

SO MUCH IS HAPPENING AT THE CAREER MANAGEMENT CENTER



JERRY S. RAWLS  
COLLEGE OF  
**BUSINESS**

TEXAS TECH



2025-2026 CAREER RESOURCE HANDBOOK

# RAWLS COLLEGE OF BUSINESS CMC

## 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, 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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# 2025-26 CMC Corporate Sponsors



## Platinum



Enterprise Mobility™



**MEWBOURNE**  
OIL COMPANY



## Gold

**BVWD**

  
**ConocoPhillips**



*Silver*



**Deloitte.**



*Bronze*



**Goldman  
Sachs**



# 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  
Favorite App: Instagram  
Fav Restaurant: Anna's Mexican

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.



## Debbie Buchanan, Administrative Coordinator

Hometown: Riverside, CA  
LinkedIn: /debbiebuchanan5506

Favorite App: YouTube  
Fav Restaurant: Orlando's

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  
Favorite App: Step Tracker  
Fav Restaurant: Dirk's

I lead a team of career coaches and design targeted career readiness programs, workshops, classroom presentations, and special events to support student success for Rawls students.



## Dennis Anderson, Assistant Director of Student Development

Undergrad: B.S. Social Work, HSU  
Grad: M.Ed. TTU  
LinkedIn: /dennisanderson57

Hometown: Questa, NM  
Favorite App: (none)  
Fav Restaurant: Saltgrass Steak House

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



## Kaleigh Holden, Assistant Director of Student Development

Undergrad: B.A.S. in Business Administration, Wayland Baptist University  
LinkedIn: /kaleigh-holden

Hometown: Lubbock, TX  
Favorite App: Pinterest  
Fav Restaurant: The Funky Door

I provide personalized career coaching to undergraduate students to strengthen their career readiness. I create resources, host resume workshops, and coordinate events like the Rawls Etiquette Dinner to successfully navigate their job search and professional development.

## Chelsea Baucum, Director of Recruiting

Undergrad: B.S. Human Development & Family Studies, TTU  
LinkedIn: /chelseabaucum

Hometown: Dimmitt, TX  
Favorite App: Splitwise  
Fav Restaurant: West Table



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  
Favorite App: Color Block Jam  
Fav Restaurant: Texas Roadhouse



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.

## Vanessa Ramirez, Assistant Director of Recruiting

Undergrad: B.S. Sociology, TTU  
LinkedIn: /vanessa-ramirez1

Hometown: Lubbock, TX  
Favorite App: LetterBoxd  
Fav Restaurant: Hayashi Midtown



I help organize industry trips for student organizations and work with management, supply chain, and marketing students to find internships and full-time jobs.

## Hope Henderson, Associate Director of Graduate Recruiting

Undergrad: B.A. Media Strategies, TTU  
Grad: M.P.A. TTU  
LinkedIn: /hopekhenderson

Hometown: Pottsboro, TX  
Favorite App: Merlin Bird ID  
Fav Restaurant: Kaveri



I develop and oversee all professional development programming for master's students, connecting them with resources, workshops, and employer engagement opportunities. I deliver individualized career coaching to MBA and Professional MBA students and teach a professional development course designed to build the skills they need to succeed beyond the classroom.

## Jay Galea, Assistant Director of Graduate Recruiting

Undergrad: B.S. in Management, University of Phoenix  
LinkedIn: /jay-galea

Hometown: Trenton, MI  
Favorite App: Candy Crush  
Fav Restaurant: Picoso's



I support international and specialty graduate students in finding internships and job opportunities. I also organize events that connect students with potential employers and help them explore career paths.



## 5 REASONS YOU NEED HANDSHAKE



### 1 COMPETITIVE ADVANTAGE

Handshake is the only place that connects you, your school, and employers together. You'll see jobs and internships posted specifically for students, and employers actively recruiting from your school.

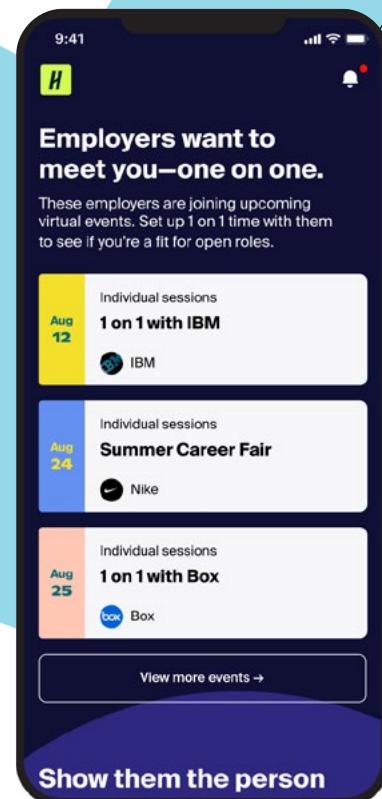
### 2 ACTIVE RECRUITERS

Employers on Handshake message students with event invites, interview requests, and new job opportunities.



### 3 NO EXPERIENCE REQUIRED

The jobs on Handshake are meant for students like you, so you can get the work experience you need.



### 4 CURATED WORK OPPORTUNITIES

When you fill out your profile, Handshake will show you jobs and internships that match your interests and skills. You may even discover a new career path.

### 5 EXCITING EMPLOYERS

All of the top employers are recruiting students on Handshake, including Fortune 500, startups, nonprofits, and more.



# Handshake

IS TRANSFORMING COLLEGE  
RECRUITING FOR...

**18 MILLION+**  
**STUDENTS & YOUNG ALUMNI**  
Accounting to Zoology

**1,500+**  
**COLLEGES AND INSTITUTIONS**  
Big State to Liberal Arts

**~1M**  
**EMPLOYERS**  
Fortune 500 to Mom & Pop

## NEED HELP NAVIGATING HANDSHAKE?

Contact the **Rawls Career Management Center** at  
806.742.4530 or [rawlsccmc@ttu.edu](mailto:rawlsccmc@ttu.edu).  
You may also stop by RCOB 119,  
Monday-Friday from 8 A.M. - 5 P.M.

## CREATE A PROFILE, FIND YOUR COMMUNITY, BUILD YOUR CAREER ([JOINHANDSHAKE.COM/STUDENTS/](https://joinhandshake.com/students/))

**Inspiring career content:** Broaden your search with posts, videos, and articles highlighting career paths you might not have considered.

**Personalized job recommendations:** Get recs for jobs, opportunities, and events based on your profile, interests, and what's best for you.

**Events to strengthen your search:** Make face-to-face connections at career fairs, networking sessions, resume workshops, and more.

JOIN TODAY AT **HIRERAWLS.JOINHANDSHAKE.COM** AND GET RECRUITED BY  
TOP EMPLOYERS FOR FULL AND PART-TIME JOBS AND INTERNSHIPS.

## Download the App

Search for "Handshake" on the App Store or Google Play or  
visit [app.joinhandshake.com](https://app.joinhandshake.com).



# Handshake Student Guide

## 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 “Summary,” your skills, work experience, education, and organizations. The Rawls Career Management Center recommends you set your Privacy (in Settings) 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,” 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.

# 1

## CREATE YOUR ACCOUNT

Visit Handshake at [hirerawls.joinhandshake.com](https://hirerawls.joinhandshake.com). Select the blue “Rawls College of Business - Texas Tech University Sign On” button. Log in using your Texas Tech credentials.



## UPLOAD YOUR RESUME

1. Log in to your Handshake account at [hirerawls.joinhandshake.com](https://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 “Upload 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 Rawls 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 Rawls 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 on your profile.
6. For additional help, you may schedule a “Resume Review” appointment in Handshake.

# 5

## SCHEDULE AN APPOINTMENT WITH THE RAWLS 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” or “Apply Externally” 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 percent qualified. If you are not fully qualified for a position, please navigate to the “What they’re looking for” section.*

# 7

## 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.

## QUESTIONS?

Handshake representatives are eager to assist you with questions regarding their software. You can contact them through the “Help Center” 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](mailto:rawlscmc@ttu.edu) should you need additional help.



# Are You RAWLS READY?

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 outside 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 discern 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 people inside and outside of an organization.

### *What does it look like?*

You have public speaking skills, are able to express ideas to others, you can write/edit memos, emails, professional documents, and complex technical reports clearly and effectively.



## 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 can 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?*

You act 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.



## GLOBAL MINDSET

Demonstrate the awareness, attitude, knowledge, and skills required to include people from all levels of experience. Engage in practices that actively involve people from all backgrounds and perspectives.

### *What does it look like?*

You solicit and use feedback from multiple perspectives to make fully-informed decisions. You demonstrate flexibility by adapting to multiple environments.



## TECHNOLOGY

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

### *What does it look like?*

You use technology to improve efficiency and productivity in the workplace. You navigate change and are open to learning new technologies.

**EMPLOYERS ARE LOOKING FOR NEW GRADUATES TO BE #RAWLSREADY**

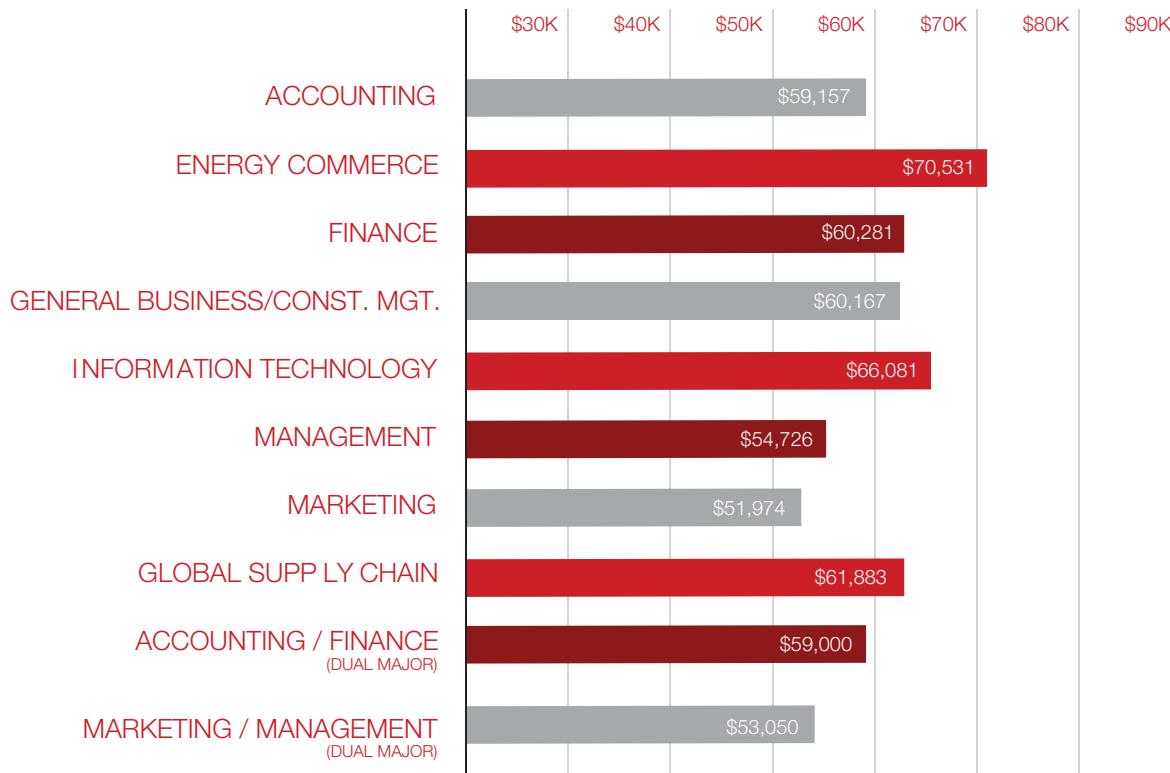
*Know how to use your talents, strengths, and interests!*





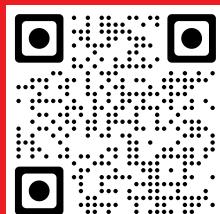
Academic Year 2024

# AVERAGE SALARY



**93.9%**  
**POSITIVE CAREER OUTCOME**

Find the latest data and report your employment by scanning the QR code or by visiting [rawlscmc.com](http://rawlscmc.com) and selecting Placement Statistics, then "Employment Survey."



**Employed, Military, or Continuing Education Post-Graduation:**

ACCOUNTING	98.4%
ENERGY COMMERCE	100%
FINANCE	93.4%
GENERAL BUSINESS/CONST. MGT.	92.3%
IT / MIS	86.7%
MANAGEMENT	92%
MARKETING	94.6%
GLOBAL SUPPLY CHAIN	96.4%
DUAL MAJOR: ACCOUNTING/FINANCE	95.7%
DUAL MAJOR: MARKETING / MANAGEMENT	100%

Data represents continued education or employment secured within 180 days post-graduation.



## GRADUATE DATA

Academic Year 2024



On-Campus MBA Program:

∞ Data represents employment secured within 90 days post-graduation.

Specialty Masters (MS) Programs:

∞ Data represents employment secured within 180 days post-graduation.

Part Time/Online Programs:

Data represents employment secured within 120 days post-graduation.

### Employed Post-Graduation:

MS ACCOUNTING	100%
MS FINANCE	96.8%
MS MARKETING RESEARCH & ANALYTICS	91.7%
MS DATA SCIENCE (ONLINE)	83.9%
MS DATA SCIENCE (ON-CAMPUS)	52.6%
ON-CAMPUS MBA	85.4%
ONLINE MBA	95%
PROFESSIONAL MBA	96.7%

AVERAGE SALARY

# RAWLS CAREER FAIR

The Rawls CMC hosts both an in-person career fair and a virtual career fair each semester. To find upcoming career fairs in Handshake, navigate to the "Events" tab.

## In-Person Career Fair

Typically 130-160 employers and more than 1,500 Rawls students attend the in-person career fair each semester. This event takes place at the Lubbock Memorial Civic Center and is free for Rawls students. Business professional attire is required.



BEFORE

- ❑ Claim your Handshake account. All Rawls College of Business students have a Handshake account; the account just needs to be claimed. Visit pages 8-9 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 28) 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.

DURING

- ❑ Bring a padfolio to take notes and plenty of resumes. Rawls-branded padfolios can be purchased in the CMC in RCOB 119 for \$15.
- ❑ 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.

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.

- ❑ Professional attire is required for both the in-person and virtual career fairs.
- ❑ Group your employers into three categories (e.g., Favorites, Somewhat Interested, Least Interested). When attending the fair, you can begin networking with your "Least Interested" list of employers and work out all your 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).

- ❑ 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.

- ❑ 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.

# Virtual CAREER FAIR

During a Handshake virtual career fair, students can learn about employers and share their profile in group sessions or get 1:1 face time with recruiters - all from their browser or Handshake's mobile app. Handshake virtual career fairs give students a more curated, efficient experience without having to wait in line. When you register for a virtual career fair in Handshake, you sign up for specific session times—securing your spot to meet with the employers you're interested in.

## THE ARE TWO TYPES OF VIRTUAL FAIR SESSIONS IN HANDSHAKE:

■ **GROUP SESSIONS:** You'll join other students to meet recruiters and other employees of the organization. You'll learn about job and internship opportunities, company culture, and more. There is usually a Q&A portion where you can ask the employer a question.

■ **ONE-ON-ONE SESSIONS:** These are conversations between you and an employer to discuss your background and experience, as well as current job and internship opportunities.



## 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.
- **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.
- **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.

- **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.
- **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 CMC.
- **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 begin speaking to ensure you don't talk over them.

**Be yourself and have confidence! You're all set to have a great conversation with your potential future employer.**



Students 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](https://hirerawls.joinhandshake.com).
2. Select "My Documents" by clicking your picture or initials in the top-right corner of your Dashboard, then click on "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. Once your resume is ready, be sure to mark it "Visible" so employers can view it.
5. 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.

#### KEEP YOUR RESUME CURRENT IN HANDSHAKE

To maintain a professional image, students should ensure only their most up-to-date resume is uploaded to Handshake. Remove older versions to avoid confusion and present the strongest, most accurate reflection of your experience to employers. An updated resume demonstrates attention to detail and readiness for opportunities.





## Elphaba “Ellie” Thropp

(806) 690-2875 | elphaba.thropp@ttu.edu | linkedin.com/elphaba-thropp

### EDUCATION

#### Texas Tech University, Rawls College of Business

*Bachelor of Business Administration, Information Technology*

Lubbock, TX

December 2024

- GPA: 3.9
- Data Analytics Concentration
- Dean’s List: Fall 2022
- President’s List: Spring 2023, Fall 2023

### RELEVANT COURSEWORK

#### Accounting Information Systems

August 2023 – December 2023

- Formulated problem-solving abilities to troubleshoot issues within accounting information systems and proposed effective solutions.
- Utilized accounting software systems for data entry, analysis, and reporting including the ability to design, implement, and maintain accounting information systems tailored to organizational needs.
- Demonstrated auditing techniques to ensure data integrity, and proficient in integrating accounting systems for seamless data flow within a group of 3 students.

### WORK EXPERIENCE

#### UMC Health System

Lubbock, TX

*IT Support Technician*

May 2020 - Present

- Analyzed and troubleshoot system requirements and efficiently resolved 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

#### Dean’s Student Council

September 2020 - Present

#### Association of Information Technology Professionals

September 2020 - Present

*Vice-President (January 2021 – Present)*

- Recruited members for the 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.

**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.

### General Guidelines

- You must set yourself apart from your peers. When writing your resume, include what makes you unique or more qualified than others who are applying.
- 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.

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

### 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!

Customize your resume by using keywords from the job posting as often as possible throughout your resume. Most corporations use a computerized ATS system that scans submitted resumes for keywords that indicate an applicant fits a particular job.

### FORMAT

- One page for undergraduate students and recent graduates with less than five years' 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.

### 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."

## Galinda Upland

(555)-429-5393  
galinda.upland@ttu.edu

### EDUCATION

#### Texas Tech University, Rawls College of Business

Bachelor of Business Administration, Accounting

- GPA: 3.5
- Accounting GPA: 3.65
- Audit Concentration

Lubbock, TX

December 2024

#### Texas Tech University, Rawls Center for Global Engagement

Study Abroad

- Collaborated with peers from diverse cultural backgrounds to solve complex tax problems and present findings

Prague, Czech Republic

May 2022 – July 2022

### WORK EXPERIENCE

#### Dr. Kate Bishop, Texas Tech University

Tutor for Intermediate Accounting II

Lubbock, TX

September 2020 – Present

- Tutored five students a week by designing study plans and personal study strategies
- Created comprehensive examinations to assess students' progress and isolate areas for further improvement academically
- Provided Dr. Bishop with weekly reports detailing improvements in students' progress and identifying problem areas in need of additional help

#### Matt Fraction Accountants

Intern

Dallas, TX

June 2020 – August 2020

- Updated and redesigned employee training manuals by using a combination of Adobe Photoshop and Microsoft Word
- Crafted various data flow and process flow diagrams in various programs, including Microsoft Visio and Microsoft Publisher
- Assisted in conducting financial analyses and preparing reports, enhancing understanding of accounting practices and software applications such as QuickBooks and Excel

### INVOLVEMENT

#### National Association of Black Accountants

Accounting Leadership Council

Historian (August 2020 – Present)

September 2019 – Present

January 2019 – Present

- Documented all events to help Webmaster showcase them on the organization's website to better promote the organization and inform current members

### CERTIFICATIONS

#### Microsoft Excel Certification

May 2020

## Nessarose Thropp

123-456-7890 | nessa.thropp@ttu.edu | linkedin.com/nessarose-thropp

### EDUCATION

#### Texas Tech University, Rawls College of Business

Bachelor of Business Administration, Information Technology

Lubbock, TX

May 2025

- GPA: 3.5
- Business Analysis Concentration
- Dean's List: Spring 2019, Spring 2020, Fall 2020

### WORK EXPERIENCE

#### Stark Industries

IT Intern

Dallas, TX

May 2024 – August 2024

- 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 Microsoft Visio and Microsoft Publisher
- Completed advanced digital training sessions to expand responsibilities during the internship

#### Piggly Wiggly Supermarkets

Support Desk Analyst

Lubbock, TX

August 2022 – August 2023

- Served as the primary point of contact between 9,000 users and the company's IT department
- Troubleshoot issues with point of sales, electronic data interchange, electronic funds transfer, workstations, and operational programs
- Assigned incidents to IT operations and software engineering specialists based on the specialty of the technician and the urgency of the issue

### CAMPUS INVOLVEMENT

#### Association of Information Technology Professionals

August 2021 – Present

### TECHNICAL SKILLS

#### Operating Systems

- Windows
- Unix/Linux
- Apple

#### Web Development

- HTML & CSS
- PHP
- JavaScript
- ASP and .Net
- Joomla

#### Programming Languages

- Java

## Fiyero Tigelaar

806-742-4530 | fiyero.tig@ttu.edu | linkedin.com/Fiyero-tigelaar

### EDUCATION

#### Texas Tech University, Rawls College of Business

Bachelor of Business Administration, Energy Commerce

Honors College

- GPA: 3.86
- Energy Transaction Analysis Track
- Spanish Minor
- Dean's List: Fall 2020, Spring 2021, Fall 2022
- President's List: Spring 2020, Fall 2021

Lubbock, TX

May 2024

### FOREIGN STUDY

#### Texas Tech University, Rawls Center for Global Engagement

London, Paris, Munich, Vienna

Study Abroad

- Earned credit for the 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

Lubbock, TX

August 2021 – June 2021

- Assisted and communicated with all staff and employers to ensure tasks were completed efficiently.
- Cultivated relationships with students, employers, faculty, and administration.
- Worked as part of an 8-person office as the main support role for all office tasks.

### First American Bank

Teller

Lubbock, TX

October 2020 – May 2021

- Served as customers' primary contact regarding cash, checking, and saving services.
- Transferred customer account information from the old cataloging system into the new one in place.
- Provided pertinent account information to all new customers effectively.

### CAMPUS INVOLVEMENT

#### Energy Commerce Association

Mentor (August 2021 – Present)

August 2020 – Present

- Guided and informed younger, newer Energy Commerce majors, acting as their student support.
- Attended meetings with industry professionals to understand the field better and discuss current industry topics and trends, building a professional network.

#### South Asian Student Association

Alpha Lambda Delta

May 2019 – Present

Phi Eta Sigma

March 2019 – Present

March 2019 – December 2022

## Madame Morrible

(806) 742-4530 | mmorrible@ttu.edu | linkedin.com/madame-m

### EDUCATION

#### Texas Tech University, Rawls College of Business

Bachelor of Business Administration, Management

Lubbock, TX

May 2026

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

### RELEVANT COURSEWORK

#### Strategic Management

August 2022 – December 2022

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

#### Managerial Communication

August 2021 – December 2021

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

### WORK EXPERIENCE

#### Texas Tech University Health Sciences Center

Student Assistant

Lubbock, TX

October 2023 – Present

- Compiled with appropriate data collection processes and confidentiality
- Supported in various administrative duties to ensure the smooth operation of the office
- Assisted the project evaluator with data collection as needed

#### Coca-Cola Corporation

Management Intern

Houston, TX

September 2020 – July 2021

- 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 in total

#### The Home Depot

Cashier

Houston, TX

May 2019 – August 2020

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

### INVOLVEMENT

#### Rawls Ambassadors

September 2022 – Present



# SAMPLE RESUMES

## General Averic

Lubbock, TX | (806) 888-5555 | Alvin.C.York@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

Bachelor of Business Administration, Supply Chain Management

- GPA: 3.65
- Dean's List: Spring 2020, Fall 2020, Spring 2021, Fall 2021, Spring 2022, Fall 2022, Spring 2023

Lubbock, TX

May 2023

### WORK EXPERIENCE

#### United States Army, First Cavalry Division

Logistics Specialist

Fort Hood, TX

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
- Procured 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 of overseas bases
- Managed a team of over 50 personnel to move war readiness material
- Completed all necessary reports and evaluations and provided detailed 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
- Forecasted 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 Logistician

May 2023

### VOLUNTEER EXPERIENCE

#### Big Brothers Big Sisters of Lubbock

January 2020 – Present

Lubbock Dream Center

May 2022 – August 2022

## Doctor Dillamond

(806) 542-1245 | dr.dillamond@ttu.edu | linkedin.com/doc-dillamond

Lubbock, TX

May 2026

### EDUCATION

#### Texas Tech University, Rawls College of Business

Bachelor of Business Administration, Accounting

Master of Science, Accounting (Application Pending)

- Accounting GPA: 3.8
- GPA: 3.8
- Audit Concentration
- Dean's List: Spring 2019, Fall 2019, Fall 2020, Spring 2022

### WORK EXPERIENCE

#### ABC Credit Union

Audit Intern

Lubbock, TX

December 2022 – Present

- Created 12 monthly audit reports which include management letters, internal control recommendations, financial ratios, and loan file review expectations.
- Prepared nine weekly engagement letters including the contract of agreed-upon procedures and document requests.
- Organized and bind work papers prior to and at the end of conclusion audits.

#### Olive Garden

Server

Lubbock, TX

August 2020 – December 2022

- 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

#### Accounting Leadership Council

August 2019 – Present

Vice President (January 2021 – Present)

- Coordinated 10 events each semester geared toward raising money for the organization and recruiting new members
- Host networking events to encourage professional relationship-building between alumni and current members
- Direct an 8-officer cabinet and oversee weekly board meetings to ensure the smooth operation of the organization

Treasurer (August 2020 – December 2021)

- Prepared annual budgets, projected revenues and expenditures, and compiled financial statements in order to maintain financial transparency
- Collected and managed membership fees for more than 100 members each semester

#### Alpha Lambda Delta Honor Society

May 2019 – Present

#### Omicron Delta Kappa Honor Society

May 2019 – Present

## Veteran Example

## Wizard Oz

Lubbock, Texas | 806.742.4530 | oz.wizard@gmail.com | linkedin.com/wizard-of-oz

### EDUCATION

#### Texas Tech University, Rawls College of Business

Master of Business Administration, STEM

Lubbock, Texas

May 2022

- GPA: 4.0

#### Texas Tech University

Bachelor of Science, Chemistry

Lubbock, Texas

May 2019

- Biology Minor
- GPA: 3.1

### WORK EXPERIENCE

#### Grace Healthcare System

Lubbock, Texas

IT Intern

September 2021 – Present

- Redesigned comprehensive training manuals in Microsoft Word to help new employees better navigate the company's systems
- Aided in the efficient operation and maintenance of information systems with the targeted goal of facilitating effective system use
- Maintained and performed basic troubleshooting tasks with the data and voice network components

#### Daggett Pharmaceuticals

Austin, Texas

#### Research Assistant

July 2019 – August 2021

- 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

#### Customer Service Representative

May 2018 – July 2019

- 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

## MSA Example

## Wizard Oz

Page 2

### Texas Tech University

Lubbock, Texas

Undergraduate Research Assistant

August 2017 – May 2018

- 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 the 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 2016 – August 2017

- 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

#### Raider Pilots Association

August 2019 – Present

President (January 2020 – Present)

- Organized and ran weekly group meetings, ensuring accurate information is relayed to members
- Obtained pilot's license and helped other members practice in preparation for their exam

#### Omega Delta Phi

August 2017 – May 2019

Internal Vice President (August 2018 – May 2019)

- Created and presented weekly financial and grade reports
- Implemented innovative new methods and strategies for collecting dues and other fees from members of the group

### SCHOLARSHIPS

#### Continuing Education Scholarship

August 2019 – Present

#### Outstanding Texas Freshman Scholarship

August 2014 – May 2015

## 2 page MBA example

**1** **Steve "Brett" Rogers**  
 1941 Liberty Street Lubbock, Texas 79409  
 282-595-4837  
 steve.rogers@ttu.edu

September 15, 2025

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

**3** Dear Mr. Employer:

**4** 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 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.

**5** 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.

**6** 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,

**7** Steve Rogers



<b>4</b> INTRODUCTION	<b>5</b> BODY	<b>6</b> CONCLUSION	<b>7</b>
<ul style="list-style-type: none"> <li>■ Clearly explain the position you are applying for and where you found the job.</li> <li>■ Connect your experiences, education, or skills directly to the job.</li> <li>■ Reiterate what makes you a strong candidate for the position.</li> </ul>	<ul style="list-style-type: none"> <li>■ Expand on one or two of your strongest qualifications and most relevant experiences.</li> <li>■ Include transferable skills and explain what you did to develop those skills.</li> <li>■ Explain how your past experiences will help you be successful.</li> </ul>	<ul style="list-style-type: none"> <li>■ Restate your interest in the position.</li> <li>■ Restate how you can be contacted (email address and phone number).</li> <li>■ Thank the person for their time and consideration.</li> </ul>	<ul style="list-style-type: none"> <li>■ Include 4 blank lines of space after the closing remarks to leave room for your signature. Include your printed name after the signature.</li> </ul>

If you would like assistance with your cover letter, you may schedule a "Cover Letter Review" appointment in Handshake.



## 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  
Family Business Student Organization  
Multicultural Student Business Association (MSBA)  
Raider Entrepreneurship Club  
Rawls Business Ambassadors  
Rawls CGE Diplomats  
Rawls Graduate Association  
Student Government Association Business Senators  
Tech Collegiate Entrepreneurs Organization (CEO)  
Women in Business

### Rawls Student Support Groups

Career Management Center Student Business Council  
Dean's Student Council



## Major-Specific Organizations

### Accounting

Accounting Leadership Council (ALC)

### Energy Commerce

Energy Commerce Association (ECA)

### Finance

Finance Association  
Raiders Running in Finance  
Rawls Banking Association  
Real Estate Organization (REO)

### Information Technology

Association of Information Technology Professionals (AITP)

### Management

Investment Management Association  
Sigma Iota Epsilon  
Tech Strategic Human Resource Management (SHRM)

### Marketing & Supply Chain Management

Sales Leadership Group  
Tech Marketing Association (open to all majors)  
Tech Supply Chain Association  
Women in Supply Chain Excellence (WISE)



For additional information about student organizations at Rawls, visit the Campus Life tab at [rawlscmc.com](http://rawlscmc.com).

For a complete list of Texas Tech student organizations, visit [ttu.campuslabs.com/engage/organizations](http://ttu.campuslabs.com/engage/organizations).





## RAIDER SUCCESS HUB

[www.depts.ttu.edu/provost/success/index.php](http://www.depts.ttu.edu/provost/success/index.php) | [success@ttu.edu](mailto: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, and embracing a variety of methods to create clear and consistent communications.

## FIRST-GENERATION RED RAIDERS

[firstgen@ttu.edu](mailto:firstgen@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](http://www.depts.ttu.edu/international) | [oia.reception@ttu.edu](mailto:oia.reception@ttu.edu)

Assists students and scholars with immigration processes, institutional compliance and reporting requirements, orientation, financial concerns, and cross-cultural issues.

## MILITARY AND VETERAN PROGRAMS

[www.depts.ttu.edu/mvp/](http://www.depts.ttu.edu/mvp/) | [mvp@ttu.edu](mailto: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](http://www.depts.ttu.edu/dos/foodpantry.php) | [foodpantry@ttu.edu](mailto: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/](http://www.depts.ttu.edu/sds/) | [sds@ttu.edu](mailto:sds@ttu.edu) | Enhances each students' 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.

## LINKEDIN

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



## INSTAGRAM

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



## X

- 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 to gain an inside look into their company culture



## FACEBOOK

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





## ARE YOUR SOCIAL MEDIA PROFILES KEEPING YOU FROM BEING HIRED?

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?

### WHETHER IT'S FACEBOOK, X, INSTAGRAM, OR LINKEDIN, MAKE SURE TO AVOID THESE SOCIAL MEDIA MISTAKES:

#### 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. Social media has become an integral part of our society, and employers like to see that you have personal experience navigating the sites and generating/posting content.

#### Avoid inappropriate content.

- **Profanity.** Just don't use it. It's unprofessional, and we promise it isn't necessary.
- **Pictures.** Whether they are from 10 years ago or two days ago, avoid any photographs displaying alcohol, drugs, nudity, violence, or weapons.
- **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.
- **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.



## LINKEDIN

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, INSTAGRAM, X, YOUTUBE

Employers often use these popular social media sites to learn more about you as a candidate. Make sure your profiles are professional and 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 for sharing 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 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.
- 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 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.
- 7 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.
- 8 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.
- 9 Write Your About Section:** You have 2,600 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.

*Connect*  
**WITH US** @RAWLSCMC





## BUILDING A LINKEDIN PROFILE

1

2

3

4 Raider Red · 1st  
Mascot @ Texas Tech University

5

6 Lubbock, Texas, United States · Contact info

7 500+ connections  
Masked Rider, and 26 other mutual connections

8 Public profile & URL  
[www.linkedin.com/in/RaiderRed](http://www.linkedin.com/in/RaiderRed)

9 About

10 Activity

11 Experience

12 Education

13 Skills

Marketing  
Creative Writing  
Public Speaking

14 Courses

15 Volunteer Experiences and Causes

16 Recommendations

Recommended by John

17 Connections

18 Interests

**10 Publish Posts:** Want to stand out to recruiters? Engage in publishing posts! This will allow you to showcase your knowledge of the industry.

**11 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.

**12 Share 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.

**13 Emphasize Your Skills:** Add at least 20 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.

**14 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.

**15 Speak to Volunteer Experience:** Recruiters value volunteer work. Include any organizations you volunteered for and how you helped them.

**16 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.

**17 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.

**18 Engage in Groups (Interests):** By joining relevant groups, you can connect and network with other like-minded individuals.

# 15 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

## CRAFTING YOUR ELEVATOR PITCH



Name, college you graduated from, degree



Career goals



“Currently, I am working for...”  
“Last summer I interned with...”



Skills and how you would benefit an organization



60 seconds or less

**Disclaimer:** While Generative AI tools can be useful, they lack the expertise and personalized, comprehensive approach offered by the Rawls CMC. We encourage you to attend our events and workshops, and to schedule an appointment with us through Handshake for personalized career support.

### TIPS FOR USING CHATGPT IN YOUR CAREER & INTERNSHIP SEARCH EFFECTIVELY AND ETHICALLY

- Check responses for inaccuracies and inclusion of your unique words and voice. It is a tool, not a copy-and-paste.
- Use specific queries and engage in dialogue by asking follow-up questions. Your results can only be as strong as the prompts you enter. Think: “Garbage in, garbage out.”
- Use the “Regenerate Response” button to see other options. Adjust the content for better results.
- Ask for specific responses based on your materials and for responses that use different tones, such as formal, engaging, or casual.
- Protect your data. Exercise caution when sharing personally identifiable information with chatbots/AI. For example, if you insert your resume into a generative AI for feedback, do not include your name, email address, phone number, etc.

## Sample Prompts to Use:

### FINDING JOBS OR INTERNSHIPS

- Generate the 20 most important keywords from across [job role] job descriptions.
- Produce 10 specific job titles that could be a good fit for me based on:
- My Favorite Skills: My Interests: My Major: My Resume:
- Help me explore potential career paths aligned with my [major/interests]. What industries or job roles should I consider, and what are the typical entry-level positions in these fields?

### EXPLORING CAREER OPTIONS

- Tell me about a day in the life of [interesting occupation/industry]. What are the different roles, specializations, and opportunities available in this field, and how can a student prepare for a successful career in this field?
- What are three specific ways I can test my fit with each of the following roles: [job role] and [job role]
- Provide me with information about the career path of a [specific job title] in [specific industry]. What are the typical job responsibilities and required skills for this role?

### CRAFTING RESUMES AND COVER LETTERS

- You are a career expert. Give me a list of the 20 most common skills listed in job descriptions for [job title] in [job industry]. [Paste job description]
- Write 5 resume bullet points that detail my experience with [job description] using my existing resume. Tailor it to the job description pasted below. [Paste existing resume + job description]
- Write a 3-paragraph cover letter in a formal tone using experiences from my resume that align with this job description.

### PREPARING FOR INTERVIEWS

- Generate 10 specific interview questions based on this job description. [Paste job description]
- I am preparing for an internship interview; please provide possible interview questions I might be asked. Please include behavioral and general interview questions. [Paste job description]
- Provide a list of common interview questions for a [specific job title] role and advice on how to answer them effectively. Include tips on how to highlight my strengths and address any potential weaknesses.

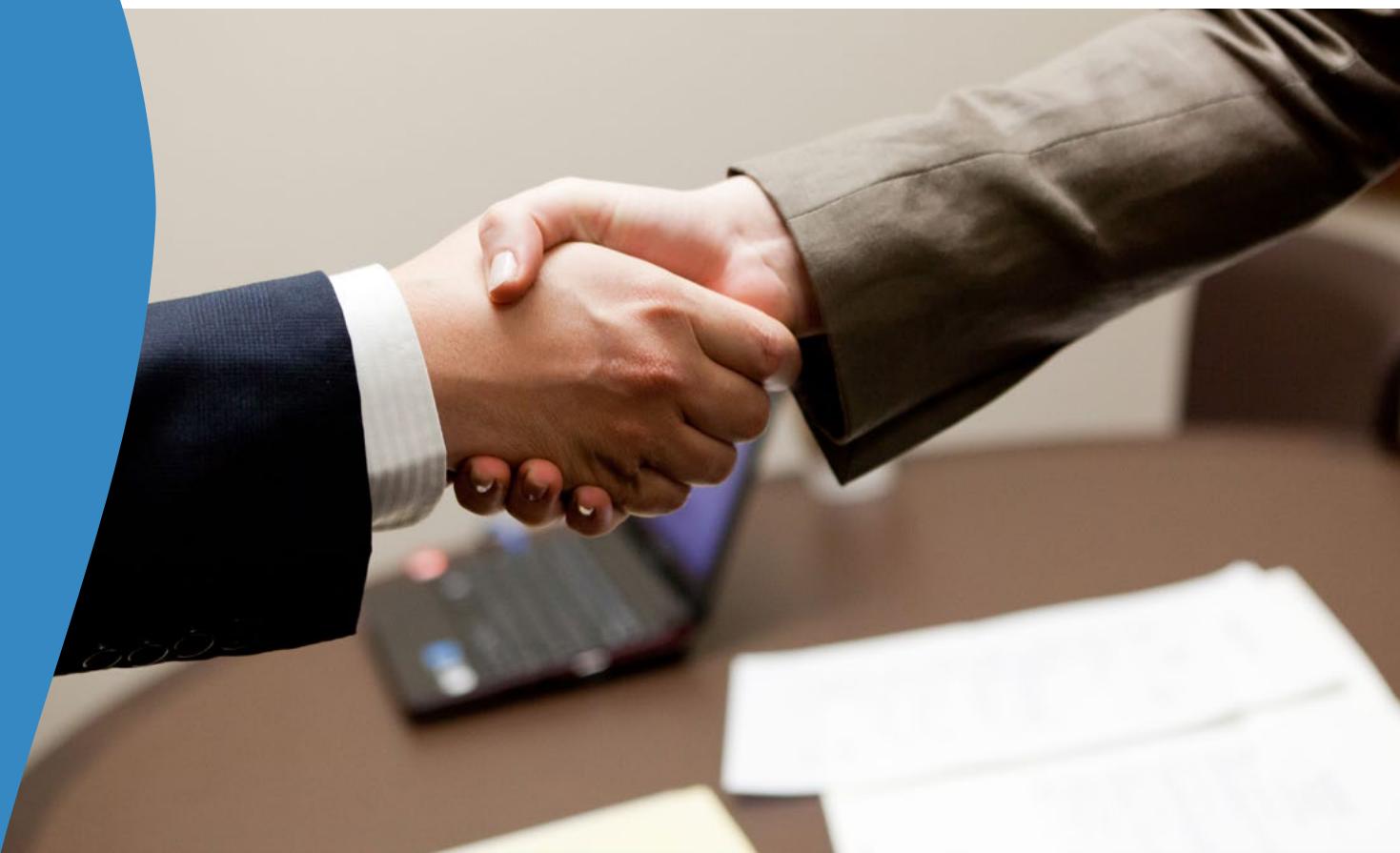
### EXPANDING YOUR NETWORK

- Generate a 300-character LinkedIn connection request based on [insert person's profile].
- Based on my resume, generate a short and engaging elevator pitch I can use for networking.
- Give me advice on how to initiate and maintain professional relationships through networking. What are some tips for crafting compelling introduction messages or emails to professionals in my desired industry?

### Important Reminders:

Keep in mind the person in the interview will need to match the voice of the documents submitted. Generative AI is best used in combination with your own voice and writing style. Be sure to personalize and edit Generative 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, skills, 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 you need to improve your interview skills, take notes on how to ensure you're fully prepared and confident on the big day.



Research  
the company



Review the job  
description



Practice the  
answers



Dress  
professionally



Bring a copy  
of your resume



Arrive  
early



Ask  
questions!



Follow up

## 1 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.

## 2 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.

## 3 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.

## 4 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 by having a Zoom or Skype mock interview through the CMC. Your video screen name should be professional and appropriate. For the interview, make sure your backdrop is plain and the 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 Quinnicia to prepare for virtual mock interviews.

## 5 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.

## 6 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 into 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.

# Business Casual vs Professional

Decoding the Dress Code for Interviews and Professional Events

## Business Casual/Professional



## Business Casual/Professional



## 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 aftershave.
- 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 "Xs" 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).

## 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 values**

### Did you know...

The 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 regarding 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 piercing may not be acceptable in certain industries. Be sure to present yourself in a professional manner.

- Strong smells, including mints, perfumes, or aftershaves in excess should be avoided.
- 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	■ Short shorts and short dresses
■ Flip-flops	■ Clothes that are too tight
■ T-shirts	■ Showing too much skin
■ Wrinkled clothing	





### Situation

Define the general context  
Who/What/When  
Mention the problem you had to overcome

"Yes, in my management class we had a project to create a mock product, and I was designated as the group leader."

**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.**



### Task

Identify the key objective and issue that you addressed

"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 two team members drop the ball on their parts."



### Action

Describe the action you took or initiated, emphasizing the skills you used to complete the task

"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 changes for a positive impact. In the end, I feel that my actions enabled us to grow as a more cohesive team."



### Results

Summarize the outcome in business terms

"Though it was additional work on three of the team members, we got an A on the project and the professor recognized our project 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."

## MOCK INTERVIEWS THROUGH THE CMC

Schedule a "Mock Interview" appointment in Handshake today!

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

Ask the CMC how you can use Quinnacia to prepare for virtual mock interviews.



### 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 (RCOB 119) 10 minutes early.



### Over the Phone?

Get into an environment without distractions.

Have talking points and notes in front of you for 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 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 being 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..."*

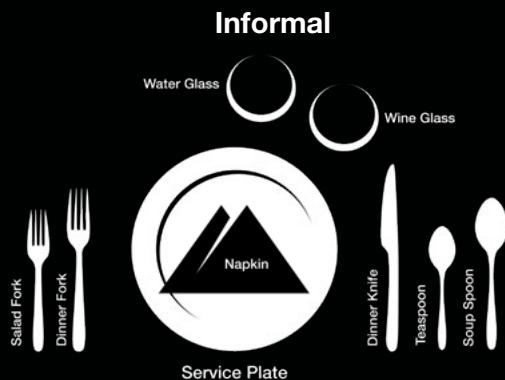
*"I am curious  
to know more about..."*



## DINING ETIQUETTE

Whether you are sitting across the table at a job interview or rubbing elbows with a stranger at a corporate event, your table manners speak volumes about your social skills and confidence level. Here is the least you should know when it comes to sharing a meal:

- **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 breadbasket 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.

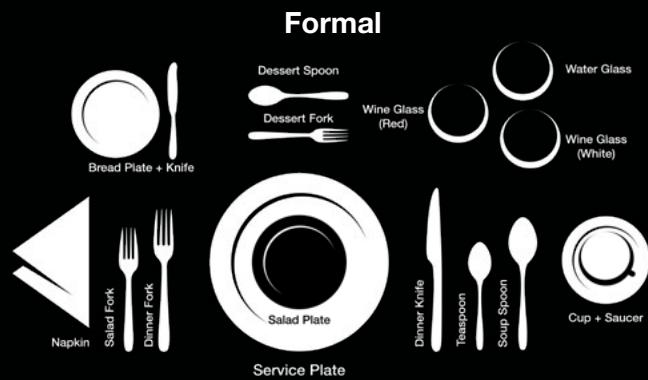


REGISTER TO ATTEND THE RAWLS CMC ETIQUETTE RECEPTION AND DINNER IN HANDSHAKE.

- **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 basic. 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.

## PLACE SETTING



If you are looking for ways to stand out from other applicants, be the one who sends a thank-you note or email 1 to 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 or email:

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 for taking the time to talk with me on the phone today.**

**Please let me know if I can answer any other questions, and I hope to hear from you again soon.**

You can also add information 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.

**It was good to learn more about how you collaborate with your managed service vendors. I don't think I mentioned that my previous role involved negotiating a new IT services contract.**

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.

**Dear Sam,**  
**Thank you for setting up the call with Rebecca today. She and I had a good conversation about the regional office's rapid growth, and it was nice to find a fellow Lubbock native!**

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.

**Dear Shelly,**  
**It was a pleasure to meet you on Tuesday. Your description of the coordinator role and how you facilitate the weekly office communications was very helpful. Good luck with the event next week and thanks again!**

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

**We talked about the conference where I learned about the new IT governance strategies, and I wanted to share a link to the presentation I mentioned.**

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.

**I enjoyed meeting you and the rest of the team yesterday. Please tell Cindy, Sam, and Rebecca thank you for their time and thoughtful questions.**

**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!**



**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.

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

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

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

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

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.

Clearly state the purpose of the email. Make sure the recipient knows why they are being contacted.

From steve.rogers@ttu.edu  
To employer@xyzcompany.com  
Subject Informative Interview Request

Dear Claire Temple

My name is Steve Rogers and we spoke briefly at the 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.

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.

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.

# AN OFFER IS A BIG DEAL

JOB OFFERS

## 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 only 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 (e.g., 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 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 (e.g., 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 CMC 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 decide within a reasonable amount of time for both you and the employer. If you feel unreasonably pressed by an employer to decide, 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 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.



## HOW TO FOLLOW UP

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—two 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.”

**The risks of renegeing** | 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.

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

**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 you are not aware of.

**Sample language** – “Thank you for getting back to me about the hiring decision. While I am disappointed that 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.”



**Serve as an ambassador  
for the Rawls CMC**

**Collaborate with  
employer partners**

**Grow as a leader**



***Apply Today!***

Applications are accepted year-round.

Apply at [www.rawlscmc.com](http://www.rawlscmc.com) or scan the QR code  
and select Student Business Council Application.



# 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 AND 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 various backgrounds and experiences. Have an awareness of personal attitudes that may prevent you from including others.

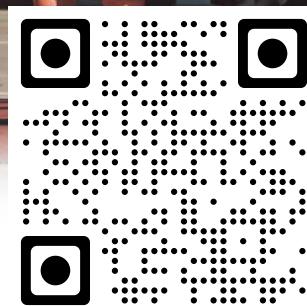


JERRY S. RAWLS  
COLLEGE OF  
**BUSINESS**  
TEXAS TECH

**DID YOU LAND YOUR DREAM JOB?  
CONTINUING YOUR EDUCATION?  
TAKING A YEAR OFF TO TRAVEL?**



REPORT YOUR PLANS AFTER GRADUATION  
BY VISITING [RAWLSCMC.COM](http://RAWLSCMC.COM) AND  
SELECTING PLACEMENT STATISTICS.



SCROLL DOWN TO "REPORT YOUR  
EMPLOYMENT DATA" AND SELECT  
"COMPLETE SURVEY."



# 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 must 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, only 37 percent of Americans have enough savings to pay for a \$500 or \$1,000 emergency. Studies show that 56.3 percent of people have less than \$1,000 in their checking and savings accounts combined.

Begin 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.

## 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.

## FREE MONEY!

Not participating in your employer's retirement plan at work, especially if they offer matching money, is really dumb. Stash all the money you can into a tax-advantaged retirement plan. Take advantage of employer matching contributions and tax breaks. Time and compound interest are essential to building wealth for retirement.

## 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 that I don't have.

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

## 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 saving 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 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](mailto: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, 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

This is 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 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.

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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](http://techsanconnection.com)

**TEXAS TECH ALUMNI  
ASSOCIATION**



## LEADING UP TO AUGUST

### Study For and Take Standardized Tests

August is the ideal time to take the standardized tests necessary for admissions because you'll have time to retake them in the fall if you're unhappy with your scores. Different techniques work for different people, so think about what kind of study experience you want.

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



## SEPTEMBER

### Research Financial Aid

Begin 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 and scope 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 Human Skills in Business 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 begin 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.



## NOVEMBER

### Order Transcripts

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

### Begin Application Documents

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

## DECEMBER & JANUARY

### Send In Applications

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

### Confirm Receipt

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

## FEBRUARY

### Prepare for Admissions Interviews

If this is part of their admissions process, schools typically begin contacting students for interviews about two to four 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. Do 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.**  
**Call 806.742.3184 or email [RawlsGrad@ttu.edu](mailto:RawlsGrad@ttu.edu).**





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# RAWLS 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. Canceling 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 10 a.m. Monday, cancellation by 10 a.m. the previous Thursday is required.

Ex: If you RSVP'd that you will attend an event at 6 p.m. Monday, cancellation by 6 p.m. the previous Thursday is required.

The following policy applies regardless of the reason for cancellation. We understand 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 canceling 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 CMC.

### **■ 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.



# CAREER MANAGEMENT CENTER

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