

2019/2020 CAREER
RESOURCE HANDBOOK

COLLEGE OF BUSINESS
RAWLS
CAREER MANAGEMENT CENTER

Better Together

Strength lies in differences, not similarities.

PREP

CONNECT

GET HIRED

SUCCEED



Diversity and Inclusion **RESOURCES**

OFFICE OF LGBTQIA EDUCATION & ENGAGEMENT

www.depts.ttu.edu/lgbtqia/ | campuslife.lgbtqia@ttu.edu | Serves the Texas Tech University community through facilitation and leadership of programming and advocacy efforts aimed at strengthening the LGBTQIA community.

MILITARY AND VETERANS PROGRAMS

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

DREAM RESOURCE CENTER

www.depts.ttu.edu/diversity/drc.php | diversity@ttu.edu | Provides services that enable undocumented students to overcome academic and personal challenges while also experiencing campus inclusion, parallelism, and academic attainment.

FIRST GENERATION TRANSITION & MENTORING PROGRAMS

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

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.

INTERNATIONAL STUDENT & SCHOLAR SERVICES

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

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.

The Division of Diversity, Equity & Inclusion is committed to student success by preparing learners to be ethical leaders for a diverse and globally competitive workforce. In support of the university's priorities, we strive to create collaborative partnerships among Texas Tech faculty and staff, community organizations, and students through programs, activities and events that develop students' professional skills, individual creativity, personal excellence and social awareness



Division of Diversity, Equity & Inclusion

Contact the Division of Diversity, Equity & Inclusion for more information:

diversity@ttu.edu | (806) 742-7025

CULTURAL ORGANIZATIONS

African Students Organization
Arabs Without Borders
Association of Bangladeshi Students and Scholars
Association of Chinese Students and Scholars
Black Student Association
Black Graduate Student Association
Black Law Students Association
Caribbean Student Association
Filipino Student Association
Hispanic Student Society
India Student Association
International Student Council
Korean Student Association
Nepal Students Association
Persian Student Association
Raiderland Native American Student Association
Saudi Student Association
Taiwanese Students Association

LGBTQ+ ORGANIZATIONS

PrideSTEM
Queer Reads
Tech Gender and Sexuality Association
Safe Haven Support Group

ORGANIZATIONS FOR WOMEN

Tech Feminist Majority Leadership Alliance
Women's Leadership Initiative
Women's Service Organization
Pretty Young Queens

RELIGIOUS AFFILIATED ORGANIZATIONS

Baptist Student Ministry
Campus Crusade for Christ
Catholic Student Association
Chi Alpha Christian Fellowship
Christians at Tech
Lutheran Student Fellowship
Muslim Student Association
Men of God Christian Fraternity

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ENTERPRISE HOLDINGS



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Deloitte.

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EY

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ETHOS GROUP

SEWELL
OBSESSED WITH SERVICE SINCE 1911

CINTAS®
READY FOR THE WORKDAY™

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PIONEER
NATURAL RESOURCES



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weaver

MEET

IF YOU COULD HAVE A SUPERPOWER, WHAT WOULD IT BE AND WHY?

“I WOULD LIKE THE ABILITY TO SEE INTO THE FUTURE. I’M ALWAYS OVERTHINKING THINGS TRYING TO PLAN THE ABSOLUTE BEST OUTCOME. SEEING AHEAD WOULD ALLOW ME TO DO THAT WITHOUT WORRY.”



Barry Broughton,
Senior Director

1ST PROFESSIONAL JOB: Management Trainee at Dietrich Industries

WHAT I WANTED TO BE WHEN I “GREW UP:” Architect

HOW I AM HERE TO HELP: In addition to general management of the CMC, I plan the Rawls career fairs that bring in employers looking to recruit students for internships and full-time careers. I also oversee the recruitment of companies into the CMC Corporate Sponsor Program. I have many years of experience in the business world and I’m always happy to share the perspective of a mid-career manager to students looking for advice.

Undergrad: University of Toledo, Marketing
Grad: Texas Tech University, M.Ed

in LinkedIn www.linkedin.com/in/barrybroughton

“I WOULD CHOOSE THE POWER OF UNCONDITIONAL LOVE FOR ALL, NO MATTER THE CIRCUMSTANCE. WE ARE NOT PERFECT PEOPLE, AND THOUGH WE MAY STRIVE TO LOVE OTHERS, OUR LOVE IS NEVER PERFECT. IMAGINE A WORLD FILLED WITH PEOPLE WHO LOVED EACH OTHER UNCONDITIONALLY, ALL THE TIME!”



Jamie Pitman,
Program Director of Student Development

1ST PROFESSIONAL JOB: Investigator/Caseworker, Children’s Protective Services

WHAT I WANTED TO BE WHEN I “GREW UP:” Counselor

HOW I AM HERE TO HELP: My role in student development relates to helping students with skills to obtain the careers they are seeking. My goal is to help the student develop a set of core competencies that employers see as valuable. Many times the student has the skill; they simply lack the language to speak about it in the interview process. I help students see value in the experiences they have had while in school, in part-time work and internships. Through one-on-one appointments, networking events, and workshops I help develop students into future talent for our employer partners.

Undergrad: Texas Tech University
Human Development and Family Studies

in LinkedIn www.linkedin.com/in/jamiepitman1

“I WOULD LIKE THE POWER TO CONTROL THE WEATHER. IT WOULD BE NICE TO BRING RAIN WHEN WE ARE DRY, COOL DOWN A HOT DAY, OR PRODUCE A WHITE CHRISTMAS.”



Chelsea Baucum,
Program Director of Employer Relations and Events

1ST PROFESSIONAL JOB: Executive Assistant at TTUS

WHAT I WANTED TO BE WHEN I “GREW UP:” Pediatrician

HOW I AM HERE TO HELP: I oversee the “Meet the Banks”, “Meet the Firms”, and “Meet the Industry” recruiting events. Each semester I plan and organize the Etiquette Reception and Dinner.

Undergrad: Texas Tech University
Human Development and Family Studies

in LinkedIn www.linkedin.com/in/chelseabaucum

“I WOULD CHOOSE TIME MANIPULATION— I WOULD LOVE TO BE ABLE TO MAKE ALL THOSE AWKWARD SITUATIONS LIKE THEY NEVER EVEN HAPPENED.”



Dennis Anderson, *Lead Administrator for Graduate & Non-Traditional Students*

1ST PROFESSIONAL JOB: Social Worker, Child Protective Services (NM)

WHAT I WANTED TO BE WHEN I “GREW UP:” Someone who helped others

HOW I AM HERE TO HELP: In my role of working with graduate and non-traditional students, I am here to provide career assessments and counseling if someone is unsure of their direction. I work closely with the Rawls Graduate Association on planning corporate trips each semester. I am here to help graduate students with their resumes and cover letters. I am also here to help in every way I can with your job search.

Undergrad: Hardin-Simmons University, Social Work
Grad: Texas Tech University, M.Ed

in LinkedIn www.linkedin.com/in/dennisranderson

THE RAWLS CMC TEAM

“I WOULD WANT THE ABILITY TO TELEPORT SO THAT I COULD TRAVEL THE WORLD. I WOULD VISIT A NEW COUNTRY EVERY DAY!”



Allison Patton, Career Development Specialist - Professional Documents and Outreach

1ST PROFESSIONAL JOB: Marketing Assistant at TTUISD

WHAT I WANTED TO BE WHEN I “GREW UP:” Veterinarian

HOW I AM HERE TO HELP: I am here to help undergraduate students strengthen their resumes and cover letters so they may have the tools to confidently pursue their career goals. It is my desire to help students create professional documents that best reflect who they are and what they have to offer in the workplace.

Undergrad: Texas Tech University
Public Relations
 **LinkedIn** www.linkedin.com/in/allisonpatton

“I WOULD LOVE THE POWER TO FLY! IT WOULD BE AMAZING TO HAVE A BIRDS-EYE VIEW, EXPERIENCE THE THRILL OF THE HEIGHTS WITH THE WIND IN MY FACE AND OF COURSE, GO ANYWHERE IN THE WORLD!”



Barbara Moore, Career Development Specialist - Recruiting

1ST PROFESSIONAL JOB: Kindergarten Teacher

WHAT I WANTED TO BE WHEN I “GREW UP:” Obstetrician or Neonatologist

HOW I AM HERE TO HELP: I am here to help students achieve their career goals. I want to help them put their best foot forward in their application process and let their talents shine through. I look forward to helping students explore the possibilities that await them in a variety of career opportunities.

Undergrad: Lubbock Christian University
Early Childhood Education
 **LinkedIn** www.linkedin.com/in/barbaraemoore

“I WOULD LIKE THE GIFT OF HEALING FOR MY SUPERPOWER. HOPEFULLY I COULD USE IT ON MYSELF, AS WELL AS OTHERS! PEOPLE ARE IN A BETTER MOOD WHEN THEY FEEL GOOD.”



Staci Johnston, Coordinator

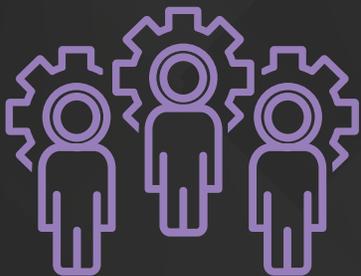
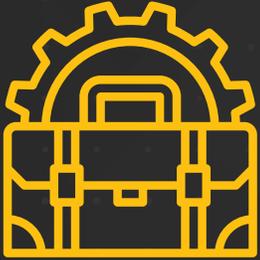
1ST PROFESSIONAL JOB: Account Service for a publisher

WHAT I WANTED TO BE WHEN I “GREW UP:” Librarian

HOW I AM HERE TO HELP: I make sure students have the help they need in their job search. If I can't answer their questions, I refer them to someone who can.

Undergrad: Texas Tech University
Spanish (Minors: Business & English)

THE RAWLS
CAREER
MANAGEMENT
CENTER HAS
IDENTIFIED
SIX KEY
COMPETENCIES
FOR CAREER
READINESS...



Are you **RAWLS** **READY?**

CAREER MANAGEMENT

Identify and articulate one's skills, strengths, knowledge, experiences, and career goals relevant to the position desired, while being able to identify areas of professional growth.

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.

Competency in Action

Visit the Career Management Center early and often to increase the chances of landing a paid internship with a goal of transitioning to full-time employment. Utilize the resources within the Career Management Center to aid in self and career exploration.

CRITICAL THINKING/PROBLEM SOLVING

Exercise sound reasoning to analyze issues, make decisions and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and innovation.

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.

Competency in Action

You are given a project that is unfamiliar to you. Rather than relying on the supervisor for step-by-step instruction, you take action by reviewing the information that is readily available and seek out other avenues to gain insight into the details of the project. This might be through reaching out to fellow team members or by doing additional research.

LEADERSHIP

Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.

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.

Competency in Action

You can practice good leadership skills in any role, at any level. For example, showing up on time to meetings and turning in work on schedule shows dependability. Offering support and coaching to less experienced colleagues is also an example of leadership.

Employers are looking for new graduates to be #Rawls Ready – meaning they know how to use their talents, strengths and interests.

ORAL/WRITTEN COMMUNICATION

Articulate thoughts clearly and effectively in written and oral forms to persons inside and outside of the 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.

Competency in Action

Starting with the resume and cover letter, all written correspondence should be created with the upmost professionalism and be free from spelling and grammatical errors. A great way to demonstrate oral communication skills is in the job interview. The ability to speak about your best qualities and skills is a way to show the employer the value you can bring to the job.

TEAMWORK/COLLABORATION

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders and religions.

What Does It Look Like?

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

Competency in Action

Many work settings involve working in multiple workgroups to achieve a common goal. You must be able to work within a team structure and negotiate and manage conflict in order to achieve a common goal. You should find ways to become actively involved in student organizations, planning events and/or working part-time.

PROFESSIONALISM/WORK ETHIC

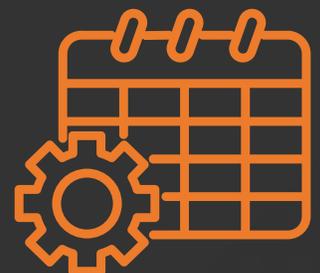
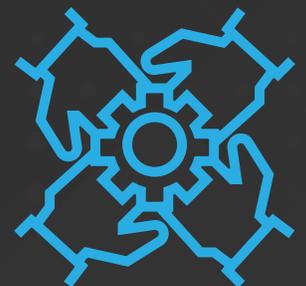
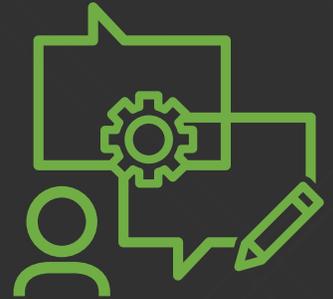
Demonstrate personal accountability and effective work habits such as punctuality, productively working with others, time management and ethical behavior.

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.

Competency in Action

Always show up for work on time and dressed appropriately for the position. Contribute in a positive manner to the job or project. Demonstrate integrity and ethical behavior even if questioned or corrected by supervisors. Learn from your mistakes and change accordingly.





Meet your potential. Discover new career paths. Find amazing jobs and internships. Connect with great companies and non-profits. All in Handshake.

HELPFUL TIPS WHEN USING HANDSHAKE

- **Be sure to complete your Profile and Career Interests.** Handshake uses the information you provide to find opportunities you might be interested in. The more you log-in and interact in your Handshake account, the better your experience will be. Complete your profile and let Handshake do the rest!
- **Why type everything again? Building your Profile is easy!** Handshake will snag your education, work and volunteer experiences, and organizations and extracurriculars from your resume so you don't have to waste time typing it all in.
- **We all love to put a face with a name so don't forget to add a Profile Picture to your Handshake account.** Be sure you are professional in your choice and stay away from those #selfies. The Career Management Center offers professional headshot photos a few times each semester, but they are not required for your Handshake account. Just remember, this is an employer's first impression of you—make it count!
- **Is there a company you have always dreamed of working for?** Check our Handshake employer database to see if they are listed as one of our employers. If so, click the "Favorite Employer" button in their profile. This will tell Handshake you are interested in this company and the system will notify you when this company is on campus, posts a new position at Rawls, etc.
- **Did you miss out on applying for your dream job or completely forget about the Rawls Career Fair?** Don't forget to set your Notification Preferences. You have the option to receive notifications in your Handshake account and/or by email. You can also opt-out of being notified about certain items.
- **Don't forget to add an introduction under "My Journey" in your Profile.** This is a great space to introduce yourself to an employer and highlight your goals. Your introduction should be short and concise, listing only relevant information. Avoid listing personal statistics, such as family and hobbies.

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 a.m. — 5:00 p.m.





Handshake is transforming college recruiting for...

14 million+
Students & Young Alumni
Accounting to Zoology

700+
University Career Centers
Big State to Liberal Arts

300,000+
Employers
Fortune 500 to Mom & Pop

DOWNLOAD THE **HANDSHAKE JOBS & CAREERS APP** FROM THE APPLE APP & GOOGLE PLAY STORES



APPLE APP STORE

Scan the QR Code to download the
Handshake Jobs & Careers App
from the Apple App and Google Play Stores



GOOGLE PLAY STORE



Explore thousands of jobs
available to you



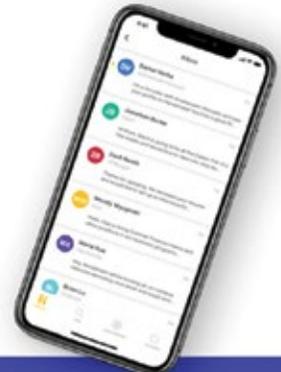
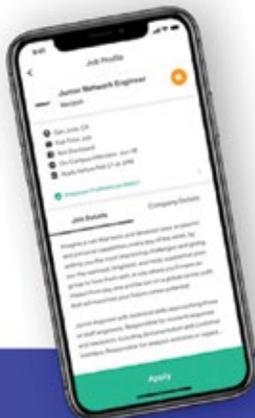
Track deadlines and put
your best self forward



Discover jobs in collections
made for you



Connect with employers
and meet your potential



HANDSHAKE STUDENT GUIDE



1 Create Your Account

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.

2 Build Your Profile

Select "My Profile" by clicking the down arrow next to your name on 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 career interests, and skills. The Career Management Center recommends that you make your profile public so employers and your peers can view your profile and connect with you through Handshake.

4 Update Your Account Information and Notification Preferences

Your Account Information can be found by clicking the down arrow next to your name on your Dashboard and selecting "Settings & Privacy." Here, you can update your contact information and mark your profile privacy as "community," "employers," or "private." By selecting "Notification Preferences" under Settings & Privacy, you can choose what and how you want to be notified for various activities. You can also go to "Career Interests" to select or update your career interests to enhance your Handshake experience.

3 Upload Your Resume

Once you have followed "Step 1: VMock" on page 16 and receive a presentation score of at least 20/30, you may upload your resume to Handshake.

1. Log in to your Handshake account at hirerawls.joinhandshake.com.
2. Select "Documents" by clicking the down arrow next to your name on your Dashboard, then click on "Select from Computer" or "Add New Document" to upload your document. *Make sure your resume is saved as your First Name and Last Name (ex: John Doe) and not "Final Resume" or "Marketing Resume".*
3. *Your resume will be reviewed by a member of the professional documents team in the CMC.
4. If your resume is declined, you will receive feedback via Handshake Messages from a professional documents team member. *Your Handshake Messages can be found by clicking the down arrow next to your name on your Dashboard and clicking on "Messages".*
5. Once your resume is approved, be sure to mark it "Visible" so employers can view it.
6. **Students who are interested in applying for jobs and internships in Handshake must have an approved resume in Handshake.** The approval 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.
7. For additional help, you may schedule a "Resume Review" appointment in Handshake or attend resume walk in hours in the CMC on Tuesdays from 2:00 PM-4:00 PM and Wednesdays from 9:00 AM-11:00 AM.

**We make every effort to be timely in the resume approval process, but it may take up to two business days to review your resume in Handshake. Please be aware of job and internship application deadlines and begin the resume approval process well before an application is due.*

5

Schedule an Appointment with the CMC

Select "Appointments" under "Career Center" on your Dashboard and choose "Schedule A New Appointment." Select the Category and Appointment Type you wish to schedule. **Please be sure to select the correct appointment type for your major!** Choose a day and time that works for you, add comments on what we can help you with, then click "Request." You should receive an email confirmation. Please pay attention to this email confirmation as you may need to complete a survey prior to your appointment. You can always find your upcoming and past appointments by coming back to "Appointments."



6

Search and Apply for Jobs and Internships

Select "Jobs" on your Dashboard. You can filter positions by Location, Major, Graduation Date, Job Type, and more! Once you find a position you are interested in, review the Job Description and Employer Preferences to determine if you are a good fit. To apply, select the green "Apply" or "Apply Externally" button and choose the Document(s) you would like to submit based on the application requirements.

**Handshake allows students to apply to positions even if they are not 100% qualified. If you are not fully qualified for a position, you will see a minus sign next to a qualification under "Employer Preferences."*

7

Apply for On-Campus Interviews

Select "On-Campus Interviews" under the "Jobs" tab on your Dashboard. 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 you to interview, you will be notified and asked to schedule an interview through Handshake.

**If your resume is not approved by the application deadline, your application will be withdrawn.*

8

Browse Events

All of the events hosted by the Rawls Career Management Center can be found under the "Events" tab on your Dashboard. You can view dates, times, locations, and register for events and fairs through this tab. When you select "Join Event" or "Register" for a fair, you will receive an email confirmation and the event will appear in the "Your Upcoming Events/Appointments/Career Fairs/Interviews" section. You can also view all Events, Appointments, Career Fairs, and Interviews by clicking on "Calendar" under the "Events" tab.

9

Utilize Q&A in Handshake

In Q&A (Question & Answer), you can ask career-related questions, and get answers from other students or alumni from any school. You will also receive targeted email digests of Q&A. Through Q&A, you're able to leverage the power of the Handshake network, and share the collective knowledge, advice and experiences that the community of students and alumni have to offer. All Q&A content is reviewed and moderated by Handshake moderators before it is published to ensure questions and answers meet Handshake's content guidelines.

QUESTIONS?

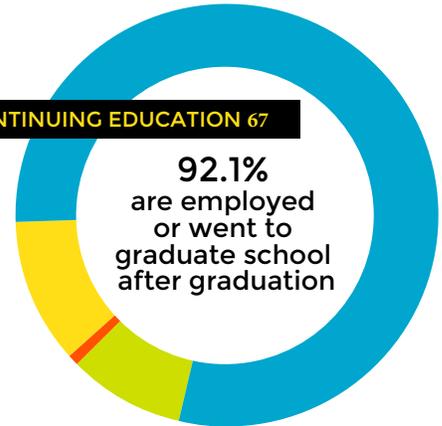
Handshake representatives are eager to assist you with questions regarding their software. You can contact them through the "Help" option by clicking the down arrow next to your name on your Dashboard. Please feel free to contact the Rawls Career Management Center at 806.742.4530 or rawlscmc@ttu.edu should you need additional help.

MAY 2018 GRADUATES

Undergraduate Level*

*Information below is based on 504 responses out of 627 graduates

EMPLOYED 397 NOT EMPLOYED/SEEKING 39 NOT EMPLOYED/NOT SEEKING 1 CONTINUING EDUCATION 67

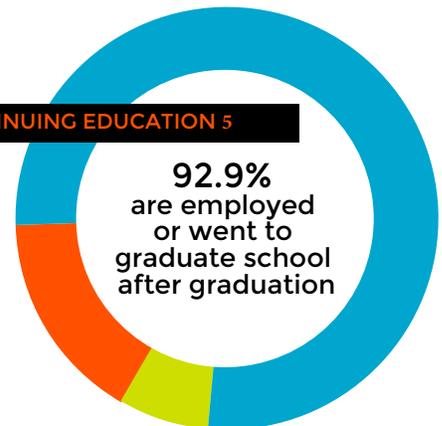


average yearly salary of \$53,473

Graduate Level*

*Information below is based on 99 responses out of 104 graduates

EMPLOYED 91 NOT EMPLOYED/SEEKING 3 NOT EMPLOYED/NOT SEEKING 0 CONTINUING EDUCATION 5



average yearly salary of \$60,609

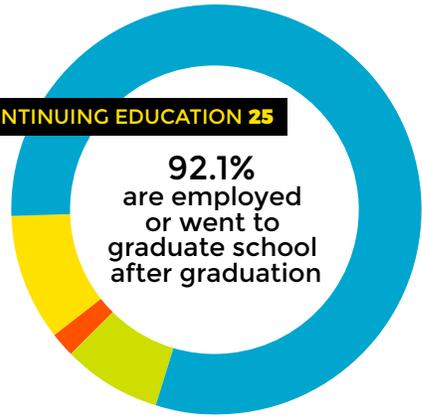
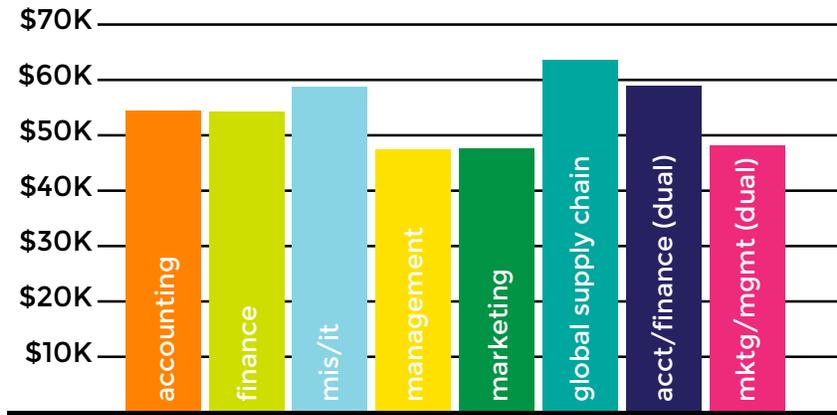
Please report your placement in  handshake

DECEMBER 2018 GRADUATES

Undergraduate Level*

*Information below is based on 257 responses out of 330 graduates

EMPLOYED **207** NOT EMPLOYED/SEEKING **20** NOT EMPLOYED/NOT SEEKING **5** CONTINUING EDUCATION **25**

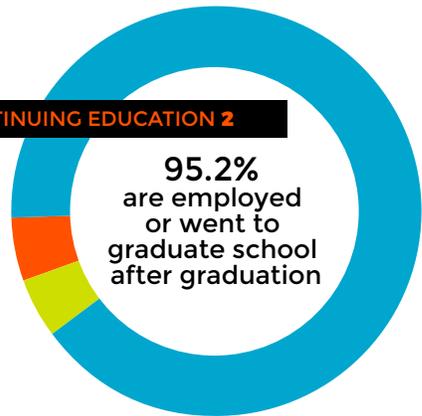
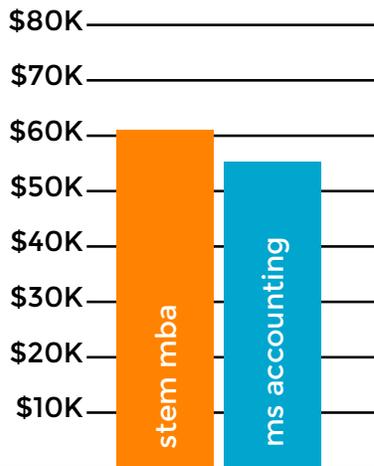


average yearly salary of **\$54,914**

Graduate Level*

*Information below is based on 42 responses out of 45 graduates

EMPLOYED **38** NOT EMPLOYED/SEEKING **2** NOT EMPLOYED/NOT SEEKING **0** CONTINUING EDUCATION **2**



Please report your placement in  **handshake**

DON'T FORGET TO ATTEND THE
RAWLS COLLEGE OF BUSINESS

CAREER FAIR

FALL
2019

OCTOBER
2



SPRING
2020

FEBRUARY
12

INTERESTED IN ATTENDING
MORE WORKSHOPS AND EVENTS?

LOG-IN TO

 handshake

AT HIRERAWLS.JOINHANDSHAKE.COM
AND CLICK ON THE "EVENTS" TAB

NAVIGATING A CAREER FAIR

BEFORE

- Download the Career Fair Plus App in iTunes or Google Play, and determine which employers to target. (Career Fair event details and employer details are also located in Handshake.)
- Check out the Networking and Elevator Pitch sections of the Handbook (Page 28) or attend a relevant workshop.
- Go to a resume workshop (times located in Handshake) and get your resume in shape for the Fair.
- Professional attire is required for the event. Stop by the CMC if you need help with dressing for success.
- Group your employers into 3 groups (ex. Favorite, Somewhat Interested, Least Interested). When attending the Fair you will start networking with your “Least Interested” list of employers and work out all nerves, before heading to your “Somewhat” and then “Favorites” list.

DURING

- Dress business professional and bring a padfolio with plenty of resumes.
- Look at the Career Fair Plus App. Inside the app is a map of where all of the employers are located. You will also have a color coded sticker for your major. Make sure to look at the employers’ stickers 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.

AFTER

- Keep the employer’s contact information so you can refer back to who you spoke with at the Fair.
- Write down the name of employer, interview time, and location of on-campus interviews that you may have set up at the Career Fair.
- Connect with and thank the recruiters via email or LinkedIn.
- If you were interviewed, send a thank you note. Visit the Rawls CMC for free Rawls College of Business thank you notes.

COMMON MYTHS AND MISCONCEPTIONS ABOUT CAREER FAIRS

CAREER FAIRS ARE ONLY FOR GRADUATING SENIORS TO FIND JOBS – MYTH!

It is NEVER too early to attend a career fair. We encourage students of all class standings and alumni, as well as all business majors, to attend. Seniors and alumni can seek out full-time jobs, and juniors typically look for internships. Freshmen and sophomores can also go to get comfortable with the environment, gain feedback on their resumes, learn more about which in-demand internships and jobs they are interested in for the future, and get connected.

I SHOULD ONLY GO TO A CAREER FAIR WHEN I NEED AN INTERNSHIP/JOB VERY SOON – MYTH!

While some employers will be looking to fill positions ASAP, a good majority of employers may be recruiting for positions eight months or more in advance. Examples: Spring 2020 graduates should attend the Fall 2019 Career Fair to find full time positions beginning in May/June 2020. Students interested in Summer 2020 internships should attend the Fall 2019 Career Fair to be considered for internships beginning in May/June 2020.

WHEN I GO TO A CAREER FAIR, I NEED TO VISIT EVERY EMPLOYER – MYTH!

Take a look at the employer list for the Career Fair ahead of time and create your own targeted list of 10 to 20 employers. Make sure to bring plenty of resumes to provide to each employer, and make it a priority to visit them. Don’t overwhelm yourself by feeling you need to visit each employer! At a career fair, it should be a matter of quality not quantity.

1

VMOCK

To ensure the quickest resume feedback possible, the Rawls CMC has purchased the VMock Smart Resume platform. VMock is an online system that allows you to upload your resume at any time to receive instant **24/7** feedback!

Once you have reviewed the resume advice and samples in our Career Resource Handbook (pages 16-20) to build or update your resume, you are encouraged to follow these steps to ensure your resume is of high quality, will stand out to employers, and is ready for Handshake approval.

1. Visit VMock at www.vmock.com/rawlscmc, simply enter your ttu.edu email address and click the "Continue with Email" button to confirm your account.
2. **Upload a PDF version of your resume.** Once you upload your resume, VMock will provide instant feedback on your format, bullet construction, and skills. *Please note you only get 10 uploads per year.*
3. In addition to personalized feedback, you will receive a numerical score. You are encouraged to reach a score of at least 20 out of 30 in the presentation category before uploading the resume to Handshake.

We make every effort to be timely in the resume approval process, but it may take up to two business days to review your resume in Handshake. Please be aware of job and internship application deadlines and begin the resume approval process well before an application is due.

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 Handshake Messages. For additional help, you may schedule a "Cover Letter Review" appointment in Handshake.

2

HANDSHAKE

Students who are interested in applying for jobs and internships in Handshake **must** have an approved resume in Handshake. The approval 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.

Once your resume has received a presentation score of at least 20 out of 30 in VMock, you may upload your resume to Handshake.

1. Log in to your Handshake account at hirerawls.joinhandshake.com.
2. Select "Documents" by clicking the down arrow next to your name on your Dashboard, then click on "Select from Computer" or "Add New Document" to upload your document. *Make sure your Resume is saved as your First Name and Last Name (ex: John Doe) and not "Final Resume" or "Marketing Resume".*
3. Your resume will be reviewed by a member of the professional documents team in the CMC.
4. If your resume is declined, you will receive feedback via Handshake Messages from a professional documents team member. *Your Handshake Messages can be found by clicking the down arrow next to your name on your Dashboard and clicking on "Messages".*
5. Once your resume is approved, be sure to mark it "Visible" so employers can view it.
6. For additional help, you may schedule a "Resume Review" appointment in Handshake or attend resume walk in hours in the CMC on Tuesdays from 2:00 PM-4:00 PM and Wednesdays from 9:00 AM-11:00 AM.



**CAREER
MANAGEMENT**



**ORAL/WRITTEN
COMMUNICATION**



**CRITICAL THINKING/
PROBLEM SOLVING**



**TEAMWORK/
COLLABORATION**



LEADERSHIP



**PROFESSIONALISM/
WORK ETHIC**

Sam Wilson

4545 Redwing Road, Lubbock, TX 78694
(806) 690-2875 | sam.wilson@ttu.edu

Education

Texas Tech University, Rawls College of Business

Lubbock, TX

Bachelor of Business Administration, Information Technology

Graduation: December 2021

- Cumulative GPA: 3.9
- Concentration in Telecommunications/Networking
- President's List: Spring 2019
- Dean's List: Fall 2018

Experience

UMC Health System

Lubbock, TX

IT Support Technician

May 2018 - Present

- **Analyze and troubleshoot** system requirements and efficiently resolve technical issues.
- **Work 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 2017 - August 2017

- **Assessed the performance of company software and equipment** monthly and maintained required updates and repairs.
- **Trained three new interns** on all aspects of IT support and developed new training materials.
- **Met with supervisor weekly to discuss** upcoming projects and deadlines.

Campus Involvement and Leadership

Association of Information Technology Professionals

September 2018 - Present

Vice-President (January 2019 – Present)

- **Recruited members for organization** during annual membership drive personally adding 15 new members through individual contacts.
- **Spearheaded the organization of the annual industry tour** to network with professionals in the technology field.
- **Introduced the "Standards of Conduct"** for members to abide by during all industry tour visits.

Dean's Student Council

September 2018 - Present

- **Serve as a liaison between Rawls students and the dean** to promote a sense of community within the Rawls College of Business.
- **Relay student feedback to the dean** and discuss potential solutions.

sample resumes

Nick Fury

2012 Mockingbird Lane
Lubbock, TX 79409
555-429-5393
nick.fury@ttu.edu

EDUCATION

Texas Tech University, Rawls College of Business Lubbock, TX
Bachelor of Business Administration in Accounting December 2019

- Concentration in Business Analysis
- Accounting GPA: 3.5

Texas Tech University, Rawls Center for Global Engagement Prague, Czech Republic
Study Abroad May 2015 – July 2015

- Completed Income Tax Accounting taught by Rawls business faculty

WORK EXPERIENCE

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

- Tutor five students a week by designing study plans and personal study strategies
- Create examinations to assess students' progress and isolate areas for further improvement academically
- Provide 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 2017 – August 2017

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

LEADERSHIP

National Association of Black Accountants September 2017 – Present
Accounting Leadership Council January 2017 – Present
Historian (August 2018 – Present)

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

CERTIFICATIONS

Microsoft Excel Certification May 2016

Jessica Jones

2489 Elm Street, Lubbock, TX 78590
(806) 598-9800 | jessica.jones@ttu.edu

EDUCATION

Texas Tech University, Rawls College of Business Lubbock, TX
Bachelor of Business Administration, Finance Expected Graduation: December 2021

- GPA: 4.0
- Concentration in Real Estate
- President's List: Fall 2018

FOREIGN STUDY

Texas Tech University, Rawls Center for Global Engagement Barcelona, Spain
Study Abroad January 2019 - May 2019

- Studied business communication taught by Rawls College of Business faculty
- Gained an understanding of the Spanish culture and strengthened Spanish speaking skills

EXPERIENCE

Bank of America Merrill Lynch Austin, TX
Investment Banking Summer Analyst May 2019 - August 2019

- Completed a 10 week internship in the Global Industrials Group
- Developed financial Microsoft Excel models for valuations
- Led a team of five interns for a mock client presentation

Finance Management Intern May 2018 - August 2018

- Provided financial analysis, research and comparable company analysis for industrial companies
- Prepared pitch books and management presentations for client meetings
- Assisted with the dataroom and due diligence for a sell-side transaction

LEADERSHIP EXPERIENCES

Tech Finance Association September 2018 - Present
Treasurer (December 2018 - Present)

- Allocate funds exceeding \$20,000 toward educational and social activities
- Project revenues for the organization and compile financial statements

Women's Service Organization September 2018 - Present

Women in Business January 2018 - Present

Natasha Romanova

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

Education

Texas Tech University, Rawls College of Business Lubbock, TX
Bachelor of Business Administration, Information Technology May 2021

- Concentration in Business Analysis
- GPA: 3.5
- Major GPA: 3.7
- Dean's List: Spring 2017 – Spring 2019

Work Experience

Stark Industries Dallas, TX
IT Intern September 2018 – January 2019

- 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 to effectively present information
- Completed various digital training sessions independently to take on more responsibility during the internship

Piggly Wiggly Supermarkets Lubbock, TX
Support Desk Analyst August 2017 – August 2018

- Served as 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 specialty of technician and the urgency of the issue

Campus Involvement

Association of Information Technology Professionals August 2018 – Present

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

Technical Skills

Operating Systems	Databases
<ul style="list-style-type: none">WindowsUnix/LinuxApple	<ul style="list-style-type: none">Microsoft SQL serverMySQL
Web Development	Programming Languages
<ul style="list-style-type: none">HTML & CSSPHPJavaScript	<ul style="list-style-type: none">Java

Matthew Murdock

1964 Marvel Road • Lubbock, Texas 79409 • 327-333-8457 • matthew.murdock@ttu.edu

EDUCATION

Texas Tech University, Rawls College of Business | Lubbock, Texas May 2019
Bachelor of Business Administration in Marketing

- Concentration in Sales
- Cumulative GPA: 3.74

South Plains College | Levelland, Texas May 2017
Associate of Science in Business

Relevant Coursework

<ul style="list-style-type: none">International MarketingPersonal Selling	<ul style="list-style-type: none">Consumer BehaviorMarketing Research & Analysis
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WORK EXPERIENCE

Froggy's Bodega | Lubbock, Texas September 2018 – Present
Cashier

- Manage a register that consistently contained over \$500 cash each day
- Help customers find needed items throughout the store in a quick and friendly manner
- Acclimated quickly to working in a fast-paced environment with high customer traffic

Texas Tech University | Lubbock, Texas August 2017 – May 2018
Department of Modern Languages Student Assistant

- Managed the confidential grades of over 100 students
- Worked closely with professors to administer lectures and proctor tests
- Assisted students with logistical challenges that were encountered during assignments

Devilish Desserts | Houston, Texas

Owner May 2013 – August 2016

- Expanded regular clientele from 10 to 250 in three years by focusing on quality products and personalized service
- Provided friendly, one-on-one communications with customers to ensure repeat business
- Managed two employees and balanced all financial books

COMMUNITY SERVICE

Marsha Sharp Center for Student Athletes January 2017 – Present

- Mentor young children and provide assistance with schoolwork and life skills

SCHOLARSHIPS

Sue Wesley Sewell Business Honors Scholarship August 2017 – Present

Miles Morales

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

EDUCATION

Texas Tech University, Rawls College of Business Lubbock, TX
 Bachelor of Business Administration, Management Expected Graduation: May 2020

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

RELEVANT COURSEWORK

Strategic Management January 2019 – May 2019

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

Managerial Communication September 2018 - December 2018

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

WORK EXPERIENCE

Texas Tech University, Health Sciences Center Lubbock, TX
 Student Assistant October 2018 - Present

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

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

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

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

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

INVOLVEMENT

Association of Latino Professionals of America October 2017 - Present

Multicultural Student Business Association September 2017 - Present

Claire Temple

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

EDUCATION

Texas Tech University, Rawls College of Business Lubbock, TX
 Bachelor of Business Administration in Accounting
 Master of Science in Accounting (application pending) Graduation with MSA: May 2020

- Accounting GPA: 3.8
- Concentration in Audit
- Dean's List: Spring 2015 - Fall 2015

WORK EXPERIENCE

ABC Credit Union Lubbock, TX
 Audit Intern December 2017 - Present

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

Olive Garden Lubbock, TX
 Server August 2015 - December 2016

- 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 2017 - Present
 Vice President (January 2016 - Present)

- Coordinate 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 2015 - December 2015)

- 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

HONORS

Omicron Delta Kappa Honor Society September 2016 - Present

Alpha Lambda Delta Honor Society May 2016 - Present

MSA EXAMPLE

Kamala Khan

201 DeConnick Drive • Lubbock, Texas 79409 • 227-862-7835 • kamala.khan@ttu.edu

EDUCATION

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

- GPA: 4.0

Texas Tech University, College of Arts and Sciences Lubbock, Texas
 Bachelor of Science, Chemistry May 2017

- Minor in Biology
- GPA: 3.1

WORK EXPERIENCE

Grace Healthcare System Lubbock, Texas
 IT Intern September 2018 – Present

- Redesign training manuals in Microsoft Word to help new employees better navigate the company's systems
- Aid in the operation and maintenance of information systems with the targeted goal of facilitating system use
- Maintain and perform basic troubleshooting tasks with the data and voice network components

Dagget Pharmaceuticals Austin, Texas
 Research Assistant May 2017 – August 2017

- 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 January 2016 – July 2016

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

Kamala Khan

Page 2

Texas Tech University Lubbock, Texas
 Undergraduate Research Assistant August 2015 – December 2015

- Designed over 10 monomer and dimer structures using 3D visualization software
- Conducted an analysis of orbital instabilities of acenes using Density Functional Theory and three-parameter B3-LYP
- Presented weekly updates to research team in order to interpret analysis and proceed with further calculations
- Completed training and earned certification for TTU Laboratory Safety and Chemical Hygiene

Senior Community Advisor September 2014 – May 2015

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

CAMPUS INVOLVEMENT

Raider Pilots Association August 2015 – Present
 President (January 2016 – Present)

- Organize and run weekly group meetings
- Obtained pilot's license and helped other members practice in preparation for their own exams

Omega Delta Phi August 2014 – May 2016
 Internal Vice President (August 2015 – May 2016)

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

PrideSTEM January 2014 – May 2016

SCHOLARSHIPS

Continuing Education Scholarship August 2015 – Present

Outstanding Texas Freshman Scholarship August 2009 – May 2010

2 PAGE MBA EXAMPLE

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 a pre-formatted resume comes across as lazy.
- You have approximately 6 seconds to make a first impression with your resume.
- A single error might disqualify you. Proofread!

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 top to bottom.
- 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.”

1 Steve "Brett" Rogers

1941 Liberty Street, Lubbock, Texas 79409
282-595-4837
steve.rogers@ttu.edu

August 1, 2019

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

Dear Ms. Employer: **3**

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 2019 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 8 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. My career goal is to ultimately work in development or fundraising and community relations and this internship would be beneficial in helping me achieve this goal.

6 I know my skills and education will make me a valuable member of your team. 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.

getting involved

Business Fraternities, Service, and Honors Organizations

Alpha Kappa Psi Business Fraternity (AKPsi)
Beta Gamma Sigma
Delta Sigma Pi Business Fraternity (DSP)

Business Organizations

Association of Latino Professionals for America (ALPFA)
Career Management Center Student Business Council
Multicultural Student Business Association (MSBA)
Pride STEM
Rawls Ambassadors
Rawls Eloquent Raiders Toastmasters
Tech Collegiate Entrepreneurs Organization (CEO's)
Women in Business

Major-Specific Organizations

- **ACCOUNTING**
Accounting Leadership Council (ALC)
- **ENERGY, ECONOMICS AND LAW**
Energy Commerce Association (ECA)
- **FINANCE**
Association for Professional Latinos in Finance and Accounting
Business Valuation Club
Financial Association
Real Estate Organization (REO)
- **MARKETING**
Tech Marketing Association
Tech Supply Chain Association
- **MANAGEMENT**
Society for Advancement of Management (SAM)
Sigma Iota Epsilon
Texas Tech Society for Human Resource Management
- **MANAGEMENT INFORMATION SYSTEMS**
Association of Information Technology Professionals (AITP)
- **GRADUATE ORGANIZATIONS**
Rawls Graduate Association

For additional information about student organizations at Rawls, please visit
<https://www.depts.ttu.edu/rawlsbusiness/about/studentorgs/>.

For a list of all student organizations at Texas Tech, visit
<https://www.ttu.edu/campus-life/student-life/student-organizations.php>.



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



HANDSHAKE

In Handshake, current students and alumni can apply for internships/full-time jobs, schedule appointments, find information about all CMC events, request interviews with an employer, and have their resumes reviewed; it's your one-stop shop! More than 1,000 employers are active in the system...that means there are hundreds of jobs for YOU to apply to.

ALWAYS NETWORK

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

JOB BOARDS

- [indeed.com](https://www.indeed.com)
- [simplyhired.com](https://www.simplyhired.com)
- [careerbuilder.com](https://www.careerbuilder.com)

These have a very low success rate, but it's good to know they exist.

job search strategies

RAWLS CMC

LET US HELP YOU!

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

About 81% of top employers and medium-sized businesses have a presence on social media. You can use social media platforms to learn more about different organizations within your target industry and to help identify the ones you'd want to work for.



LINKEDIN

- 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
- Upload supporting videos, documents, and links under your summary or experience section



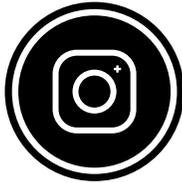
TWITTER

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



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



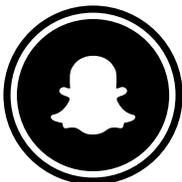
INSTAGRAM

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



PINTEREST

- Pin your resume and create a board highlighting your work



SNAPCHAT

- Seek out potential employers to learn more about their company culture
- Offer insight into your professional skills and talents by turning your resume into a "story"



YOUTUBE

- Consider creating a short video resume



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, TWITTER, 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.

A basic rule of thumb: "Don't post anything you wouldn't want your grandma to see."

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, TWITTER, INSTAGRAM, SNAPCHAT

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

WWW.

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



LINKEDIN PROFILE CHECKLIST

- 1 Appear in Search Results:** Be sure to include industry-related key words in your summary and experiences, to increase the chance that your profile is listed in the search results.
- 2 Stand Out with a Background Photo:** Including a relevant and high quality background photo can make your profile more memorable to recruiters. For best results, be sure your image is at least 1000 px X 425 px and is uploaded as a PNG, JPEG, or GIF.
- 3 Use a Professional Headshot:** Make a great first impression by ensuring your profile picture is professional. Best practices include wearing a suit, taking the photo in front of a simple background, and focusing on the shoulders, neck, and head. The photo should be 400 px X 400 px and uploaded as a PNG, JPEG, or GIF. Don't forget, the CMC offers free headshots several times throughout the semester! Check your Handshake account to see when these are scheduled.
- 4 Use Your Full Name:** It's best to use the same name that appears on your resume. Avoid using nicknames, so you can ensure it's easy for recruiters to find you.
- 5 Make the Most of the Headline:** Don't use the default headline! A stellar headline captures recruiters' attention by including who you are, what you currently do, and what you hope to do.
- 6 Identify your Industry:** Ensure your profile is viewable to the correct people, by including the industry you hope to work in.
- 7 Share your Location:** Be sure to include your location, so your profile will be viewable to recruiters who look for potential candidates by filtering by location.
- 8 Identify Contact Information:** Be sure to include how you would like recruiters to contact you. You can include a professional email address and/or phone number.
- 9 Personalize your URL:** A personal URL will make it easier for others to find you. Common practice is to end the URL with your first and last name.

CONNECT WITH US



@RAWLSCMC
#HIRERAWLS

building the best linkedin profile

The image shows a LinkedIn profile for 'Raider Red', the mascot of Texas Tech University. The profile is annotated with yellow callout boxes numbered 1 through 19, pointing to various sections and elements:

- 1:** Search bar
- 2:** Profile banner
- 3:** Profile picture (Raider Red mascot)
- 4:** Name 'Raider Red'
- 5:** Headline 'Mascot @ Texas Tech University'
- 6:** Location 'Lubbock, Texas | Spirit Leader'
- 7:** Current employer 'Texas Tech University'
- 8:** 'Contact Info' button
- 9:** Profile URL 'https://www.linkedin.com/in/RaiderRed/'
- 10:** Post placeholder
- 11:** 'Background' section header
- 12:** 'Experience' section header
- 13:** 'Education' section header
- 14:** 'Volunteer Experiences and Causes' section header
- 15:** 'Courses' section header
- 16:** 'Skills' section header
- 17:** 'Recommendations' section header
- 18:** 'Connections' section header
- 19:** 'Groups' section header

- 10 Publish Posts:** Want to stand out to recruiters? Engage in publishing posts! This will allow you to showcase your knowledge of the industry and gives recruiters insight into your writing style.
- 11 Write a Strong Summary:** You have 2,000 characters to emphasize your unique qualifications, knowledge of the field, and interest in the industry. Aim to complement your experiences and include media such as photos, presentations, links, and videos to show your achievements.
- 12 Share Detailed Experience:** List any current or past jobs, along with your roles and accomplishments at each. Aim to share the experience in a way that relates directly to the job you hope to get.
- 13 Share about your Education:** Be sure to include Texas Tech University, and the Rawls College of Business. Also, make sure you write out your full degree name. Include your expected graduation date and list any scholarships, awards, and/or major accomplishments.
- 14 Speak to Volunteer Experience:** Recruiters value volunteer work. Be sure to include any organizations you volunteered for and how you helped them.
- 15 Share your Coursework:** List the classes that show off the skills and interests you are most passionate about. You can also create a "Projects" section to highlight any specific classwork that directly relates to the industry you are interested in.
- 16 Emphasize your Skills:** Add at least 5 key skills to your profile, so your connections can endorse them. Endorsements help recruiters gain a better understanding of your strengths.
- 17 Ask for Recommendations:** Reach out to managers, professors, and classmates and ask them to write you a recommendation. This will provide extra credibility regarding your strengths and skills.
- 18 Connect with Others:** Aspire to have at least 100 connections. You should only accept invitations from those who you actually know.
- 19 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



If you say you will attend an event, show up



Look for opportunities to use and promote your skills and strengths



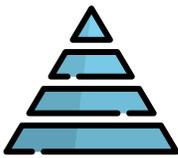
Develop and practice a strong and effective elevator pitch



Connect in small increments and be careful about being too familiar too quickly



Use meal times for networking



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



Write handwritten letters and send follow-up emails



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..."

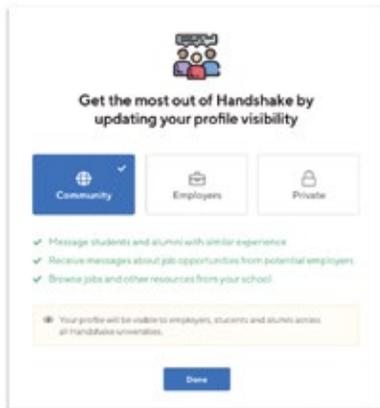


SKILLS AND HOW YOU WOULD BENEFIT AN ORGANIZATION



handshake peer messaging

Peer Messaging in Handshake gives students and alumni the ability to make their Handshake profiles visible to other students and alumni across Handshake schools and to message them! This feature is aimed at giving you an even greater ability to connect with and learn from your peers. Upon logging into Handshake, you may be prompted to select from one of three privacy options...



- **Community:** This option will give you access to Peer Messaging! Choosing Community will make you visible to other students and alumni across all Handshake schools, as well as to employers approved by your school.
- **Employers:** This option will make you visible to employers approved by your school. You will not have access to Peer Messaging.
- **Private:** Choosing this option means that you are not visible to other students, alumni, or employers. You still have access to Handshake jobs and to other resources provided by your school.

You can always change your privacy selection later by navigating to the Settings & Privacy section of your profile.

Before you can start composing your message, Handshake will ask you to agree to their content guidelines. You will then be prompted to indicate what you're interested in messaging about:

PROFESSIONAL EXPERIENCE

- Ask what it's like to work for a particular company.

EDUCATION RECOMMENDATIONS

- Ask about a grad school program you're interested in.

RESUME ADVICE

- Ask about how you can best highlight your unique experiences when crafting your resume.

INTERVIEW ADVICE

- Ask about how you can best prepare for an upcoming interview.

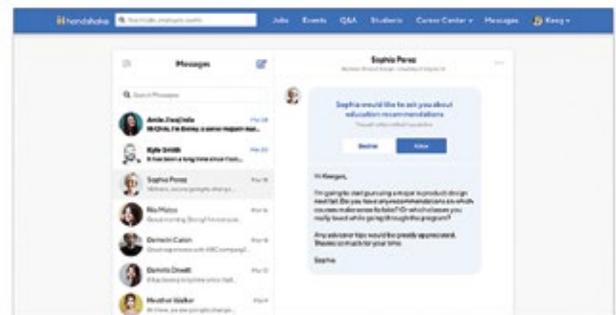
REVIEWS OR Q&A

- Ask a follow-up question about a Review or a Q&A question that was answered.

OTHER CAREER-RELATED TOPIC

- Ask something else related to your career search.

Once you've selected your topic, you'll be able to craft your message. Handshake will provide you with a template to get you started. When you are happy with your message, click Send!



When other students or alumni reach out to you, you'll get an email notification from Handshake. You'll also notice that Messages are now accessible from the blue toolbar at the top of your account.



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.

TELEPHONE

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 yourself get into a professional mindset and be free of distractions and background noise.

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. The 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.

VIDEO

Software such as 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 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 camera (not your screen) to maintain eye contact.

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.

PANEL

Congratulations! You are most likely one of the finalists when invited for a panel interview, as you will meet multiple key stakeholders. Appearance, eye contact with each person on the panel, posture, and overall demeanor are as important as your responses to their questions.

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 are you the best candidate for this position?

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?

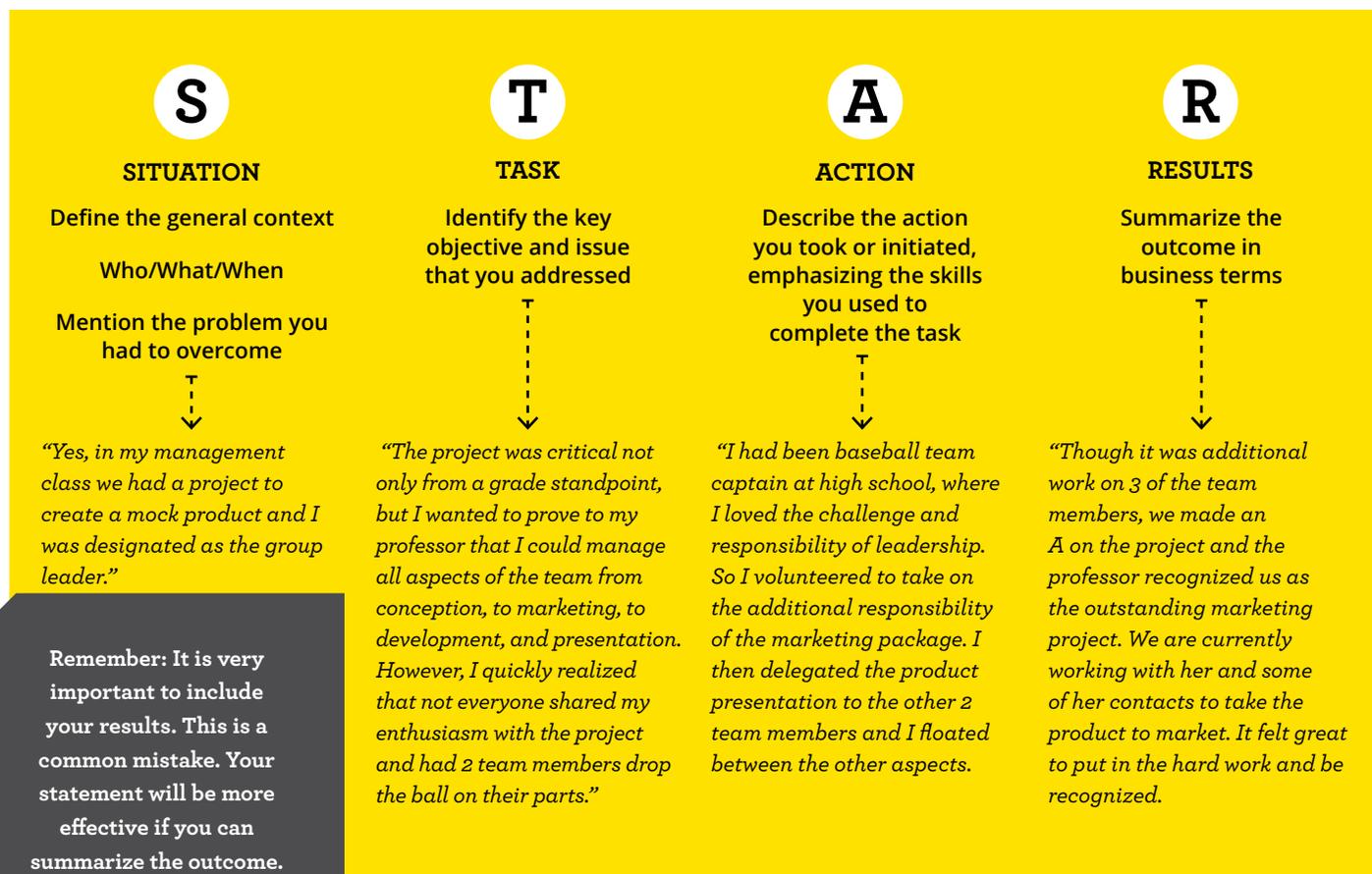
TIP:

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

"You mentioned that ...

I was curious to know more about ..."

STAR method interviewing



MOCK INTERVIEWS THROUGH THE CMC

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

Make a 1 hour appointment with Jamie Pitman through **Handshake**
 Email jamie.pitman@ttu.edu with information about what company/job/industry you are preparing to interview with.

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

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.

HOW DO I PREPARE FOR A TELEPHONE MOCK INTERVIEW?

Get into an environment without distractions.

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

Be prepared 10 minutes early to receive your interview call.

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

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

Log on 5 minutes before interview time.

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



Self-concept, self-confidence, goal setting, realistic assessment of strengths and limitations

Mature behavior and judgment

Communication skills, the ability to interact with others, the ability to listen actively

Leadership potential, often demonstrated in extracurricular activities and on the job

Personality, enthusiasm, poise, cheerfulness, flexibility, sense of humor

Patterns of accomplishment

Problem solving and analytical abilities

Interest in and knowledge of career field

Work ethic, acceptance of responsibility, ability to keep commitments

Appearance, dress and grooming

Knowledge about the company or organization, such as mission, vision and company values

25 COMMON REASONS FOR EMPLOYER REJECTION

1. Poor personal appearance
2. Lack of interest and enthusiasm
3. Overemphasis on money
4. Weak handshake
5. Late to interview
6. Indefinite or weak responses to questions
7. Inability to express oneself clearly (poor voice, diction, grammar)
8. Lack of planning for career — no goals or purpose
9. Lack of confidence and poise; failure to look interviewer in the eye
10. Unwilling to start at bottom — expects too much too soon
11. Makes excuses; evasive — hedges on unfavorable factors on record
12. Lack of tact
13. Lack of manners, courtesy
14. Lack of maturity
15. Lack of vitality
16. Merely shopping around
17. Wants job only for a short time
18. Inappropriate or unfavorable social media content
19. Low moral standards
20. Intolerant; strong prejudices
21. Failure to ask questions
22. Timid; lacks sufficient degree of assertiveness
23. Overbearing; overaggressive; conceited
24. Not prepared for interview; no research on company
25. Lack of knowledge of field of specialization; not well qualified

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 note after a phone interview. You don't have to wait for an in-person interview to write a thank you note. A quick, simple note 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.

- 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!

- 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.

- 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.

- 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 him/her 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!

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!

- 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.

FROM	steve.rogers@ttu.edu
TO	employer@xyzcompany.com
SUBJECT	Informative Interview Request

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

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

Dear Ms. Employer,

My name is Steve Rogers and we spoke briefly at the spring 2019 Rawls College of Business Career Fair. I am fascinated by the work that XYZ Company produces and I am interested in learning more about your field. I'm writing to see if it would be possible to schedule an informative interview so that I can gain insight into your company and hear your perspective on the future of the field.

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

Best,

Steve Rogers

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

Always include a specific subject line that gives the recipient a clear idea of what the email is regarding. Never leave the subject line blank.

Every email should start with a greeting. If your relationship with the recipient is formal, 'Dear Mrs. Smith' would be the appropriate greeting. If you are emailing a coworker or instructor, 'Hello' or 'Hi' would be appropriate.

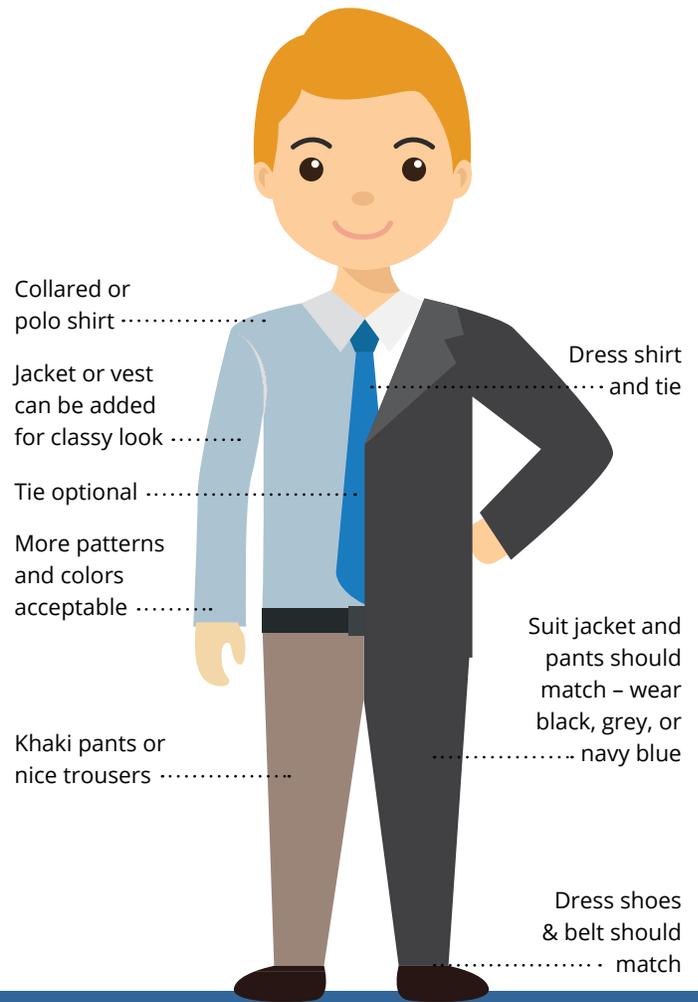
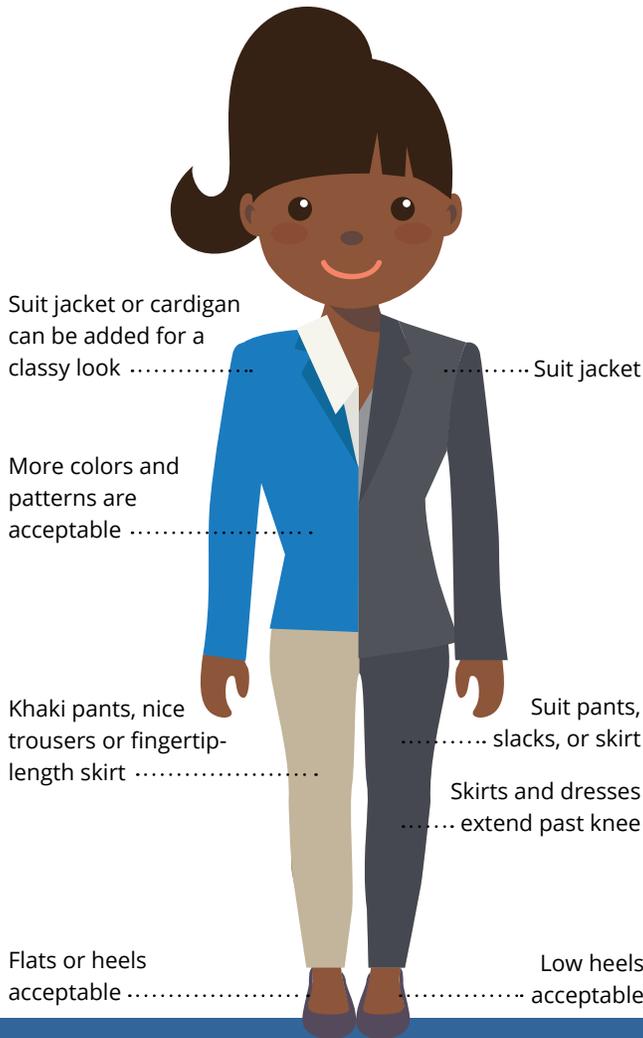
Make sure to thank the recipient for their time or help. Showing appreciation will help strengthen the professional relationship.

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 (suit and tie for males) 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 make up, 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).



DID YOU KNOW...

Your interview begins the moment you walk through the doors. 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 should not be visible.
- Strong smells, including mints, perfumes, or aftershaves should be avoided in excess.
- Briefcases or portfolios provide an excellent outlet to store and organize documents.
- Clothing should fit properly. A professional business suit is appropriate in most cases. For men this means a suit with a tie. Be sure your shirt is nicely pressed. Women should also wear a business suit. Avoid low necklines, short skirts, and heels higher than three inches. Trendy clothing generally does not project the most professional image.
- Crisp, clean, and well-pressed is non-negotiable.

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

- Ripped jeans
- Flip-flops
- T-shirts
- Wrinkled khakis
- Short shorts and dresses

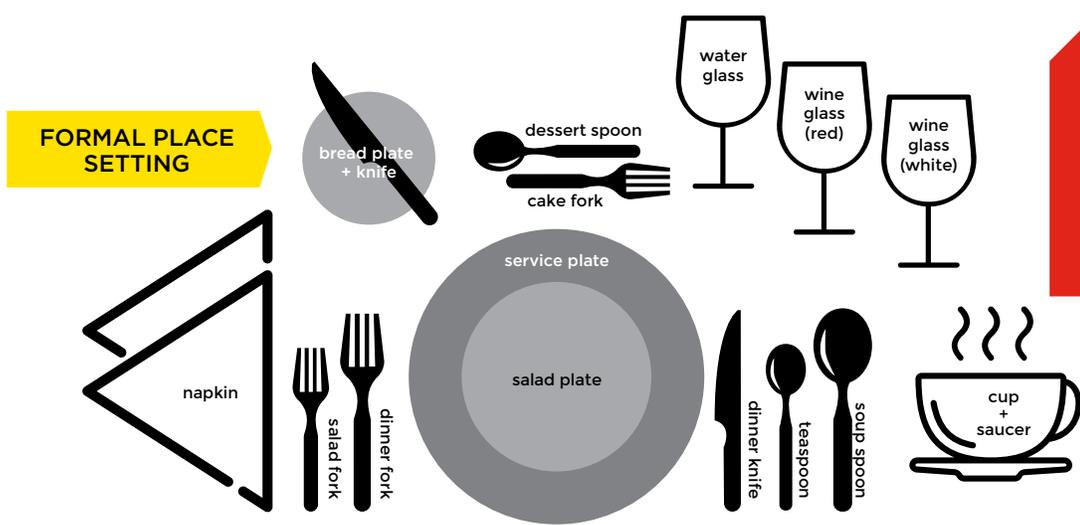
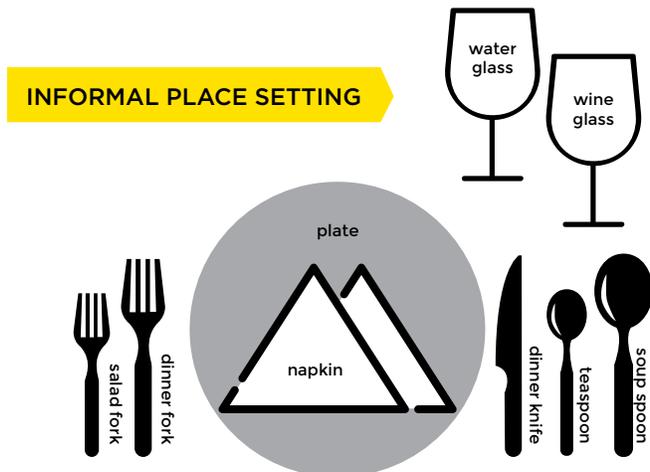
dining etiquette

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

- **At a business meal, men and women are responsible for seating themselves.** At a business meal, men and women are gender neutral and each person seats themselves.
- **Watch your host.** Before jumping into the bread basket or sweetening your iced tea, wait for the host of the table to lead the way. Generally, he or she will pick up the napkin and place it on his or her lap. Incidentally, once you place your napkin on your lap, it won't see the table again until the end of the meal when it is placed back on the table before departing.
- **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
- **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.

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



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

AN OFFER IS A BIG DEAL

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

Before accepting, it is advised that you:

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

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

PROFESSIONAL CONDUCT

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

RESPONDING & PROCESSING THE OFFER

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

DECLINING AN OFFER

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

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

DECIDING BETWEEN MULTIPLE OFFERS

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

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

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

SUCCEED

how to be a successful intern

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 PROACTIVE

If there is nothing official for you to do, familiarize yourself with the company's work/portfolio or learn a new skill that would benefit the company or your co-workers.

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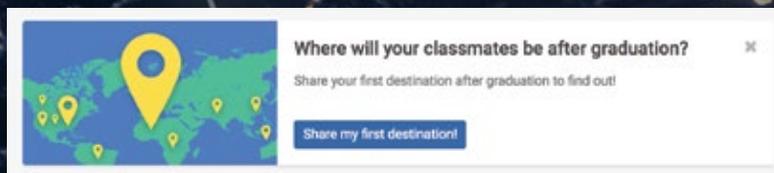
CMC

career management center



Did you land your dream job?
Continuing your education?
Taking a year off to travel?

The Career Management Center would like to know your plans after graduation. Complete your first destination survey by going to "Surveys" under the "Career Center" tab in your Handshake account.



budgeting

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.

MONEY QUESTIONS?
WE HAVE ANSWERS.
WWW.R2B.TTU.EDU

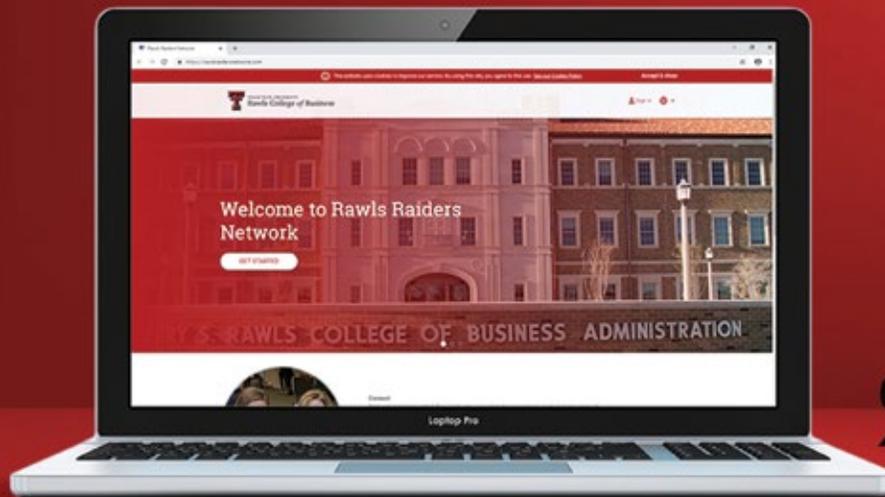
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MENTORING



ALUMNI DISCUSSIONS



JOB POSTINGS



INVITES TO ALUMNI EVENTS



INDUSTRY GROUPS

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.

IGNORE YOUR SENSIBLE VOICE

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

ACTIVELY PARTICIPATE IN PROFESSIONAL ORGANIZATIONS

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

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.

VOLUNTEER

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

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.

Write Essays

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

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

Request Letters of Recommendation

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

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

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





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.

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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. Cancelling or no-showing these opportunities wastes employer and staff time and takes a space away from another student who could have benefited from that employer interaction.

TWO BUSINESS DAY NOTICE IS REQUIRED FOR ANY CANCELLATION

Ex: If you have an interview scheduled at 10am on Monday, cancellation by 10am the previous Thursday is required.

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

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

■ **First Offense: Temporary loss of all access to Handshake.**

Access will be restored upon receipt of apology letters written to the recruiter and to the Dean of the Rawls College of Business. The letter must be professionally formatted, adequately explain the circumstances, and apologize for the no-show or late cancellation. Letters should be hand-delivered or emailed to the Career Management Center.

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

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

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

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

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

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

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



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OUR MISSION

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

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.

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

OUR VISION

RAWLS COLLEGE OF BUSINESS
Career Management Center

RCOBA Room 119
806.742.4530



www.rawlscmc.com