, then “Employment Survey.”
Before
- Claim your Handshake account. All Rawls College of Business students have a Handshake account; the account just needs to be claimed. Visit pages 10-11 of this Handbook for more information.
- Visit the career fair event page in Handshake to determine which employers to target. If you plan to attend the virtual career fair, be sure to sign up for sessions in advance.
- Check out the Networking + Elevator Pitch section of this Handbook (page 30) and attend career fair related workshops.
- Attend a resume workshop and get your resume in shape for the fair. For additional assistance with your resume, you are able to schedule a “Resume Review” appointment in Handshake.
- Professional attire is required for both the in-person and virtual career fairs.
- Group your employers into 3 groups (ex. Favorites, Somewhat Interested, Least Interested). When attending the fair, you can start networking with your “Least Interested” list of employers and work out all nerves, before heading to your “Somewhat Interested,” and then “Favorites” list.
- Make the most of your time by coming up with a few talking points beforehand. Practice how you’ll introduce yourself and the key achievements, skills and/or career goals you want to highlight (known as your elevator pitch).

During
- Bring a padfolio with plenty of resumes and to take notes. Rawls-branded padfolios can be purchased in the CMC in RCOBA 119 for $15 — cash or check only.
- When you check-in at the career fair you can grab a map showing where the employers are located. You will receive a color coded sticker on your nametag for your major. Make sure to look at the employers’ stickers at their booth to know which majors they are recruiting.
- Use your elevator pitch to initiate conversation about your experience/skills and how you are a good fit for the employer and the desired position.
- Ask engaging questions about the internships and full-time opportunities the employer has available.
- Exchange business cards or contact information.
- If you schedule an interview at the career fair, write down the name of the employer, interview date/time, and location of your interview.

After
- If you received a business card, follow up and let them know you enjoyed your conversation and getting to know more about the company. Once a virtual fair has wrapped up, you can follow up with employers in Handshake immediately after your session via the pop-up that appears automatically. You may also want to connect with and thank the recruiters via LinkedIn.
- Most companies will post their opportunities in Handshake under the “Jobs” tab. Be sure to apply for positions you are interested in before the deadline!
- If you were interviewed, send a thank you note. Visit the CMC for free Rawls College of Business branded thank you cards.
**TIPS YOU NEED TO KNOW BEFORE MEETING AN EMPLOYER VIRTUALLY**

Recruiters will likely review your Handshake profile before a session, so be sure your resume is visible in Handshake prior to the fair, and update your Handshake profile with your location preferences, as well as skills, organizations, and work experience!

**Set up a dedicated space.** Look for a quiet spot that has privacy and plenty of light. Try to limit potential distractions and interruptions. Test your background options on video before event day to see how they look on screen. You want the area behind you to be as plain and tidy as possible, so remove any distracting visuals.

**Check your device and connection.** Check your internet connection, as well as the audio and video on your device—whether you’re logging in from a computer or on the Handshake app.

**Practice a few video calls with a friend or family member.** This will help you become more confident in talking about yourself and answering common questions. You can always schedule a "Mock Interview" appointment with the Rawls Career Management Center.

**Dress professionally.** Although you’re meeting virtually, you should dress like you would for an in-person meeting with an employer. Professional attire is recommended.

**Remember your body language.** Remember to sit up straight in your chair (keep a small pillow behind you if that helps). Other body language cues that will help you make a connection with the person on the other end of the screen: smiling and nodding at appropriate times. This shows that you’re listening and are enthusiastic about the conversation.

**Take your time when speaking.** You may be nervous when you’re meeting an employer—most people are. And when you’re nervous, you may have a tendency to speak quickly. Try taking a deep breath before you start speaking, and be mindful to speak slowly and clearly. Additionally, it’s important to wait until the employer finishes their question or statement. Take a pause before you start speaking to ensure you don’t talk over them.

**Lastly, be yourself and have confidence! You’re all set to have a great conversation with your potential future employer.**
Students who are interested in applying for jobs and internships in Handshake must have a resume uploaded to their account. The feedback process is in place to help ensure you are presenting a professional and quality resume to employers that recruit at the Rawls College of Business.

1. Log in to your Handshake account at hirerawls.joinhandshake.com.
2. Select “My Documents” by clicking your picture or initials in the top-right corner of your Dashboard, then click on “Select from Computer” or “Add New Document” to upload your document. Make sure your resume is saved as your First Name and Last Name (ex: John Doe) and not “Final Resume” or “Marketing Resume.”
3. Your resume will be reviewed by a member of the professional documents team in the CMC.
4. If your resume needs revision, you will receive feedback in your Handshake Inbox from a professional documents team member. Your Handshake Inbox can be found by clicking “Inbox” on the left-hand navigation menu.
5. Once your resume is ready, be sure to mark it “Visible” so employers can view it.
6. For additional help, you may schedule a “Resume Review” appointment in Handshake.

PROCESS FOR TRANSCRIPTS, COVER LETTERS, AND OTHER PROFESSIONAL DOCUMENTS:

All professional documents listed above should be uploaded directly to Handshake for review. Transcripts will be reviewed to ensure the information saved can be viewed by prospective employers. You will receive cover letter feedback from a professional documents team member via your Handshake Inbox. For additional help, you may schedule a “Cover Letter Review” appointment in Handshake.
Sam Wilson
4545 Redwing Road, Lubbock, TX 78694 | (806) 690-2875 | sam.wilson@ttu.edu

Education
Texas Tech University, Rawls College of Business, Lubbock, TX
Bachelor of Business Administration, Information Technology
Graduation: December 2024
- Cumulative GPA: 3.9
- Concentration in Telecommunications/Networking
- President’s List: Spring 2020
- Dean’s List: Fall 2021

Experience
UMC Health System, Lubbock, TX
IT Support Technician, May 2020 - Present
- Analyzed and troubleshooted system requirements and efficiently resolve technical issues.
- Worked in a team of four to test and implement new software for all employees, ensuring maximum functionality of all systems and programs.
- Developed an IT policy and procedure manual to educate employees on proper IT procedures.

Texas Tech University, Lubbock, TX
IT Intern, May 2018 - August 2018
- Assessed the performance of company software and equipment monthly and maintained required updates and repairs.
- Trained three new interns on all aspects of IT support and developed new training materials.
- Met with supervisor weekly to discuss upcoming projects and deadlines.

Campus Involvement and Leadership
Association of Information Technology Professionals, Lubbock, TX
Vice-President (January 2021 – Present)
- Recruited members for organization during annual membership drive personally adding 15 new members through individual contacts.
- Spearheaded the organization of the annual industry tour to network with professionals in the technology field.
- Introduced the “Standards of Conduct” for members to abide by during all industry tour visits.

Dean’s Student Council, Lubbock, TX
September 2020 - Present
- Serve as a liaison between Rawls students and the dean to promote a sense of community within the Rawls College of Business.
- Relay student feedback to the dean and discuss potential solutions.

Inclusive Excellence Seminar, Lubbock, TX
March 2022
- Served on the student panel to discuss ways to promote fairness and belonging.
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.

**RESUME TIPS**
- The resume’s only job is to get you the interview.
- Write your own resume — copying a friend or using a template 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 throughout the document.
- Use reverse chronological order, meaning your most recent experiences are listed first.

**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.”

Use strong action verbs that align your skill set to the company’s needs. Be diverse and use a thesaurus.
Nick Fury
2012 Mockingbird Lane
Lubbock, TX 79409
555-429-5393
nicky.fury@ttu.edu

EDUCATION
Texas Tech University, Rawls College of Business
Bachelor of Business Administration in Accounting
Lubbock, TX
Concentration in Business Analysis
GPA: 3.5

Texas Tech University, Rawls Center for Global Engagement
Study Abroad
Prague, Czech Republic
May 2017 – July 2017

WORK EXPERIENCE
Dr. Kate Bishop, Texas Tech University
Tutor for Intermediate Accounting 2
September 2018 – Present

- Updated and redesigned employee training manuals by using a combination of Adobe Photoshop and Microsoft Word
- Created various data flow and process flow diagrams in various programs, including Microsoft Visio and Microsoft Publisher
- Completed various digital training sessions independently to take on more responsibility during the internship

Matt Fraction Accountants
Intern
Dallas, TX
June 2017 – August 2017

- Updated and redesigned employee training manuals by using a combination of Adobe Photoshop and Microsoft Word
- Created various data flow and process flow diagrams in various programs, including Microsoft Visio and Microsoft Publisher
- Completed various digital training sessions independently to take on more responsibility during the internship

LEADERSHIP
National Association of Black Accountants
Accounting Leadership Council
Historian (August 2018 – Present)

- Document all events to help Webmaster showcase them on the organization’s website to better promote the organization

CERTIFICATIONS
Microsoft Excel Certification
May 2018

Natasha Romanova
123 Main Street | Lubbock, TX 79409 | 123 - 456 - 7890 | natasha.romanova@ttu.edu

Education
Texas Tech University, Rawls College of Business
Bachelor of Business Administration, Information Technology
Lubbock, TX
GPA: 3.5

Work Experience
Tech Industries
IT Intern
Dallas, TX
September 2020 – January 2022

- Updated and redesigned employee training manuals by using a combination of Adobe Photoshop and Microsoft Word
- Created various data flow and process flow diagrams in and Microsoft Publisher
- Completed various digital training sessions independently to take on more responsibility during the internship

United Supermarkets
Support Desk Analyst
Lubbock, TX
August 2019 – August 2020

- Served as a primary point of contact between 900 users and the company’s IT department
- Troubleshoot issues with point of sales, electronic data interchange, electronic funds transfer, workstations, and operational programs
- Assisted incidents to IT operations and software engineering specialists based on specialty of technician and the urgency of the issue

Campus Involvement
Association of Information Technology Professionals
August 2021 – Present

- Attend meetings regularly to discuss current topics and trends in the IT industry

Technical Skills
Operating Systems
- Windows
- Unix/Linux
- Apple

Database
- Microsoft SQL server
- MySQL

Web Development
- HTML
- PHP
- Javascript

Programming Languages
- Java

Kamala Khan
356-642-8466 | 714 Willow Wilson Avenue | Lubbock, TX 79410 | kamalakhan@ttu.edu

EDUCATION
Texas Tech University, Rawls College of Business
Bachelor of Business Administration in Energy Commerce
Lubbock, TX
May 2024

Humber College
- Energy Transaction Analysis Track
- Minor in Spanish
- Major GPA: 3.5
- GPA: 3.88
- President’s List: Spring 2018, Fall 2020
- Dean’s List: Fall 2019

FOREIGN STUDY
Texas Tech University, Rawls Center for Global Engagement
Study Abroad
London, Paris, Munich, Vienna
June 2019

- Earned credit for Global Energy Perspectives course taught by Rawls faculty
- Visited the International Agency in Paris, France, studying nuclear energy
- Studied green energy in Munich, Germany, learning more about alternative forms of energy

WORK EXPERIENCE
Texas Tech University, Rawls College of Business
Student Assistant, Career Management Center
August 2019 – Present

- Balance 20 hours of work a week while maintaining a 15 hour course load
- Cultivate relationships with students, employers, faculty, and administration
- Collaborate with an 8-person office as main support role for all office tasks

First American Bank
Lubbock, TX
Teller
October 2017 – May 2018

- Served as customers’ primary contact regarding cash, checking, and saving services
- Transferred customer account information from old cataloging system into the new one
- Supplied pertinent account information to all new customers and ensured accuracy

South Asian Student Association
May 2019 – Present

- Plan five major events to help promote South Asian culture across the Texas Tech campus
- Alpha Lambda Delta & Phi Eta Sigma
Inducted March 2019

Miles Morales
4800 North Jordan Ave • Lubbock, TX 79503 • (806) 567-3228 • miles.morales@ttu.edu

EDUCATION
Texas Tech University, Rawls College of Business
Bachelor of Business Administration, Management
Lubbock, TX
Expected Graduation: May 2021

- GPA: 3.3
- Certificate in Leadership
- Concentration in Strategic Entrepreneurship and Innovation

RELEVANT COURSEWORK
Strategic Management
January 2019 – May 2019

- Understand strategic and tactical implications of decision-making within an organization
- Study the organizational pursuit of superior economic performance
- Evaluate relationships between organizations, industries, and different environments

Managerial Communication
September 2018 – December 2018

- Assessed various leadership and communication challenges within a business
- Gained an understanding of communication principles, processes and complexities
- Analyzed technology usage and social media communication methods

WORK EXPERIENCE
Texas Tech University, Health Sciences Center
Student Assistant
October 2018 – Present

- Follow and comply with appropriate data collection processes and confidentiality
- Aid in various administrative duties to ensure the smooth operation of the office
- Assist the project evaluator with data collection as needed

Coca Cola Corporation
Houston, TX
Management Intern
May 2017 – July 2017

- Collaborated with supervisor to complete forecasting of labor hours for new hires
- Updated schedules and maintained adequate staffing levels
- Enhanced organizational skills by maintaining personnel files for 40 employees
- Planned three successful fundraising events which raised $12,000

The Home Depot
Houston, TX
Summer Cashier
May 2016 – August 2016

- Provided quick and accurate checkout services to more than 50 customers each day
- Greeted customers and answered any questions they had in order to ensure quality service
- Aided customers in loading and transporting large purchases

INVolVEMENT
Association of Latino Professionals of America
October 2017 – Present

Multicultural Student Business Association
September 2017 - Present

hirerawls.joinhandshake.com 21
sample resumes

Alvin York
Lubbock, TX | (806) 888-5555 | Alvin.Chirk@gmail.com

SUMMARY
Dedicated professional with military experience in coordinating and problem-solving supply chain issues. Specializing in logistics, fleet management, and procurement. History of overseeing multi-million-dollar supply chains to support military operations including overseas deployments.

EDUCATION
Texas Tech University, Rawls College of Business Lubbock, TX
Bachelor of Business Administration in Supply Chain Management May 2023
- GPA: 3.65
- Dean’s List: Spring 2020 – Spring 2023

WORK EXPERIENCE
United States Army, First Cavalry Division Fort Hood, TX
Logistics Specialist May 2015 – May 2019
- Calculated supplies necessary for an extended deployment to an overseas base for a company-size unit consisting of over 150 soldiers
- Conducted and monitored equipment and supplies on a regular basis to guarantee full combat readiness
- Planned and organized the movement of supplies utilizing land, sea, and air assets as necessary to ensure the smooth movement to overseas bases
- Managed a team of over 50 personnel to move war readiness material
- Completed all required reports and evaluations and provided presentations as necessary to senior officers and leadership

RELEVANT COURSEWORK
Supply Chain Strategy January 2023 – May 2023
- Assessed issues that often occur with supply chains that involve international suppliers and developed methods to solve the problems in a timely manner
- Evaluated strategies that are designed to ensure the movement of goods incorporating a variety of land, sea, and air assets
- Conceptualized plans to move cargo from large manufacturing centers to rural areas with limited infrastructure to include all details necessary for timely delivery

INTERNATIONAL COMMERCE
January 2023 – May 2023
- Examined cultural differences that impact commerce and developed the flexibility to adjust as necessary
- Forefaced the influence that the international monetary system has on purchasing goods and services needed for different industries
- Analyzed the effect of political constraints on world markets

CERTIFICATIONS
Certified Supply Chain Professional May 2023
Certified in Production and Inventory Management May 2023
Certified Professional Logician May 2023

VOLUNTEER EXPERIENCE
Big Brother Big Sisters of Lubbock January 2020 – Present
Lubbock Dream Center May 2022 – August 2022
Habit For Humanity June 2020 – August 2020

VETERAN EXAMPLE

Carol Danvers
201 DeCorinck Drive | Lubbock, TX 79409 | 227-862-7835 | kamala.khan@ttu.edu

EDUCATION
Texas Tech University, Rawls College of Business Lubbock, Texas
- Master of Business Administration, STEM GPA: 4.0 May 2022
- Bachelor of Science, Chemistry Minor in Biology GPA: 3.1 May 2018

WORK EXPERIENCE
Grace Healthcare System Lubbock, TX
IT Intern September 2018 – Present
- Redesigned training manuals in Microsoft Word to help new employees better navigate the company’s systems
- Aid in the operation and maintenance of information systems with the targeted goal of facilitating system use
- Maintain and perform basic troubleshooting tasks with the data and voice network components

Doggett Pharmaceuticals Austin, Texas
Research Assistant July 2016 – August 2018
- Collected data on several case studies to test the impact of some of the company’s newer products
- Presented the effects and development of Renuyu at a conference seminar, gaining the interest of several new investors
- Wrote three successful grant proposals, earning over $400,000 to be used for further research

Roxxon Corporation Austin, Texas
- Answered phones while simultaneously responding to email inquiries
- Communicated in a friendly and professional manner, often times resulting in repeat customers
- Mentored and trained new employees, focusing on strong one-to-one customer interactions to help further the company’s brand

SCHOLARSHIPS
Continuing Education Scholarship Outstanding Texas Freshman Scholarship August 2014 – May 2015

Claire Temple
1233 23rd St., Lubbock, TX 79411 | (806) 542-1245 | claire.temple@ttu.edu

EDUCATION
Texas Tech University, Rawls College of Business Lubbock, TX
Bachelor of Business Administration in Accounting Master of Science in Accounting (application pending) Graduation with MSA: May 2023
- Accounting GPA: 3.8
- Concentration in Audit

WORK EXPERIENCE
ABC Credit Union Lubbock, TX
Audit Intern December 2018 - Present
- Create 12 monthly audit reports which include management letters, internal control recommendations, financial ratios, and loan file review expectations
- Prepare nine weekly engagement letters including contract of agreed-upon procedures and document requests
- Organize and bind work papers prior to and at the end of conclusion audits

Olive Garden Lubbock, TX
Server August 2016 – December 2017
- Collaborated with a team of 10 other servers to provide timely service to guests
- Managed an average of $500 a night in cash, credit cards and check transactions
- Resolved any conflicts with orders, ensuring patron satisfaction

LEADERSHIP EXPERIENCE
Omicron Delta Kappa Honor Society September 2020 - Present
- Alpha Lambda Delta Honor Society May 2019 - Present

HONORS

Carol Danvers
Page 2

Texas Tech University Lubbock, Texas
Undergraduate Research Assistant August 2014 – May 2015
- Designed over 10 monomer and dimer structures using 3D visualization software
- Conducted an analysis of orbital instabilities of acenes using Density Functional Theory and three-parameter B3-LYP
- Presented weekly updates to research team in order to interpret analysis and proceed with further calculations
- Completed training and earned certification for TTU Laboratory Safety and Chemical Hygiene

Senior Community Advisor August 2014 – August 2015
- Coordinated the tasks of 13 community advisors and 156 residents
- Obtained Crisis Prevention/QPR Certification to help navigate sensitive situations or conflicts between residents
- Presented data and observations to University Student Housing committee on a biweekly basis in order to better the living situation of residents

CAMPUS INVOLVEMENT
Raiders Pilots Association September 2019 – Present
- President (October 2019 – Present)
- Operate and run weekly group meetings
- Organize and run weekly group meetings and help other members practice in preparation for their own exam

Omega Delta Phi August 2016 – May 2018
- Created and presented weekly financial and grade reports to the group
- Implemented new methods and strategies for collecting dues and other fees from members of the group

SCHOLARSHIPS

2 PAGE MBA EXAMPLE
Steve “Brett” Rogers  
1941 Liberty Street, Lubbock, Texas 79409  
282-595-4837  
steve.rogers@ttu.edu  

May 15, 2023  

Ms. Mary Employer  
Manager of Human Resources  
XYZ Company  
1111 Employer Way, Suite 400  
Arlington, TX 78222  

Dear Ms. Employer:  

I am writing to express my interest in the PDQ position at XYZ Company. After speaking with John Recruiter at the Rawls College of Business Spring 2023 Career Fair, I am very interested in this exciting position. My educational experiences at Texas Tech and proven experience in community outreach make me a strong candidate for this role.  

I recently graduated with a degree in marketing from the Rawls College of Business at Texas Tech University. As a student, I coordinated and planned the Alpha Beta Omega Red Hot Chili Cook-off that benefited the Make-A-Wish Foundation. Under my leadership, we contributed $5,000 for local families, exceeding the previous year’s commitment by 80%. In addition, I worked as a student assistant for the Rawls College of Business. In this role, I worked with a team of eight as the main support for all administrative responsibilities. I was also in charge of writing copy for various marketing pieces. My background in community outreach and marketing would allow me to contribute significantly to the marketing department of XYZ Company.  

I know my skills and education will make me a valuable member of your team and I would appreciate the opportunity to discuss my qualifications further in an interview. If you have any questions, please feel free to reach me at (282) 595-4837 or steve.rogers@ttu.edu. Thank you for your time and consideration.  

Sincerely,  

Steve Rogers
getting involved

Rawls Student Organizations

Business Fraternities/Organizations
- Alpha Kappa Psi Business Fraternity
- Association of Latino Professionals for America (ALPFA)
- Beta Gamma Sigma
- Black Business Student Association
- Delta Sigma Pi Business Fraternity
- Multicultural Student Business Association (MSBA)
- PrideSTEM
- Rawls Business Ambassadors
- Rawls Graduate Association
- Tech Collegiate Entrepreneurs Organization (CEO)
- Women in Business

Rawls Student Support Groups
- Career Management Center Student Business Council
- Dean’s Student Council

Student Government Association
- Business Senators

Major-Specific Organizations

Accounting
- Accounting Leadership Council (ALC)

Energy Commerce
- Energy Commerce Association (ECA)

Finance
- Finance Association
- Rawls Banking Association
- Real Estate Organization (REO)

Information Technology
- Association of Information Technology Professionals (AITP)

Management
- Sigma Iota Epsilon
- Texas Tech Society for Human Resource Management

Marketing
- Tech Marketing Association (open to all majors)
- Tech Supply Chain Association

For additional information about student organizations at Rawls, visit the Campus Life tab at rawlscmc.com.

For a complete list of Texas Tech student organizations, visit ttu.campuslabs.com/engage/organizations.
RAIDER SUCCESS HUB

www.depts.ttu.edu/provost/success/index.php | success@ttu.edu

Raider Success Hub (RSH) is an inclusive, collaborative and accessible environment intentionally geared toward student success and retention. RSH offers a more connected experience between academic staff, faculty and students through enabling a holistic, student-centered approach to student success and retention, sustaining support and engagement from campus leaders, embracing a variety of methods to create clear and consistent communications.

FIRST GENERATION TRANSITION & MENTORING PROGRAMS
firstgenprograms@ttu.edu | Strives to improve the retention and success rates of First Generation College (FGC) students at Texas Tech.

INTERNATIONAL STUDENT & SCHOLAR SERVICES
www.depts.ttu.edu/international | oia.reception@ttu.edu | richard.porter@ttu.edu | Assists students and scholars with the immigration processes, institutional compliance and reporting requirements, orientation, financial concerns and cross-cultural issues.

MILITARY AND VETERANS PROGRAMS
www.depts.ttu.edu/mvp/ |.mvp@ttu.edu | Assists veterans and their families in achieving academic, personal, and professional success.

RAIDER RED’S FOOD PANTRY
www.depts.ttu.edu/dos/foodpantry.php | foodpantry@ttu.edu | Reduces hunger and food insecurity among TTU students while encouraging campus engagement and education on how to reduce food insecurity.

STUDENT DISABILITY SERVICES
www.depts.ttu.edu/sds/ | sds@ttu.edu | Enhances each student’s learning through the provision of programs and services for students with a disability.
You can use social media platforms to learn more about different organizations within your target industry and to help identify the ones you’d want to work for.

FACEBOOK
- Complete your “About” section by including your location, education, and employment status
- Join groups and interact with members by asking questions, posting thoughtful comments, and sharing info
- Post occasional status updates about your job search

INSTAGRAM
- Follow companies you find interesting and comment on their posts
- Post images on your personal profile that represent your personal brand and interests

LINKEDIN
- Search for and follow companies of interest to learn more about their values, culture, and job openings
- Join groups and participate in discussions
- Connect with alumni through the “Find Alumni” tool
- Network with alumni and conduct informational interviews
- Upload supporting videos, documents, and links under your About, Featured, or Experience section

X (TWITTER)
- Use hashtags to track and look up discussion topics and job postings
- Share media and retweet industry-related articles, information, and thoughts
  Follow recruiters, employees, and organizations for updates and news

YOUTUBE
- Search for companies of interest on YouTube to gain an inside look into their company culture.
Before applying for a job, you are taught to conduct thorough research of the company to guarantee an understanding of their mission, values, culture, and leadership. However, have you ever considered the possibility that potential employers may be conducting just as much research about YOU?

Not having an online presence.

It may be easy to assume that not having a social media profile is the best answer to guarantee you do not fall victim to posting inappropriate content, but not having an online presence keeps employers from being able to learn more about you. Because social media has become such an integral part of our society, employers like to see that you have personal experience navigating the sites and generating/posting content.

Avoid inappropriate content.

1. **Profanity.** Just don’t use it. It’s unprofessional and, we promise, it isn’t necessary.
2. **Pictures.** Whether they are from 10 years ago or two days ago, avoid any photographs displaying alcohol, drugs, nudity, or weapons.
3. **Negative/Offensive.** Avoid posting anything negative or offensive about organizations, professionals, or employers. No matter how mad you are at your boss, complaining about the company you work for is a red flag to recruiters. Also, avoid posting threats to others and avoid sharing inappropriate content such as crude jokes. You may think they are funny, but a recruiter might not.
4. **Controversial Topics.** Be aware that others may not share your views and this can create a negative impression of you.

Grammar/Spelling.

Use of widely accepted social media acronyms isn’t prohibited, but if you can’t type a clear sentence, without error, recruiters will assume you are unable to communicate effectively. Consider using Grammarly.com to help catch your mistakes.
Your LinkedIn profile is one of the most valuable pieces of online real estate you have when it comes to creating a professional brand with social media! As you seek an internship or job, you will be able to research industry-related people and employers who can help you develop and build your connections. Use LinkedIn to research, discover, and connect by creating a stellar profile, like this one.

**FACEBOOK, X (TWITTER), INSTAGRAM, YOUTUBE**

These popular social media sites are often used by employers to learn more about you as a candidate. Make sure your profiles are professional, appropriate, and reflect your brand in a positive manner. Ensure your privacy settings are up-to-date and always be mindful of what information you share, like/retweet, and are tagged in. If in doubt, utilize the “View As” option to see how your profile would appear to future employers.

**WWW.**

A personal website can be a great resource to share your professional profile with employers, thus helping you stand out among other applicants. You can share your professional social media links, work/writing samples, and references to help you better connect with employers. Some free options include Wordpress, Weebly, Squarespace, and Wix. You can share the link to your website on business cards and in your email signature.

**LinkedIn Profile Checklist**

1. **Appear in Search Results:** Be sure to include industry-related key words in your summary and experiences to increase the chance that your profile is listed in the search results.

2. **Stand Out with a Background Photo:** Including a relevant and high-quality background photo can make your profile more memorable to recruiters. For best results, be sure your image is at least 1000 px X 425 px and is uploaded as a PNG, JPEG, or GIF.

3. **Use a Professional Headshot:** Make a great first impression by ensuring your profile picture is professional. Best practices include wearing a suit, taking the photo in front of a simple background, and focusing on the shoulders, neck, and head. The photo should be 400 px X 400 px and uploaded as a PNG, JPEG, or GIF. Don’t forget, the CMC offers free headshots several times throughout the semester! Check your Handshake account to see when these are scheduled.

4. **Use Your Full Name:** It’s best to use the same name that appears on your resume. Avoid using nicknames, so you can ensure it’s easy for recruiters to find you.

5. **Make the Most of the Headline:** Don’t use the default headline! An effective headline captures recruiters’ attention by including who you are, what you currently do, and what you hope to do.

6. **Identify Your Industry:** Ensure your profile is viewable to the correct people by including the industry you hope to work in.

7. **Share Your Location:** Be sure to include your location, so your profile will be viewable to recruiters who look for potential candidates by filtering by location.

8. **Identify Contact Information:** Be sure to include how you would like recruiters to contact you. You can include a professional email address and/or phone number.

9. **Personalize Your URL:** A personal URL will make it easier for others to find you. Common practice is to end the URL with your first and last name.

10. **Publish Posts:** Want to stand out to recruiters? Engage in publishing posts! This will allow you to showcase your knowledge of the industry and gives recruiters insight into your writing style.
building the best linkedin profile

11 **Write Your About Section:** You have 2,000 characters to emphasize your unique qualifications, knowledge of the field, and interest in the industry. Aim to complement your experiences and include media such as photos, presentations, links, and videos to show your achievements.

12 **Share Detailed Experience:** List any current or past jobs, along with your roles and accomplishments at each. Aim to share the experience in a way that relates directly to the job you hope to get.

13 **Share about Your Education:** Be sure to include Texas Tech University, and the Rawls College of Business. Also, make sure you write out your full degree name. Include your expected graduation date and list any scholarships, awards, and/or major accomplishments.

14 **Speak to Volunteer Experience:** Recruiters value volunteer work. Be sure to include any organizations you volunteered for and how you helped them.

15 **Share Your Coursework:** List the classes that show off the skills and interests you are most passionate about. You can also create a “Projects” section to highlight any specific classwork that directly relates to the industry you are interested in.

16 **Emphasize Your Skills:** Add at least 10 key skills to your profile so your connections can endorse them. Endorsements help recruiters gain a better understanding of your strengths. Consider adding soft skills such as leadership, teamwork and problem solving, as well as more specific skills tailored to your ideal industry.

17 **Ask for Recommendations:** Reach out to managers, professors, and classmates and ask them to write you a recommendation. This will provide extra credibility regarding your strengths and skills.

18 **Connect with Others:** Aspire to have at least 500 connections. As you grow your connections, you will be able to unleash the power of networking with LinkedIn. Begin by connecting with the profiles that LinkedIn suggests you may know and let it grow from there.

19 **Engage in Groups:** By joining relevant groups, you are able to connect and network with other like-minded individuals.
# Networking + Elevator Pitch

## Crafting Your Elevator Pitch

<table>
<thead>
<tr>
<th><strong>A Quick Introduction</strong></th>
<th><strong>What Are You Seeking?</strong></th>
<th><strong>Experience</strong></th>
<th><strong>What Can You Offer?</strong></th>
<th><strong>Keep It Simple &amp; Short!</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME, COLLEGE YOU GRADUATED FROM, DEGREE</td>
<td>CAREER GOALS</td>
<td>&quot;CURRENTLY, I AM WORKING FOR...&quot; &quot;LAST SUMMER I INTERNEED WITH...&quot;</td>
<td>SKILLS AND HOW YOU WOULD BENEFIT AN ORGANIZATION</td>
<td>60 SECONDS OR LESS</td>
</tr>
</tbody>
</table>

## Networking Tips

- Present yourself well, use a firm handshake and make eye contact – first impressions matter.
- Look for opportunities to use and promote your skills and strengths.
- Develop and practice a strong and effective elevator pitch.
- Connect in small increments and be careful about being too familiar too quickly.
- Ask good questions and listen. Networking is about building relationships, not just making contacts.
- Get to know people first and pay attention to what’s important to them.
- Be ready to give out a professional looking business card.
- Use the telephone to keep in touch and make it personal.
- Make time for networking even when you are busy.
- Follow up through email or a LinkedIn message.
- Face time is critical – people will help you if they know you.
- Do better than your best in your work.
- Use your strengths to help others.
- Refer other people.
- Build your network before you need it.

## 15 Networking Tips

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using ChatGPT + AI in your job search

**TIPS ON HOW TO USE CHATGPT IN YOUR CAREER & INTERNSHIP SEARCH EFFECTIVELY AND ETHICALLY**

- Check responses for inaccuracies and inclusion of your unique words and voice.
- Use specific queries and engage in dialogue by asking follow-up questions.
- Use the “Regenerate Response” button to see other options.
- Ask for specific responses based on your materials and for responses that use different tones, such as formal, engaging, or casual.
- Exercise caution when sharing personally identifiable information with chatbots/AI. For example, if you insert your resume into the chat for feedback, do not include your name, email address, phone number, etc.

**Sample Prompts to Use**

**FINDING JOBS OR INTERNSHIPS**
- What are 10 US-based up-and-coming companies in tech that are hiring [insert your job interest]?
- Based on my LinkedIn profile, what are five roles I am qualified for? What companies in Texas are hiring for these roles?
- What companies in Texas have Employee Resource Groups for LGBTQ+ employees?

**EXPLORING CAREER OPTIONS**
- What can I do with a Management degree?
- I have interests in ______ and ______. What are five career paths that match my interests?
- What careers will let me work outside of an office setting?

**CRAFTING RESUMES AND COVER LETTERS**
- Review my resume like an expert coach and let me know five specific changes I can make based on this job description.
- Write a 3-paragraph cover letter in a formal tone using experiences from my resume that align with this job description.
- What should I include in a thank you letter for a job interview with a software company?

**PREPARING FOR INTERVIEWS**
- Generate 10 specific interview questions based on this job description.
- Take question one and, based on my resume, how would you answer that question with a response that feels confident and engaging?
- What are five questions I can ask in an interview that will give me insight into the company’s culture?

**EXPANDING YOUR NETWORK**
- Generate a 300-character LinkedIn connection request based on [insert person’s profile].
- What are five questions I should ask in an informational interview with a CPA?
- Based on my resume, generate a short and engaging elevator pitch I can use for networking.

**Important Reminders:**

Keep in mind the person in the interview will need to match the voice of the documents submitted. ChatGPT is best used in combination with your own voice and writing style. Be sure to personalize and edit ChatGPT/AI responses for things like your resume, cover letter, and professional correspondence. Do not use any suggestions that are not accurate, such as degrees completed or jobs held.
Preparing for an interview can be nerve-wracking, but with a few preparations and the tips below, you can set yourself up for success. Whether you are applying for your dream job or just need to improve your interview skills, take note on how to ensure you’re fully prepared and confident on the big day.

- Research the company
- Review the job description
- Practice your answers
- Dress professionally
- Bring a copy of your resume
- Arrive early
- Ask questions!
- Follow up
BEHAVIORAL INTERVIEW

“Tell me about a time when...” or “Give me an example of a situation where...” are prompts that seek your best examples of how you would satisfy the requirements of the job. The purpose of a behavioral style interview question is to see how you behaved in the past in a certain situation as a predictor of future behavior. These behavioral interview questions are frequently asked in interviews of all types.

VIRTUAL/VIDEO

Software such as Zoom, Skype, HireVue, Yello, and Montage (among others) are more and more commonly used to connect you, as a potential candidate, with the hiring committee in a convenient, cost-effective way. Prepare and test your video/audio equipment by practicing with a friend or having a Zoom or Skype mock interview through the Career Management Center. Your video screen name should be professional and appropriate. For the interview, make sure that your backdrop is plain and lighting is appropriate. Dress professionally and look at the screen or person conducting the interview to maintain eye contact. Ask the CMC how you can use Quinncia to prepare for virtual mock interviews.

PHONE

This is typically the method used for the first round of interviews and will be your first “live” interaction with the employer. Make sure your cell phone has a strong signal and connection or use a landline phone. Be sure to have a professional sounding voicemail set up so that if you happen to miss the call, the employer can leave a message. Dress professionally to help get yourself into a professional mindset and be free of distractions and background noise.

GROUP

You, along with multiple candidates, will be assessed in the same room for the same job. Candidates may be asked to all respond to the same question or different sets of questions in either a roundtable or random format. Group interviews often involve interaction between candidates, which will allow the interviewers to see if you stand out and how well you interact with others. The interviewers will also be able to assess your ability to deal with pressure, take on leadership roles, work well with a team, and remember details such as the other candidates’ names and responses.

ASSESSMENT

This method will provide you the opportunity to prove your knowledge, skills, and abilities pertaining to the job. You may be required to do one or several activities in front of the interviewers and key stakeholders. These activities may involve a presentation or role-playing, for instance, and last from an hour to several days. You may have limited knowledge on what to expect in these cases. Do research with others who have interviewed with the same company to see what information you can gain to help you prepare.

INFORMATIONAL INTERVIEWS

Connect with professionals in your desired industry and request the opportunity to do an “Informational Interview” with them. This can help determine if that type of job would be suited to you and your personality. You can also learn more about the company and what the culture is like. Consider asking these questions:

- What trends do you see happening in your industry right now?
- Are there specific certifications I should be seeking to help me get in this field?
- As someone trying to get into this field, how would you suggest I start?
- What has added to your success in your job?

Remember, this is not asking for a job, it’s gathering information that is helpful for you in your career.
TIPS FOR SUCCESS IN ANY BUSINESS SITUATION

- When in doubt, dress conservatively.
- A suit will suffice in most situations.
- Make sure your outfit is wrinkle-free.
- Stick with solid colors and tighter-woven fabrics or simple patterns.
- Accessories should be kept simple: basic pumps, modest jewelry, light makeup, and only light perfume or after shave.
- Wear a belt and a watch. The belt should match the shoes.
- Be sure your hair (including beard) is neatly trimmed or groomed. Avoid the “messy look.”
- Shirts with lettering or graphics should not be worn.
- Check your outfit for missing buttons, thread “x”s on skirts and jackets, lint, or a crooked tie.
- A skirt should be no shorter than the tips of your middle fingers (or just above the knee for good measure).

Ask the CMC how you can receive assistance purchasing professional attire.
Qualities Employers Evaluate During the Interview

1. Self-concept, self-confidence, goal setting, realistic assessment of strengths and limitations
2. Mature behavior and judgment
3. Communication skills, the ability to interact with others, the ability to listen actively
4. Leadership potential, often demonstrated in extracurricular activities and on the job
5. Personality, enthusiasm, poise, cheerfulness, flexibility, sense of humor
6. Patterns of accomplishment
7. Problem solving and analytical abilities
8. Interest in and knowledge of career field
9. Work ethic, acceptance of responsibility, ability to keep commitments
10. Appearance, dress and grooming
11. Knowledge about the company or organization, such as mission, vision and company values

Did You Know...

Your interview begins the moment you walk through the door. You will be sized up immediately by all who meet and see you throughout the day. For each person you meet during the process, including the office administrative assistants and the entire interview panel, consider the following tips:

- Always introduce yourself and greet other professionals with a firm handshake, smile, and eye contact.
- Bring with you a contagious excitement, enthusiasm, energy, and passion for your field.
- Be yourself: show you are poised and confident about your skills through your body language, posture, and facial expressions.
- Be knowledgeable about the company's mission, vision, and values and be able to communicate them effectively.

Follow these general rules in regards to interview attire:

- Hair should be clean, well-groomed, and away from the eyes (this includes all facial hair, even in November!).
- Tattoos and/or body piercings may not be acceptable in certain industries. Be sure to present yourself in a professional manner.

Strong smells, including mints, perfumes, or aftershaves should be avoided in excess.

Briefcases or portfolios provide an excellent outlet to store and organize documents.

Clothing should fit properly. A professional business suit is appropriate in most cases. Avoid low necklines, short skirts, and heels higher than three inches. Trendy clothing generally does not project the most professional image.

Crisp, clean, and well-pressed is non-negotiable.

For any type of career-related event, fair, informational interview, conference, or job shadow, always dress professionally based on your industry. Be sure to avoid:

- Ripped jeans
- Flip-flops
- T-shirts
- Wrinkled khakis
- Short shorts and dresses
**STAR method interviewing**

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<tbody>
<tr>
<td>SITUATION</td>
<td>TASK</td>
<td>ACTION</td>
<td>RESULTS</td>
</tr>
<tr>
<td>Define the general context</td>
<td>Identify the key objective and issue that you addressed</td>
<td>Describe the action you took or initiated, emphasizing the skills you used to complete the task</td>
<td>Summarize the outcome in business terms</td>
</tr>
<tr>
<td>Who/What/When</td>
<td>“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.”</td>
<td>“As a team captain in high school, I loved the challenge and responsibility of leadership. I dove into action by encouraging my team members. I recognized the need to see the big picture and evaluate what areas needed improvement, and where we could make change for a positive impact. In the end, I feel that my actions enabled us to grow as a more cohesive team.”</td>
<td>“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.”</td>
</tr>
<tr>
<td>Mention the problem you had to overcome</td>
<td></td>
<td></td>
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<tr>
<td>“Yes, in my management class we had a project to create a mock product and I was designated as the group leader.”</td>
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</tbody>
</table>

**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.

**How do I prepare for a mock interview that will be...**

**FACE-TO-FACE?**
- Dress professionally and treat this as a real interview throughout the process.
- Prepare as you would for an interview with an employer.
- Arrive at the CMC (RCOBA 119) 10 minutes early.

**OVER THE PHONE?**
- 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.

**VIRTUAL?**
- Communicate if you will utilize the virtual 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.
General Interview Questions

- Tell me about yourself.
- What do you consider to be your greatest strengths and weaknesses?
- Why did you choose Texas Tech University and the Rawls College of Business?
- Which classes have you enjoyed most? Least? Why?
- In what extracurricular activities have you participated? Which did you enjoy most and why?
- What are your short-term and long-term career goals, and how do you plan to achieve them?
- What leadership positions have you held? Describe your leadership style.
- What motivates you to put forth your greatest effort?
- Why are you interested in our organization and this position?
- What do you think it takes to be successful in an organization like ours?
- What qualities do you think a successful manager would possess?
- What three accomplishments have given you the greatest satisfaction?
- How would your previous supervisor and co-workers describe you?
- What criteria are you using to evaluate the company for which you hope to work?
- Why should we hire you?

Behavioral Interview Questions

- How have you demonstrated initiative?
- Tell me about a time when you successfully interacted with a difficult person.
- How have you motivated yourself to complete an assignment or task that you did not want to do?
- Think about a complex project or assignment you have been given. What approach did you take to complete it?
- Tell me about a challenge in which you successfully exceeded expectations.
- Give an example of when your persistence had the biggest payoff.
- Describe a situation where class assignments and work or personal activities conflicted. How did you prioritize and manage your time?
- How have you most constructively dealt with disappointment and turned it into a learning experience?
- Describe a situation in which you effectively developed a solution to a problem for an employer.
- Describe a time when you disagreed with a supervisor. How did you handle it?

Questions To Ask The Interviewer

- What would be the first project or initiative for the successful candidate?
- What is your favorite thing about your job?
- What do you anticipate to be the greatest challenges of this position?
- What professional development opportunities would be available to the successful candidate?
- What is the timeline of the hiring process?
- What are the next steps in the hiring process?

TIP:
Use what you’ve learned from the interview to ask specific questions:

“You mentioned that…”

“I was curious to know more about…”
At a business meal, each person is responsible for seating themselves. Business meals are gender neutral. Pulling a chair out for someone may feel polite, but would create an inappropriate hierarchy at a business meeting or dinner. Don’t sit until your host takes a seat.

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, they will pick up the napkin and place it on their 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.

Which is my water glass? An easy way to remember what goes where is B-M-W.

- Bread plate is always on the left
- Meal will be in the middle
- Water glass will be on the right side of the place setting

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 them when eating your salad.

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.

Never leave a spoon in the soup bowl. Between bites, place your spoon on the plate, behind and beneath the soup bowl. Spoon the soup away from your body before bringing the soup to your mouth.

Cut only one piece of food at a time. Pace yourself and put your utensils down between bites. Use the proper form of “Resting” and “Finished.” It doesn’t matter if your server doesn’t recognize the Rest/Finish signal, you will appear more composed and your plate won’t look as if it has been bulldozed with stray cutlery.

Sneeze and cough into your left shoulder. Never use your napkin as a tissue, and sneezing into the crook of your arm is reserved for school children. Turn your head left and use your left hand to shield your mouth when you cough or sneeze at the table. If you must blow your nose, excuse yourself and take care of the issue away from your table guests.

Salt and pepper travel together. Bread, salt, pepper, butter and other food items are passed to the right, counterclockwise.

This information is just the very basics and the more knowledge you gain, the more power and control you will show when it comes to looking and feeling your best at the table.
If you are looking for ways to stand out from other applicants, be the one who sends a thank you note or email 1-2 business days after the interview. A thank you note is a chance to stand out, demonstrate follow-up skills, add to interview conversations, and reiterate your top qualifications.

Use the guidelines below for why, when, and how to write a thank you note:

Send a thank you email after a phone interview. You don’t have to wait for an in-person interview to send a thank you. A quick, simple email can go a long way.

Thank you note etiquette can be a challenge when you meet with multiple people during an interview. A good rule to follow is to write an individual follow-up note to each person. Before leaving, ask for business cards of each person interviewing you.

You can also add information that you didn’t cover in the interview. You know that feeling when you walk out of an interview and think, “Why didn’t I say X? I should have told them about that project!” The thank you note can be your second chance.

Use the thank you note to expand or reinforce your interview conversations. If you mentioned a project, organization, or article, you can include a link to further information.

Finally, if you are working with an HR representative or recruiter who is coordinating the interview process for you, follow up with them as well. When you finish a round of interviews, let your recruiter know how it went.

If you don’t have the contact information for each person on the interview panel, it is still important to name each person you met with.

Combine the above examples that work for you to form a complete thank you note of three sentences to a couple of paragraphs. Be sure to write your note in your neatest handwriting and add a personal touch from your interview!
5 rules to email

1. **KEEP IT SHORT** Your email should be clear and to the point. Shrink sentences and list items to guarantee your message is easy to read.

2. **DESCRIPTIVE SUBJECT LINE** The subject line of an email should be straightforward and describe the content of the email.

3. **KEEP IT ORGANIZED** If there is already a related email, reply to it. If it has a different subject, create a new one.

4. **ALWAYS PROOFREAD** Always review your email before hitting the 'send' button. Use professional language and check for grammar and spelling mistakes.

5. **ADD THE RECIPIENT’S EMAIL LAST** Don’t risk the chance of accidentally pressing ‘send’ without finishing your email.

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Every email should start with a greeting. To ensure more inclusive language, use the person’s first and last name instead of gendered titles like Mr. or Ms. If your relationship is formal, “Dear [First Name] [Last Name]” would be appropriate. If someone has a doctorate degree or PhD, including many of your instructors, be sure to refer to them as “Dr. [Last Name]”. If you are emailing a coworker or friend that you know well, “Hello [First Name]” or “Hi [First Name]” would be appropriate.

<table>
<thead>
<tr>
<th>FROM</th>
<th><a href="mailto:steve.rogers@ttu.edu">steve.rogers@ttu.edu</a></th>
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<tbody>
<tr>
<td>TO</td>
<td><a href="mailto:employer@xyzcompany.com">employer@xyzcompany.com</a></td>
</tr>
<tr>
<td>SUBJECT</td>
<td>Informative Interview Request</td>
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</tbody>
</table>

Dear Claire Temple,

My name is Steve Rogers and we spoke briefly at the Fall 2021 Rawls College of Business Career Fair. I am fascinated by the work that XYZ Company produces and I am interested in learning more about your field. I’m writing to see if it would be possible to schedule an informative interview so that I can gain insight into your company and hear your perspective on the future of the field.

Thank you and I look forward to hearing from you soon.

Best,
Steve Rogers

Always end with a professional closing and your name. “Thank you,” “Sincerely,” and “Best” are all very professional.

Explain who you are and mention how you know the recipient.

Make sure to thank the recipient for their time or help. Showing appreciation will help strengthen the professional relationship.

Always include a specific subject line that gives the recipient a clear idea of what the email is regarding. Never leave the subject line blank.
AN OFFER IS A BIG DEAL

Woohoo! It’s a great feeling when you receive a job offer! However, do consider that accepting an offer is a BIG commitment. Do not accept an offer until you are sure you are committed to moving forward with that position and company and agree to the specifics of the offer. When you accept an offer, you enter a mutually beneficial business relationship. This is a big decision and should not be taken lightly. There are many things to consider when evaluating a job offer. It’s not always just about the paycheck.

Before accepting, it is advised that you:

- Take time to decide and agree on a reasonable “decision date” with the employer; discuss how to follow up (ex: in-person, phone, email, letter)
- Ask questions! Don’t accept an offer with lingering questions or uncertainties about the position
- Request to meet again, see the office/environment or talk with potential colleagues if you feel you didn’t get the best sense of the position or employer during the interview

If you are still in the middle of pursuing other job prospects and opportunities, then likely you are not ready to accept an offer. Once you formally accept an offer from a company you must take yourself “off the market.”

PROFESSIONAL CONDUCT

The way you conduct yourself during this process is a reflection on several others, including the Rawls College of Business, Texas Tech University, and your network. Most importantly, your conduct will reflect positively or negatively on YOU and may jeopardize your consideration for future employment. Always protect your reputation during the job search. In addition, thank and keep your references and others who have helped you in your job search updated on your status with interviews and offers.

RESPONDING & PROCESSING THE OFFER

First and foremost, thank the employer for the offer, no matter if you like it or not. Acknowledge that your goal is to accept an offer that is fair for both you and them. Remember to agree on a decision date with the employer and take time to evaluate the components of the offer. Think beyond the salary offer and look into further details such as benefits (ex: insurance, retirement plan), professional development, career advancement opportunities, flexible work schedule, work environment/culture and relocation assistance.

DECLINING AN OFFER

If you decide to turn down an offer, do so in a professional and respectful manner. Make the employer aware of your decision through a conversation either via phone or in person, if possible. If they mention that notifying them of your decision by email or letter is acceptable, then you may do so.

- Thank them for the offer and experience of going through their selection process
- You are not obligated to explain the reason behind your decision, but if you do, be considerate; view this as an opportunity to provide the employer honest, tasteful feedback regarding your decision. Be careful with your word choices. Consult a member of the Career Management Center for help with this type of communication.

DECIDING BETWEEN MULTIPLE OFFERS

Job searching is a process and you may receive multiple offers around the same period of time. Take the time to think about if you’re really ready to commit and consider declining an offer if you’re not ready to make a decision within a reasonable amount of time for both you and the employer. If you feel unreasonably pressed by an employer to make a decision, you may find it necessary to decline the offer.

Consider the interests and ethical rights of the employer. They have committed to you by providing an offer. If you were to accept the offer and later withdraw, they would likely need to reopen the search process for the position you had promised to fulfill. It is considered distasteful to go back on a professional commitment such as this. Also remember that doing so risks your reputation with that employer, individuals on the hiring committee, your references, and the entire Rawls College of Business community.

Schedule an appointment with the CMC for professional advice regarding your offer, especially if you are having difficulty deciding or knowing how to best communicate with an employer. Appointments can be made through Handshake.

hirerawls.joinhandshake.com
how to follow up

It is safe to say that tough conversations can be difficult and might cause a little anxiety. When it comes to appearing polished and with the desire to put your best foot forward, it is in your best interest to convey your professionalism with good communication. “Ghosting” (ignoring or choosing not to respond to someone’s texts, emails, or other forms of communication) an employer or recruiter is not respected and can affect not only your reputation, but also the reputation of the Rawls College and Texas Tech University.

Instead of simply avoiding an awkward conversation, you should consider ways to communicate your preference and needs gracefully and in a way that displays gratitude and humility using positive language.

Post-Interview Situations That Require Effective Communication

**Students following up** | Be patient; be sure to wait at least the amount of time you were told it would take to hear back before following up. If no time frame was given and you sent your “thank you note” within 24 hours of the interview, consider waiting another week before sending further communication.

*Sample language* – “I would once again like to thank you for your time and consideration. I enjoyed learning more about [company name], which only increased my excitement and interest in the role of [name of position]. Please let me know if you have any additional questions, or if I could provide any information to help you in your decision-making.”

**Employers following up** | There are times when a recruiter will reach out to assess your level of interest or to schedule an additional interview after some time has passed since your last interaction. You should always send a response, regardless of your level of interest or availability.

*Sample language if still interested* – “Thank you for taking the time to reach out to me regarding [fill in the blank]. I am taking your offer into strong consideration as I evaluate my future goals and plans before making a decision.”

*Sample language if not interested* – “Thank you for taking the time to reach out to me regarding [fill in the blank]. At this time, I have decided to pursue other avenues that best fit my current and future plans.

**Asking for an extension on a deadline** | In most circumstances, it is acceptable to politely ask for more time to make a decision on a job offer when a deadline is approaching. Be considerate of the company’s timeline—2 weeks is the average offer extension deadline. Do not wait until the day of the deadline to request an extension.

*Sample language* – “Thank you for the offer to join [company name]. I would like to take this offer into careful consideration before making such a big decision. Therefore, I am asking you to kindly extend the offer deadline to a later date. I look forward to learning more about [company name] in the coming days as I consider this opportunity.”

**Turning down a job offer** | If you are certain you will not be accepting an offer, it is best to let the recruiter know as soon as possible so they can move on to the next candidate. In most cases, you will be communicating directly with the recruiter you have been working with throughout the interview process. You may also need to communicate with other executives who have been connecting with you as part of the hiring process.

*Sample language* – “I would like to express my gratitude for considering me for this opportunity. It was nice to meet you and learn more about [company name]. After careful consideration, I have decided to respectfully decline the offer. While I was impressed with your company, I have received an offer that is better suited to my career goals.”

**Responding to a rejection** | It is best to respond to a rejection email or letter with grace; consider it a networking opportunity. Keep in mind your reputation is at stake as well as the reputation of Texas Tech University. Avoid lashing out on social media, or to others who may have connections that you are not aware of.

*Sample language* – “Thank you for getting back to me about the hiring decision. While I am disappointed I was not selected, I would like to thank you for your time and consideration. I enjoyed learning more about [company name] and would like to be considered for future opportunities.”

**Accepting a job offer** | Receiving a job offer can be very exciting. It is best to take a little time to consider the offer and make an informed decision. You may also need to take time to compare multiple offers. Once you have made a firm decision, it is best to let the recruiter know you want to accept.

*Sample language* – “Thank you for considering me for the position of [position title]. After learning more about [company name], I am even more grateful for this opportunity. I would like to accept the offer. Please let me know if you need any further information from me.”

**The risks of reneging** | Reneging is a term used when a person accepts a job offer (via email, phone, or signed contract), but later rejects the offer for another opportunity. Backing out of a job offer can have significant risks for you, the Rawls College, and Texas Tech University; therefore, the stance of the Rawls Career Management Center is students should NOT take part in this behavior.
RAWLS COLLEGE OF BUSINESS  
Career Management Center  

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: If you have an interview scheduled at 10am on Monday, cancellation by 10am the previous Thursday is required.  
Ex: If you RSVP’d that you will attend an event at 6pm on Monday, cancellation by 6pm 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 proper business etiquette to apologize for cancelling any appointment. This policy also applies to RSVP events hosted by an employer or the CMC.

- First Offense: Temporary loss of all access to Handshake.  
Access will be restored upon receipt of apology letters written to the recruiter and to the Dean of the Rawls College of Business. 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 Career Management Center.

- Second Offense: Permanent loss of access to Handshake and loss of access to all CMC sponsored recruiting events.  
The CMC 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 protect these relationships. Any student 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 a CMC staff member and/or the employer as soon as possible.

- No CMC activity provides an automatic excuse for missing class. It is the responsibility of the student to communicate with their professor about class absences, moving test dates, etc.
- 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 instructor or professor.

Arrive 10-15 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.
how to be a successful teammate

IN 9 EASY STEPS

GET TO WORK ON TIME
Do not complain about how early you have to arrive or how late you stayed up the night before.

BE PROFESSIONAL & DEPENDABLE
People are relying on you. Poor time management is NOT a reason to call in “sick.”

DO WHAT IS EXPECTED
Fully complete all assignments, and never leave anything unfinished.

GO ABOVE AND BEYOND
Doing more, when it doesn’t cost more, demonstrates tenacity and an energetic work ethic.

BE HUMBLE AND EAGER TO LEARN
Those you work with will be more likely to teach you, and you will earn respect from your co-workers.

ASK GOOD QUESTIONS
Ignorance is not bliss—pay close attention to instruction, and follow up when confusion arises so you are maximizing learning opportunities.

THERE IS ALWAYS SOMETHING YOU CAN DO
Don’t wait for someone to notice you have nothing to do. Ask what needs to be done or look for tasks to complete—even in the break room.

SEARCH OUT OPPORTUNITIES
Your unique skills, talents, and background could benefit your employer in unexpected ways—where could you humbly offer your help?

BE A TEAM PLAYER
Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, and religions. Have an awareness of personal attitudes that may prevent you from including others.
Did you land your dream job?
Continuing your education?
Taking a year off to travel?

In no particular order, here is a list of helpful 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.

**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

**BUILD YOUR SAVINGS**

According to a study by Forbes, just 37% of Americans have enough savings to pay for a $500 or $1,000 emergency. Studies show that 56.3% of people have less than $1,000 in their checking and savings accounts combined.

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.

**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.

**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.

**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.

**RED TO BLACK**

Red to Black offers peer-to-peer financial coaching to Texas Tech students. They provide individual coaching sessions and group presentations on topics such as creating spending plans, the importance of starting to save early, maximizing financial aid (including student loans), how to choose employee benefits and establishing and wisely using credit. Their purpose is to empower students so that they can achieve their financial goals. They believe that no one understands the needs and concerns of students better than fellow students.

Contact redtoblack@ttu.edu for assistance.
NETWORKING TIPS

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.

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

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.

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.

TECHSAN connection

Virtual connections have become more important than ever.
Techsan Connection provides networking opportunities with thousands of Red Raiders around the world.

Connect
Plug into a network of Red Raiders working in every industry. Learn from their experience and build your resume.

Give Back
Introduce, hire and mentor the next generation of Red Raiders.

Grow
Leverage the power of Red Raider Nation and take the next big step in your career.

SIGN UP AND GET CONNECTED!
techsanconnection.com
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.

SEPTMBER

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.

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. Each department and institution has its own admission cycle, so pay attention to timelines.

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 Center for Business Communication 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.
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!

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.

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

Rawls Graduate Professional Programs is here to help. You can reach them at (806) 742-3184 or RawlsGrad@ttu.edu.
Get to us
Our professionals are working closely with organizations that seek to enable social change, spark disruptive technologies, fund cures for diseases, implement sustainability solutions, prevent identity theft, foster inclusive cultures, enhance trust in the capital markets, and a lot more. If you are interested in our businesses below, follow the next steps!

Audit & Assurance
Risk & Financial Advisory

Explore your fit
Learn more about career ideas and opportunities, tailored to you.
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Growing your career
Starts here

Marcus Everett
marcus.everett@ehi.com
512-912-5365

Equal Opportunity Employer/Disability/Veterans
STUDENT BUSINESS COUNCIL

- Work in the CMC office and at CMC events
- Assist and network with employers
- Grow as a leader

Limited to 10 members each semester.
Applications are accepted year-round.
Apply at www.rawlscmc.com or scan the QR code:

hirerawls.joinhandshake.com
Based on the vision of Dean Allen McInnes, the CMC staff are dedicated to helping Rawls students build their future careers and lives. By providing best-in-class service to our committed employers, the people of the CMC raise the profile of the Rawls College throughout Texas and beyond. Congratulations on 20 years, and here’s to many more!

Margaret L. Williams, Ph.D.
Dean
Rawls College of Business

Happy 20th Anniversary to the CMC! The CMC has provided a vital role on student professional growth and success throughout all these years. Here’s to 20 years of excellence in career development and many more years of continued success!

Juan Duque
Senior Analyst
Goldman Sachs
TTU Class of 2019
- BBA Finance/Accounting

Happy 20th Anniversary to the Rawls CMC!! I am thankful for all that you have done for Red Raiders, including myself, over the past 20 years in prepping them for success both during their time as a student and beyond graduation. I am excited to watch the Rawls CMC continue to grow and prepare Rawls students for success!

Austin Phillips
Public Finance Investment Banking Analyst
Morgan Stanley
TTU Class of 2023 - BBA/MS Finance

Happy Birthday to the Career Management Center, a true gem in the Rawls College and at Texas Tech!

Ryan Todd
Senior Director of Development
Rawls College of Business
TTU Class of 2007 – BS Multidisciplinary Studies

Happiest Birthdays to one of the best Career Management Centers I've had the pleasure of working with! Cheers to an amazing team that has become a friend to Hajoca! Looking forward to many more years working together!

DeShanna Weaver
Regional Recruiter
Hajoca
Happy birthday, Rawls CMC! Here’s to 20 more years of connecting students and employers together!

Jacob Gordon
Assistant Director of Marketing and Communications
Rawls College of Business

Congratulations, Rawls Career Management Center on your 20-year anniversary. Your reliable, exceptional people have created an elite program that benefits students, alumni and employers alike. You are a vital and valued partner with the Rawls Excellence in Banking program, and we look forward to working with you for years to come. You are simply the very best!

Mike Mauldin
Associate Professor of Practice
Rawls College of Business

Happy 20th Anniversary to Rawls Career Center! Goosehead is incredibly grateful for your commitment in developing students and supporting partner companies like us. Your staff is some of the best across the country. We enjoy working with you and watching your students thrive in their careers!

Julia Jordan
Managing Director
Goosehead Insurance

Happy 20th birthday, Congratulations on this milestone.

Jeffrey Harper, PhD
Assistant Professor of Practice
Rawls College of Business
TTU Class of 1994, BBA Management
TTU Class of 1998, MBA

Happiest of birthdays to the Rawls CMC!! It has been such a pleasure working with the Rawls CMC for the past 20 years. I am always excited for the future of Texas Tech when I continue to see the amount of talent and the number of leaders that come through the CMC.

Rusty McClendon
Ernst and Young Partner
TTU Class of 2000 - BBA/MS Accounting

Happy Birthday CMC! The CMC has been a distinguishing marker for Rawls college graduates from the beginning. I look forward to seeing the CMC continue to make life-long impacts in my fellow Red Raiders as well as expanding relationships with future Red Raider employees.

LeeAnn Hinkle
PriceWaterhouseCoopers Partner
TTU Class of 2000 - BBA/MS Accounting

Happy 20th birthday,
Congratulations on this milestone.

Jeffrey Harper, PhD
Assistant Professor of Practice
Rawls College of Business
TTU Class of 1994, BBA Management
TTU Class of 1998, MBA