

RAWLS COLLEGE

YOUR CAREER ERA



**CAREER
MANAGEMENT
CENTER**

TEXAS TECH
Rawls College of Business

2024-2025 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, on-campus interviews, and career fairs.

SUCCEED

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

OUR VISION

To be a trusted and reliable resource for Rawls College of Business students and employer partners.



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CAREER MANAGEMENT CENTER

TEXAS TECH
Rawls College of Business

2024-2025



BVWD

Deloitte.



Corporate Sponsors



Meet the Rawls CMC team



Barry Broughton, Senior Director

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

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

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

Staci Johnston, Administrative Coordinator

Undergrad: B.A. Spanish, TTU
(Minors: Business & English)

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

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



Jamie Pitman, Director of Student Development

Undergrad: B.S. Human Development & Family Studies, TTU
LinkedIn: /jamiepitman1

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

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

Dennis Anderson, Assistant Director of Student Development

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

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

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



Kaleigh Holden, Career Development Specialist

Undergrad: Bachelors of Applied Science in Business
Administration, Wayland Baptist University
LinkedIn: /kaleigh-holden

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

I guide students on creating professional business resumes and cover letters. I am also here to help with preparing for interviews and navigating the job search process.



Chelsea Baucum, Director of Recruiting and Employer Engagement

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

Hometown: Dimmitt, TX
Fav Band: Chris Stapleton
Fav Movie: *Black Panther*

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

Barbara Moore, Associate Director of Recruiting

Undergrad: B.S. Early Childhood Education, LCU
Grad: M.Ed. LCU
LinkedIn: /barbaraemoore

Hometown: Richmond, VA
Fav Band: ABBA
Fav Movie: *Under the Tuscan Sun*

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



Preston Hodges, Assistant Director of Career Discovery

Undergrad: B.B.A. Marketing, TTU
LinkedIn: /preston-hodges

Hometown: Paris, TX
Fav Band: Miley Cyrus
Fav Movie: *Mamma Mia!*

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

Vanessa Ramirez, Career Development Specialist

Undergrad: B.S. Sociology,
(Concentration in Criminology), TTU
LinkedIn: /vanessa-ramirez1

Hometown: Lubbock, TX
Fav Musician: Lana Del Rey
Fav Movie: *Carrie (1976)*

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



Hope Henderson, Associate Director of Graduate Recruiting

Undergrad: Bachelor of Arts, Media Strategies, TTU
Grad: Master of Public Administration, TTU
LinkedIn: /hopekchenderson

Hometown: Pottsboro, Texas
Fav Band: Taylor Swift
Fav Movie: *Everything Everywhere All at Once*

I'm dedicated to supporting our graduate students in career exploration, professional development, and their job search. I also facilitate relationships with employers who are looking for graduate-level talent.

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

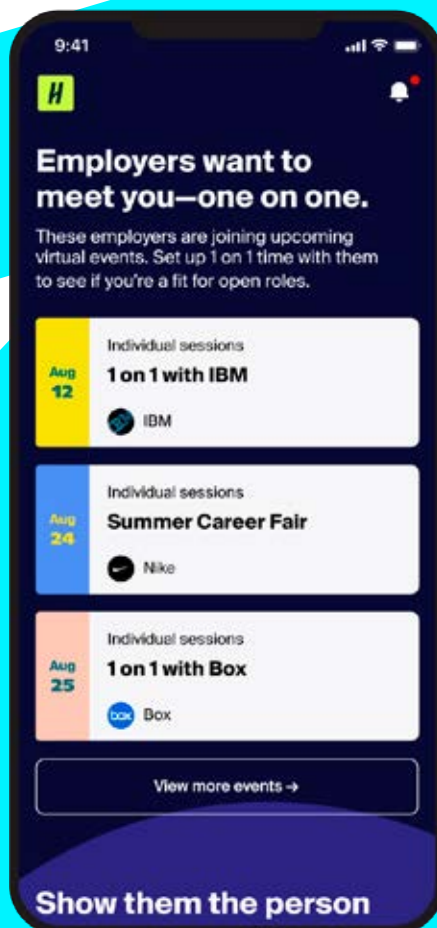
Curated work opportunities

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...

15 million+
students & young alumni
Accounting to Zoology

1,500+
Colleges and Institutions
Big State to Liberal Arts

900,000+
Employers
Fortune 500 to Mom & Pop

**NEED HELP
NAVIGATING
HANDSHAKE?**

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

3 must-haves on your Handshake profile

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

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

Location: Which cities do you want to work in?

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

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

Download the app

Search for "Handshake" on the App Store
or Google Play or visit app.joinhandshake.com.



Handshake

Student Guide

Create Your Account

1

Visit Handshake at hirerawls.joinhandshake.com. Select the blue "Rawls College of Business – Texas Tech University Sign On" button. Log in using your Texas Tech credentials.

Build Your Profile

2

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

Update Your Account Information and Notification Preferences

4

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

Upload Your Resume

3

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



Schedule an Appointment with the CMC

5

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

6

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

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

Apply for On-Campus Interviews

7

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

8

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.

Handshake

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



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 without one's organization.

What Does It Look Like?

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



CRITICAL THINKING

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

What Does It Look Like?

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



LEADERSHIP

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

What Does It Look Like?

You are able to assess and manage your emotions and those of others; use empathetic skills to guide and motivate; organize, prioritize and delegate tasks.



COMMUNICATION

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

What Does It Look Like?

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

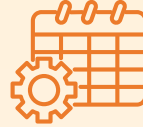


TEAMWORK

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

What Does It Look Like?

You are able to work within a team structure and can negotiate and manage conflict while understanding others' viewpoints.

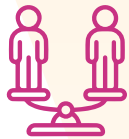


PROFESSIONALISM

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

What Does It Look Like?

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



INCLUSIVE MINDSET

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

What Does It Look Like?

Solicit and use feedback from multiple perspectives to make inclusive decisions. Demonstrate flexibility by adapting to diverse environments.



TECHNOLOGY

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

What Does It Look Like?

Use technology to improve efficiency and productivity in the workplace. Navigate change and be open to learning new technologies.

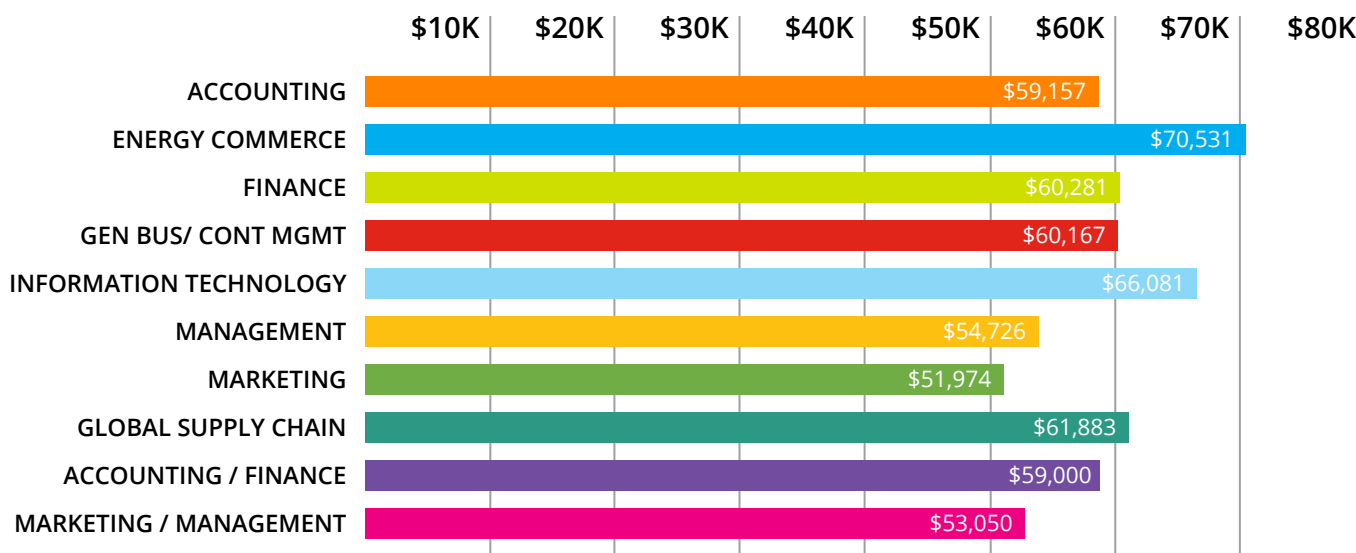
**EMPLOYERS ARE LOOKING FOR NEW GRADUATES TO BE #RAWLSREADY
— MEANING THEY KNOW HOW TO USE THEIR TALENTS, STRENGTHS AND INTERESTS.**

Rawls College of Business

ACADEMIC YEAR 2023 | UNDERGRADUATE DATA

(FALL 2022, SPRING 2023, SUMMER 2023)

AVERAGE STARTING SALARIES



\$58,315

ANNUAL
SALARY
AVERAGE

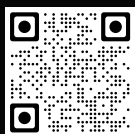
POSITIVE
CAREER
OUTCOME*

94.4%

OVERALL
PLACEMENT

ACCOUNTING	98.6%
ENERGY COMMERCE	100%
FINANCE	95.1%
GENERAL BUSINESS	100%
INFORMATION TECHNOLOGY	86.1%
MANAGEMENT	92.1%
MARKETING	92.8%
GLOBAL SUPPLY CHAIN	100%
ACCOUNTING / FINANCE	100%
MARKETING / MANAGEMENT	97.1%

* Employed or continuing education



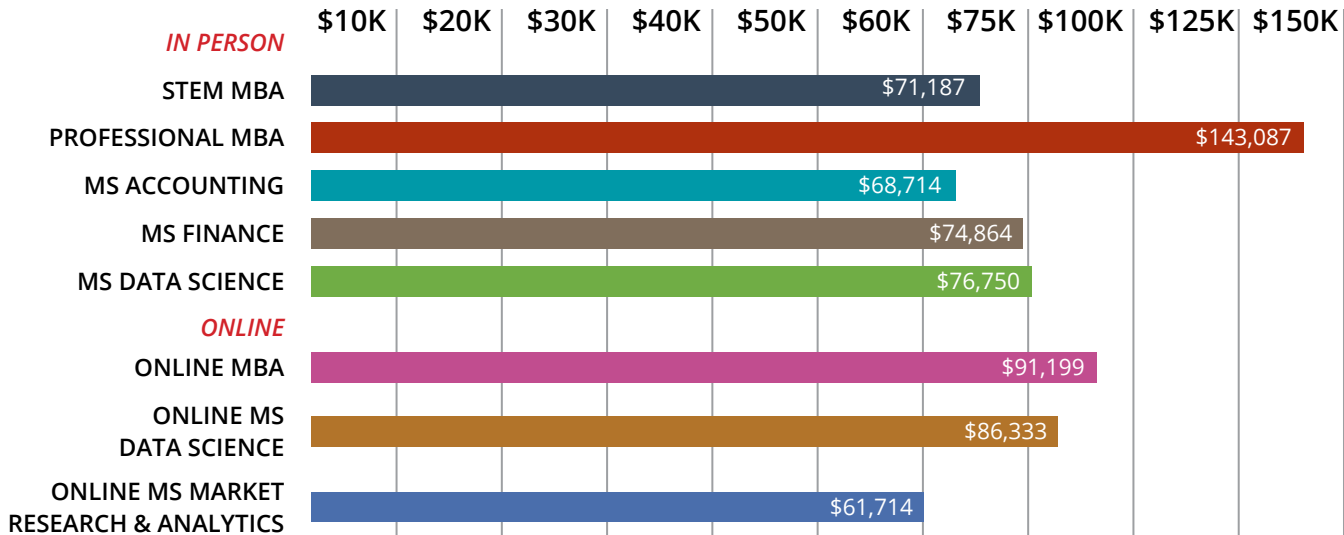
Find the latest data and report your placement by scanning the QR code or visiting rawlscmc.com and selecting Placement Statistics, then "Employment Survey."

Rawls College of Business

ACADEMIC YEAR 2023 | GRADUATE DATA

(FALL 2022, SPRING 2023, SUMMER 2023)

AVERAGE STARTING SALARIES



EMPLOYED

IN PERSON

STEM MBA	94.6%
PROFESSIONAL MBA	97.1%
MS ACCOUNTING	98.1%
MS FINANCE	80.0%
MS DATA SCIENCE	87.0%

ONLINE

ONLINE MBA	98.6%
ONLINE MS DATA SCIENCE	100%
ONLINE MS MARKET RESEARCH & ANALYTICS	100%



Find latest data and report your placement by scanning the QR code or by visiting rawlscmc.com and selecting Placement Statistics, then "Employment Survey."

Rawls Career Fair

The Rawls CMC will host 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 125-160 employers and over 1,200 Rawls students attend the in-person career fair each semester. This event takes place at the Lubbock Memorial Civic Center. This event is free for Rawls students and business professional attire is required. Career fair dates and details will be listed in the "Events" tab in Handshake.

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.
- Professional attire is required for both the in-person and virtual career fairs.
- Group your employers into 3 groups (ex. Favorites, Somewhat Interested, Least Interested). When attending the fair, you can start networking with your "Least Interested" list of employers and work out all nerves, before heading to your "Somewhat Interested," and then "Favorites" list.
- Make the most of your time by coming up with a few talking points beforehand. Practice how you'll introduce yourself and the key achievements, skills and/or career goals you want to highlight (known as your elevator pitch).

DURING

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

AFTER

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

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 facetime 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.

TIPS YOU NEED TO KNOW BEFORE MEETING AN EMPLOYER VIRTUALLY

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

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

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

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

THERE ARE TWO TYPES OF VIRTUAL FAIR SESSIONS IN HANDSHAKE:

- **GROUP SESSIONS:** During these 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:** One-on-one sessions are 10-minute conversations between you and an employer to discuss your background and experience, as well as current job and internship opportunities.

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

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

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

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

Handshake

Students who are interested in applying for jobs and internships in Handshake **must have a resume uploaded to their account**. The feedback process is in place to help ensure you are presenting a professional and quality resume to employers that recruit at the Rawls College of Business.

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

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.





CAREER AND
SELF-DEVELOPMENT



LEADERSHIP



COMMUNICATION



PROFESSIONALISM



CRITICAL THINKING



INCLUSIVE
EXCELLENCE



TEAMWORK



TECHNOLOGY

Sam Wilson

(806) 690-2875 | sam.wilson@ttu.edu

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 **propose 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

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.

Dean's Student Council

September 2020 - Present

resume tips + formatting

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

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 in your resume. Most corporations use a computerized ATS system that scans submitted resumes for keywords that indicate that an applicant fits a particular job.

FORMAT

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

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.”

Nick Fury(555)-429-5393
nick.fury@ttu.edu**EDUCATION**

Texas Tech University, Rawls College of Business Lubbock, TX
Bachelor of Business Administration, Accounting December 2022

- GPA: 3.5
- Business Analysis Concentration

Texas Tech University, Rawls Center for Global Engagement Prague, Czech Republic
Study Abroad May 2020 – July 2020

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

WORK EXPERIENCE

Dr. Kate Bishop, Texas Tech University Lubbock, TX
Tutor for Intermediate Accounting 2 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 Dallas, TX
Intern 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 September 2019 – Present
 Accounting Leadership Council January 2019 – Present
Historian (August 2020 – 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

Kamala Khan

806-742-4530 | Lubbock, TX | kakhan@ttu.edu | kamalakhan@gmail.com

EDUCATION

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

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

FOREIGN STUDY

Texas Tech University, Rawls Center for Global Engagement London, Paris, Munich, Vienna
Study Abroad May 2021 – June 2021

- 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 Lubbock, TX
Student Assistant, Career Management Center August 2021 – Present

- 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

Lubbock, TX
Teller 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 August 2020 – Present
Mentor (August 2021 – 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

May 2019 – Present
 Alpha Lambda Delta March 2019 – Present
 Phi Eta Sigma March 2019 – December 2022

Natasha Romanova

123-456-7890 | natasha.ramon@ttu.edu

Education

Texas Tech University, Rawls College of Business Lubbock, TX
Bachelor of Business Administration, Information Technology May 2025

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

Work Experience

Stark Industries Dallas, TX
IT Intern May 2021 – August 2021

- 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

Lubbock, TX
Support Desk Analyst August 2020 – August 2021

- 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 2019 – Present

Technical Skills**Operating Systems**

- Windows
- Unix/Linux
- Apple

Databases

- Microsoft SQL Server
- MySQL

Web Development

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

Programming Languages

- Java

Miles Morales

(806) 742-4530 | mmorales@ttu.edu

EDUCATION

Texas Tech University, Rawls College of Business Lubbock, TX
Bachelor of Business Administration, Management May 2025

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

RELEVANT COURSEWORK

Strategic Management August 2021 - December 2021

- 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

September 2020 - December 2020

- 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 Lubbock, TX
Student Assistant October 2022 - Present

- Complied 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

Houston, TX
Management Intern 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

Houston, TX
Cashier 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

Alvin York

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 Lubbock, TX
Bachelor of Business Administration, Supply Chain Management May 2023

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

WORK EXPERIENCE

United States Army, First Cavalry Division Fort Hood, TX
Logistics Specialist May 2015 – May 2019

- Calculated supplies necessary for an extended deployment to an overseas base for a company size unit consisting of over 150 soldiers
- 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 to 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

VETERAN EXAMPLE

Carol Danvers

Lubbock, Texas | 806.742.4530 | danvers.carol@gmail.com

EDUCATION

Texas Tech University, Rawls College of Business Lubbock, Texas
Master of Business Administration, STEM May 2022

- GPA: 4.0

Texas Tech University Lubbock, Texas
Bachelor of Science, Chemistry 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

Dagget 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

Claire Temple

(806) 542-1245 | claire.temple@ttu.edu

EDUCATION

Texas Tech University, Rawls College of Business Lubbock, TX
Bachelor of Business Administration, Accounting

Master of Science, Accounting (Application Pending) May 2026

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

WORK EXPERIENCE

ABC Credit Union Lubbock, TX
Audit Intern December 2019 – 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 Lubbock, TX
Server August 2018 – December 2019

- 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 2020 – 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 2019 - December 2019)

- 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

MSA EXAMPLE

Carol Danvers

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

May 15, 2023

2

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

3

Dear Ms. 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 Spring 2023 Career Fair, I am very interested in this exciting position. My educational experiences at Texas Tech and proven experience in community outreach make me a strong candidate for this role.

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

1

Use the same header as your resume to create a consistent look across all of your professional documents.

2

Address the letter to a specific company. Include the recipient's name, position title, the company name and the address.

3

Never start a cover letter with "To Whom it May Concern". When writing a cover letter, don't be afraid to contact the company to see if you can find out who is receiving/reviewing the applications. If you can't find a name, it's best to use "Dear Hiring Manager" instead.

4

INTRODUCTION

- Clearly explain the position you are applying for and where you found the job
- Connect your experiences, education, or skills directly to the job
- Reiterate what makes you a strong candidate for the position

5

BODY

- Expand on one or two of your strongest qualifications and most relevant experiences
- Include transferrable skills and explain what you did to develop those skills
- Explain how your past experiences will help you be successful in the new role

6

CONCLUSION

- Restate your interest in the position
- Restate how you can be contacted (email address and phone number)
- Thank the person for their time and consideration

7

Include 5 blank lines of space after the closing remarks in order to leave room for your signature. Include your printed name after the signature.



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

Rawls Student Organizations

Business Fraternities/Organizations

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

Rawls Student Support Groups

Career Management Center Student Business Council
Dean's Student Council

Student Government Association

Business Senators

Major-Specific Organizations

Accounting

Accounting Leadership Council (ALC)

Energy Commerce

Energy Commerce Association (ECA)

Finance

Finance Association
Rawls Banking Association
Real Estate Organization (REO)

Information Technology

Association of Information Technology Professionals (AITP)

Management

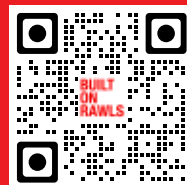
Sigma Iota Epsilon
Texas Tech Society for Human Resource Management

Marketing

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

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

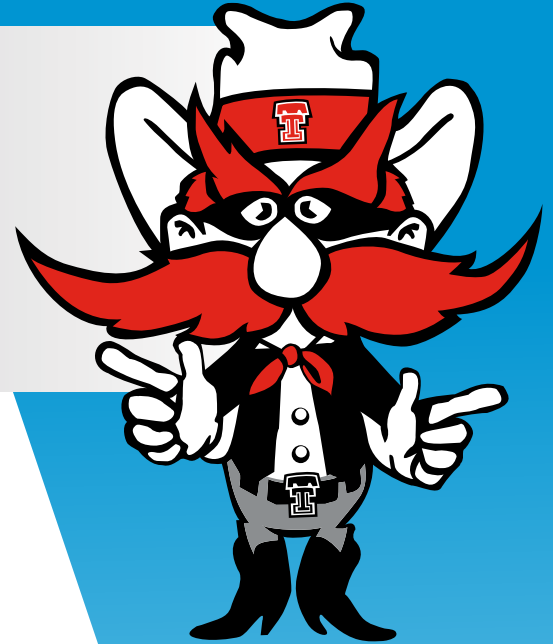
For a complete list of Texas Tech student organizations, visit ttu.campuslabs.com/engage/organizations.



RAIDER SUCCESS HUB

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

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



FIRST GENERATION TRANSITION & MENTORING PROGRAMS

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

INTERNATIONAL STUDENT & SCHOLAR SERVICES

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

MILITARY AND VETERANS PROGRAMS

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

RAIDER RED'S FOOD PANTRY

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

STUDENT DISABILITY SERVICES

www.depts.ttu.edu/sds/ | sds@ttu.edu | Enhances each student's learning through the provision of programs and services for students with a disability.



CONNECT

social media + the job search

You can use social media platforms to learn more about different organizations within your target industry and to help identify the ones you'd want to work for.



FACEBOOK

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



INSTAGRAM

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



LINKEDIN

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



X

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



YOUTUBE

- Search for companies of interest on YouTube to gain an inside look into their company culture.



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:

- 1 Not having an online presence.** It may be easy to assume that not having a social media profile is the best answer to guarantee you do not fall victim to posting inappropriate content, but not having an online presence keeps employers from being able to learn more about you. Because social media has become such an integral part of our society, employers like to see that you have personal experience navigating the sites and generating/posting content.
- 2 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, 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.
- 3 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

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

WWW.

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

LinkedIn Profile Checklist

- 1 Appear in Search Results:** Be sure to include industry-related key words in your summary and experiences to increase the chance that your profile is listed in the search results.
- 2 Stand Out with a Background Photo:** Including a relevant and high-quality background photo can make your profile more memorable to recruiters. For best results, be sure your image is at least 1000 px X 425 px and is uploaded as a PNG, JPEG, or GIF.
- 3 Use a Professional Headshot:** Make a great first impression by ensuring your profile picture is professional. Best practices include wearing a suit, taking the photo in front of a simple background, and focusing on the shoulders, neck, and head. The photo should be 400 px X 400 px and uploaded as a PNG, JPEG, or GIF.
- 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 Publish Posts:** Want to stand out to recruiters? Engage in publishing posts! This will allow you to showcase your knowledge of the industry and gives recruiters insight into your writing style.

Connect WITH US

@RAWLSCMC



1

2

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10

11

12

13

14

15

16

17

18

208 connections

Send a message

https://www.linkedin.com/in/RaiderRed/

Contact Info

Posts

Background

About

Experience

Education

Volunteer Experiences and Causes

Courses

Skills

Top Skills

Marketing

Creative Writing

Public Speaking

Recommendations

Connections

Groups

+ Join

+ Join

+ Join

+ Join

- 10 **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.
- 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 about Your Education:** Be sure to include Texas Tech University, and the Rawls College of Business. Also, make sure you write out your full degree name. Include your expected graduation date and list any scholarships, awards, and/or major accomplishments.
- 13 **Speak to Volunteer Experience:** Recruiters value volunteer work. Be sure to include any organizations you volunteered for and how you helped them.
- 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 **Emphasize Your Skills:** Add at least 10 key skills to your profile so your connections can endorse them. Endorsements help recruiters gain a better understanding of your strengths. Consider adding soft skills such as leadership, teamwork and problem solving, as well as more specific skills tailored to your ideal industry.
- 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:** By joining relevant groups, you are able to connect and network with other like-minded individuals.

networking + elevator pitch

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 INTERNEED WITH..."



SKILLS AND HOW YOU WOULD BENEFIT AN ORGANIZATION



60 SECONDS OR LESS

using generative AI in your job search

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

TIPS ON HOW TO USE GENERATIVE AI 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 what prompts you are putting in. 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.

EXPLORING CAREER OPTIONS

- 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.

GET HIRED

preparing for an interview

Preparing for an interview can be nerve-wracking, but with a few preparations and the tips below, you can set yourself up for success. Whether you are applying for your dream job or just need to improve your interview skills, take note on how to ensure you're fully prepared and confident on the big day.



**Research
the company**



**Review the job
description**



**Practice your
answers**



**Dress
professionally**



**Bring a
copy of
your resume**



**Arrive
early**



**Ask
questions!**



Follow up



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.

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 having a Zoom or Skype mock interview through the Career Management Center. Your video screen name should be professional and appropriate. For the interview, make sure that your backdrop is plain and lighting is appropriate. Dress professionally and look at the screen or person conducting the interview to maintain eye contact. *Ask the CMC how you can use Quinncia to prepare for virtual mock interviews.*

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.

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.

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.

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 in this field?
- As someone trying to get into this field, how would you suggest I start?
- What has added to your success in your job?

Remember, this is not asking for a job, it's gathering information that is helpful for you in your career.

dress for success

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 “x”s on skirts and jackets, lint, or a crooked tie.
- A skirt should be no shorter than the tips of your middle fingers (or just above the knee for good measure).

Ask the CMC how you can receive assistance purchasing professional attire.

Qualities Employers Evaluate During the Interview

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

Did You Know...

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

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

Follow these general rules in regards to interview attire:

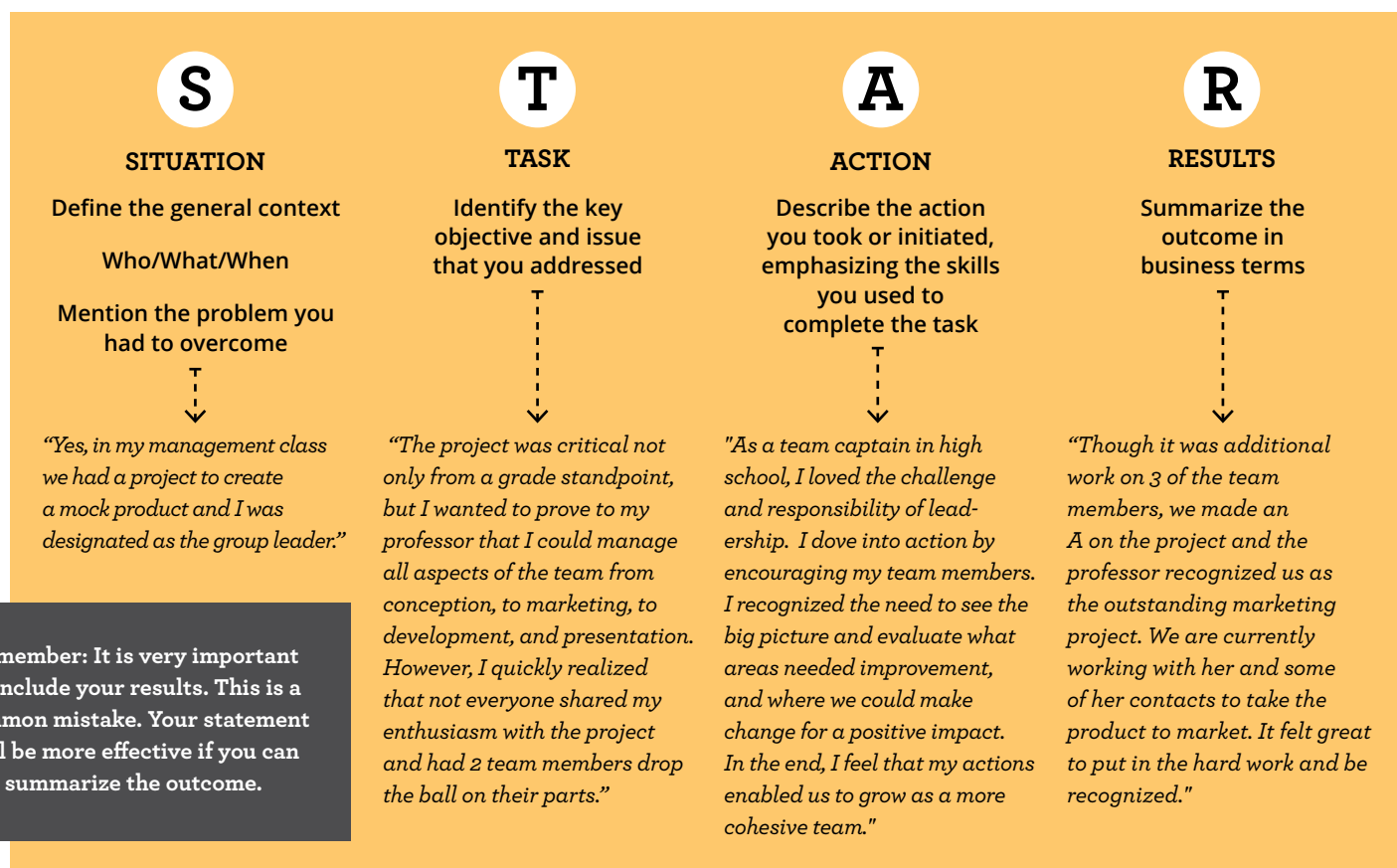
- Hair should be clean, well-groomed, and away from the eyes (this includes all facial hair, even in November!).
- Tattoos and/or body piercings may not be acceptable in certain industries. Be sure to present yourself in a professional manner.

- Strong smells, including mints, perfumes, or aftershaves 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
- Flip-flops
- T-shirts
- Wrinkled khakis
- Short shorts and short dresses

STAR method interviewing



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 Quinncia to prepare for virtual mock interviews.

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

FACE-TO-FACE?

Dress professionally and treat this as a real interview throughout the process.

Prepare as you would for an interview with an employer.

Arrive at the CMC (RCOBA 119) 10 minutes early.

OVER THE PHONE?

Get into an environment without distractions.

Have talking points and notes in front of you for your reference.

Be prepared 10 minutes early to receive your interview call.

VIRTUAL?

Communicate if you will utilize the virtual interview room in the CMC office or will be elsewhere.

Log on 5 minutes before interview time.

Dress professionally and treat this the same as an in-person interview. Remember to consider your background.

General Interview Questions

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

Questions To Ask The Interviewer

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

Behavioral Interview Questions

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

TIP:

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

"You mentioned that..."

"I was 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:

Register to attend the Rawls
CMC Etiquette Reception
and Dinner in *Handshake*.

■ **At a business meal, each person is responsible for seating themselves.** Business meals are gender neutral. Pulling a chair out for someone may feel polite, but would create an inappropriate hierarchy at a business meeting or dinner. Don't sit until your host takes a seat.

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

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

Bread plate is always on the left

Meal will be in the middle

Water glass will be on the right side of the place setting

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

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

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

■ **Cut only one piece of food at a time.** Pace yourself and put your utensils down between bites. Use the proper form of "Resting" and "Finished." It doesn't

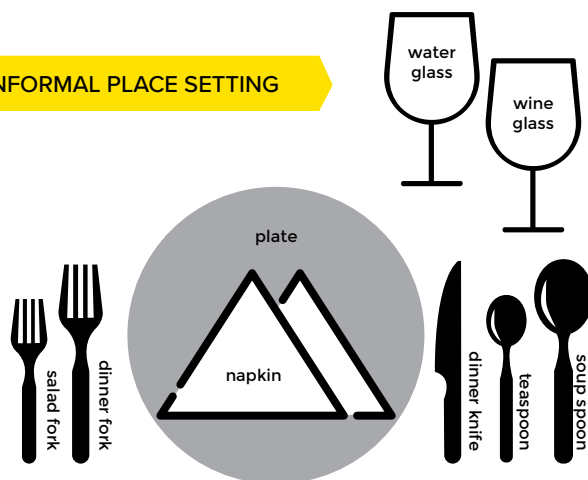
matter if your server doesn't recognize the Rest/Finish signal, you will appear more composed and your plate won't look as if it has been bulldozed with stray cutlery.

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

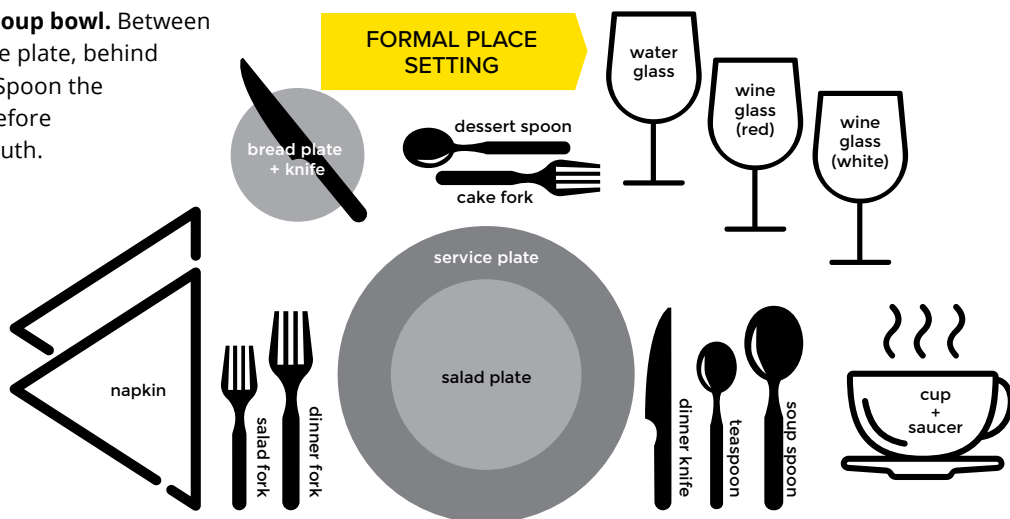
■ **Salt and pepper travel together.** Bread, salt, pepper, butter and other food items are passed to the right, counterclockwise.

This information is just the very basics and the more knowledge you gain, the more power and control you will show when it comes to looking and feeling your best at the table.

INFORMAL PLACE SETTING



FORMAL PLACE SETTING




thank-you notes

If you are looking for ways to stand out from other applicants, be the one who sends a thank-you note or email 1-2 business days after the interview. A thank-you note is a chance to stand out, demonstrate follow-up skills, add to interview conversations, and reiterate your top qualifications.


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

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




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




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, you can 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!

5 rules to email

- 1 KEEP IT SHORT** Your email should be clear and to the point. Shrink sentences and list items to guarantee your message is easy to read.
- 2 DESCRIPTIVE SUBJECT LINE** The subject line of an email should be straightforward and describe the content of the email.
- 3 KEEP IT ORGANIZED** If there is already a related email, reply to it. If it has a different subject, create a new one.
- 4 ALWAYS PROOFREAD** Always review your email before hitting the 'send' button. Use professional language and check for grammar and spelling mistakes.
- 5 ADD THE RECIPIENT'S EMAIL LAST** Don't risk the chance of accidentally pressing 'send' without finishing your email.

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

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

Best,
Steve Rogers

Always 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.

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

AN OFFER IS A BIG DEAL

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

Before accepting, it is advised that you:

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

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

PROFESSIONAL CONDUCT

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

RESPONDING & PROCESSING THE OFFER

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

DECLINING AN OFFER

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

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

DECIDING BETWEEN MULTIPLE OFFERS

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

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

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

how to follow up

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

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

Post-Interview Situations That Require Effective Communication

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

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

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

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

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

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

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

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

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

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

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

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

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

The risks of reneging | Reneging is a term used when a person accepts a job offer (via email, phone, or signed contract), but later rejects the offer for another opportunity. Backing out of a job offer can have significant risks for you, the Rawls College, and Texas Tech University; therefore, the stance of the Rawls Career Management Center is students should NOT take part in this behavior. Please meet with a CMC representative if you feel you need to back out of an offer you have already accepted.



CAREER MANAGEMENT CENTER

TEXAS TECH
Rawls College of Business

STUDENT BUSINESS COUNCIL

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



Apply today!

Limited to 10 members each semester.

Applications are accepted year-round.

Apply at www.rawlscmc.com or scan the QR code and select Student Business Council Application.



IN 9 EASY STEPS



GET TO WORK ON TIME

Do not complain about how early you have to arrive or how late you stayed up the night before.



BE PROFESSIONAL & DEPENDABLE

People are relying on you. Poor time management is NOT a reason to call in "sick."



DO WHAT IS EXPECTED

Fully complete all assignments, and never leave anything unfinished.



GO ABOVE AND BEYOND

Doing more, when it doesn't cost more, demonstrates tenacity and an energetic work ethic.



BE HUMBLE AND EAGER TO LEARN

Those you work with will be more likely to teach you, and you will earn respect from your co-workers.



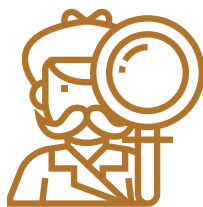
ASK GOOD QUESTIONS

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



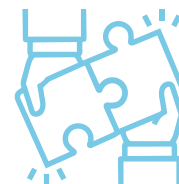
THERE IS ALWAYS SOMETHING YOU CAN DO

Don't wait for someone to notice you have nothing to do. Ask what needs to be done or look for tasks to complete—even in the break room.



SEARCH OUT OPPORTUNITIES

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



BE A TEAM PLAYER

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, and religions. Have an awareness of personal attitudes that may prevent you from including others.

RAWLS

college of business

CMC

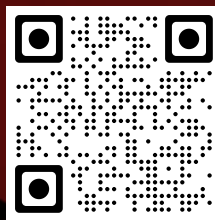
career management center

Did you land your dream job?

Continuing your education?

Taking a year off to travel?

Report your plans after graduation by visiting
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 have to carry it and it costs a ton, but very few people take the time to understand the insurance they're paying for, or how they might pay less. Here are five tips on how to manage your insurance.

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

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.

BUILD YOUR SAVINGS

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

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

FREE MONEY!

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

ACTIVELY MANAGE YOUR CREDIT

You've heard it all before: A low credit score means higher borrowing costs, higher insurance premiums and more difficulty renting an apartment. A bad credit history could even affect your ability to land some types of jobs.

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

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

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

RED TO BLACK

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

Contact redtoblack@ttu.edu for assistance.

NETWORKING TIPS

CREATE A “SAY YES” POLICY

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

BROADEN YOUR HORIZONS

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

VOLUNTEER

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

YOU ARE NOT ALONE

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

ACTIVELY PARTICIPATE IN PROFESSIONAL ORGANIZATIONS

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



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TEXAS TECH ALUMNI
ASSOCIATION

applying to grad school: your month-by-month guide

LEADING UP TO AUGUST

Study For and Take Standardized Tests

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

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

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

SEPTEMBER

Research Financial Aid

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

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

Select Schools to Apply To

Extensive online research about prospective programs will allow you to narrow down the programs you'd like to apply to—scoping out things like curriculum, reputation, cost, faculty expertise, support services, and alumni networks. Also, comb through their applications and necessary requirements. Each department and institution has its own admission cycle, so pay attention to timelines.

Write Essays

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

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

Request Letters of Recommendation

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

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

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





NOVEMBER

Order Transcripts

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

Begin Application Documents

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

Get Organized

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

DECEMBER & JANUARY

Send In Applications

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

Confirm Receipt

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

Then, let the waiting game begin.

FEBRUARY

Prepare for Admissions Interviews

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

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

Secure Financial Aid or Develop a Funding Plan

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

MARCH & APRIL

Visit Campuses

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

Make a Decision

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

Rawls Graduate Professional Programs is here to help.
You can reach them at (806) 742-3184 or RawlsGrad@ttu.edu.

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RAWLS COLLEGE OF BUSINESS

Career Management Center

CANCELLATION POLICY

Missing an interview, mock interview, recruiting event, or having a late cancellation to any of these, are considered serious offenses. We hold the time of our employer partners in the highest regard. Additionally, significant planning time goes into on-campus recruiting as well as organizing RSVP events. 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 10am on Monday, cancellation by 10am the previous Thursday is required.

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

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

■ **Second Offense: Permanent loss of access to Handshake and loss of access to all CMC sponsored recruiting events.**

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

Should an emergency arise, or if a student knows ahead of time that they will be late for an interview or recruiting event, they must notify a CMC staff member and/or the employer as soon as possible.

- No CMC activity provides an automatic excuse for missing class. It is the responsibility of the student to communicate with their professor about class absences, moving test dates, etc.
- The CMC can provide proof of appointment before the function and proof of attendance after, upon request.
- The CMC is NOT responsible for granting requests to miss class or other academic functions for any reason. The decision to grant excused absences from any academic responsibility lies solely in the hands of the instructor or professor.

Arrive 10-15 minutes early for all interviews, mock interviews and recruiting events. This leaves you enough time to check in, store your belongings and get settled before your scheduled interview time.

If a student is offered an interview for a position to which he/she has applied, it is expected that the interview should be accepted.

- There is no penalty for declining invitations to interviews for legitimate reasons.
 - Already accepted position with another company
 - Scheduling conflict (discuss with the employer prior to declining)
 - Students cannot transfer their spot to another student.



CAREER MANAGEMENT CENTER

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