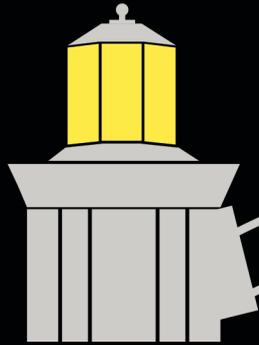


# CENTER FOR CAREER OPPORTUNITIES

Young Hall Room 132 | 765-494-3981 | www.cco.purdue.edu



PURDUE UNIVERSITY



EDUCATION  
THE GRADUATE  
SCHOOL  
HONORS COLLEGE  
EXPLORATORY  
STUDIES  
ENGINEERING  
SCIENCE  
POLYTECHNIC  
INSTITUTE  
LIBERAL ARTS  
PHARMACY  
VETERINARY  
MEDICINE  
KRANNERT  
SCHOOL OF  
MANAGEMENT  
HEALTH AND  
HUMAN  
SCIENCES  
AGRICULTURE

## CAREER SUCCESS HANDBOOK

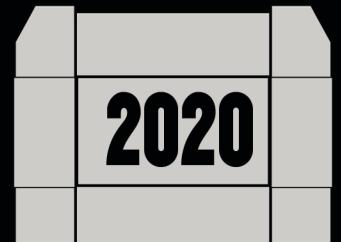
**95%**  
SUCCESSFUL  
CAREER OUTCOMES

**81%**  
HAD AT LEAST ONE  
PROFESSIONAL  
EXPERIENCE

**1,711**  
UNIQUE  
EMPLOYERS  
RECRUITING  
ON CAMPUS



Designed by Antonia Loh '20



Based on 2018 Post-Grad Data

**PURDUE**  
UNIVERSITY

Career Success  
CENTER FOR CAREER OPPORTUNITIES  
PRE-PROFESSIONAL ADVISING

f t p in WiX i @purduecco



The Success Express Podcast



*Opportunity Elevated*

# Boiler Alert: Great Career Opportunities Are Just Down the Road



Looking for a career that provides hands-on experiences where you can make meaningful contributions to an innovative company? Republic Airways is looking for motivated individuals interested in elevating their opportunities.

Republic Airways, headquartered in nearby Indianapolis, is hiring for a variety of positions. The Republic family is 6,000 strong —together we are working to become America's premier regional airline by developing a thriving, innovative workforce filled with leaders in their field. *Are you one of them?*



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[www.promachbuilt.com/careers](http://www.promachbuilt.com/careers)

CENTER FOR CAREER OPPORTUNITIES, Purdue University  
*2019-2020 Career Planning Handbook*

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**Career Success**  
CENTER FOR CAREER OPPORTUNITIES  
PRE-PROFESSIONAL ADVISING

# 21st Century Partners

*“Building relationships that count!”*

The Center for Career Opportunities relies heavily on the financial support of our corporate partners to assist in funding such things as career-related programs and resources, software programs and our Peer Consultant program. We are proud to extend our appreciation for their interest in assisting the CCO in our efforts to connect Purdue students and alumni with prospective employers.

## Director’s Circle - \$10,000 annual gift

Aldi	ArcelorMittal	Union Pacific Railroad
Allison Transmissions	Charles Schwab	

## Executive Ambassadors - \$5,000 annual gift

Air Liquide	Ensign-Bickford	Northrop Grumman
Bechtel	Enterprise Holdings	Nortek
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Endress + Hauser	Kohler	Shell Oil Company

## Corporate Partners - \$2,500 annual gift

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Chevron	Girtz Industries	SMC Corporation
Codelicious	John Deere	Sonepar
Conagra Brands	Kimball International	Textron
Cummins	Norfolk Southern	The Andersons

# CCO Services

## One-on-One Counseling

Career Services Consultants are available to meet with you concerning your Career needs. Contact the CCO to make an appointment to address any of the following:

- Major & Career Exploration
  - Learn more about your career interests
  - Explore majors
  - Research information about careers
- Pre-Professional Advising
- Graduate School Personal Statement
- Internship/Job Search Preparation
  - Mock Interview
  - Job Search Resources and Strategies

## Drop-In Assistance

No Appointments Necessary

Spend 10 - 15 minutes with CCO Representative for:

- Resume Review
- Cover Letter Review
- myCCO Assistance
- Career Closet
- Job Search Tips
- Interviewing Resources
- Evaluating/Negotiating a Job Offer
- LinkedIn Profile Review

## Workshops & Outreach Presentations

The CCO offers a variety of workshops. Visit [www.cco.purdue.edu](http://www.cco.purdue.edu)

for a complete listing of workshops. Invite us to speak to your group or class about one of the following topics:

- Resumes
- Job Fairs
- Acing the Interview
- A-Z of Job Search
- Networking
- Negotiating
- myCCO
- CCO Services
- Career Exploration
- Other (customized)

## Career Fairs

For a complete listing visit the CCO Calendar and Campus Career Fairs section of the website

## myCCO

myCCO is an online tool that allows employers to post job positions, view resumes of candidates, and schedule interviews with candidates. In addition, job seekers are able to access job postings, refer their resumes to potential employers, and schedule interviews with prospective employers.

## On-Campus Recruiting & Job Postings

Employers from around the country visit the CCO to recruit Purdue University students and alumni for positions in their organizations. In addition to employers who come to campus, companies also post job listings online. Find out when employers are making a visit to Purdue, locate job postings, submit your resume, and meet with employers by registering for a FREE account on myCCO.

## Big Interview Virtual Interview Practice Software

A simulated, interactive job interview in which you are asked challenging questions and offered valuable feedback. This service is only accessible through myCCO.

## Career Spots

Short web video clips (2-5 minutes) addressing key job search issues such as interviewing, creating and delivering your personal “commercial” to an employer, social networking and much more.

## Career Research Portal

Online library that provides access to valuable resources to help you research company information and job search tools.

<http://career.lib.purdue.edu>

### Hours of Operation

Monday-Friday  
8:00 am-5:00 pm

### Contact Information

Young Hall, Room 132  
(765) 494-3981  
[askcco@purdue.edu](mailto:askcco@purdue.edu)  
[www.cco.purdue.edu](http://www.cco.purdue.edu)



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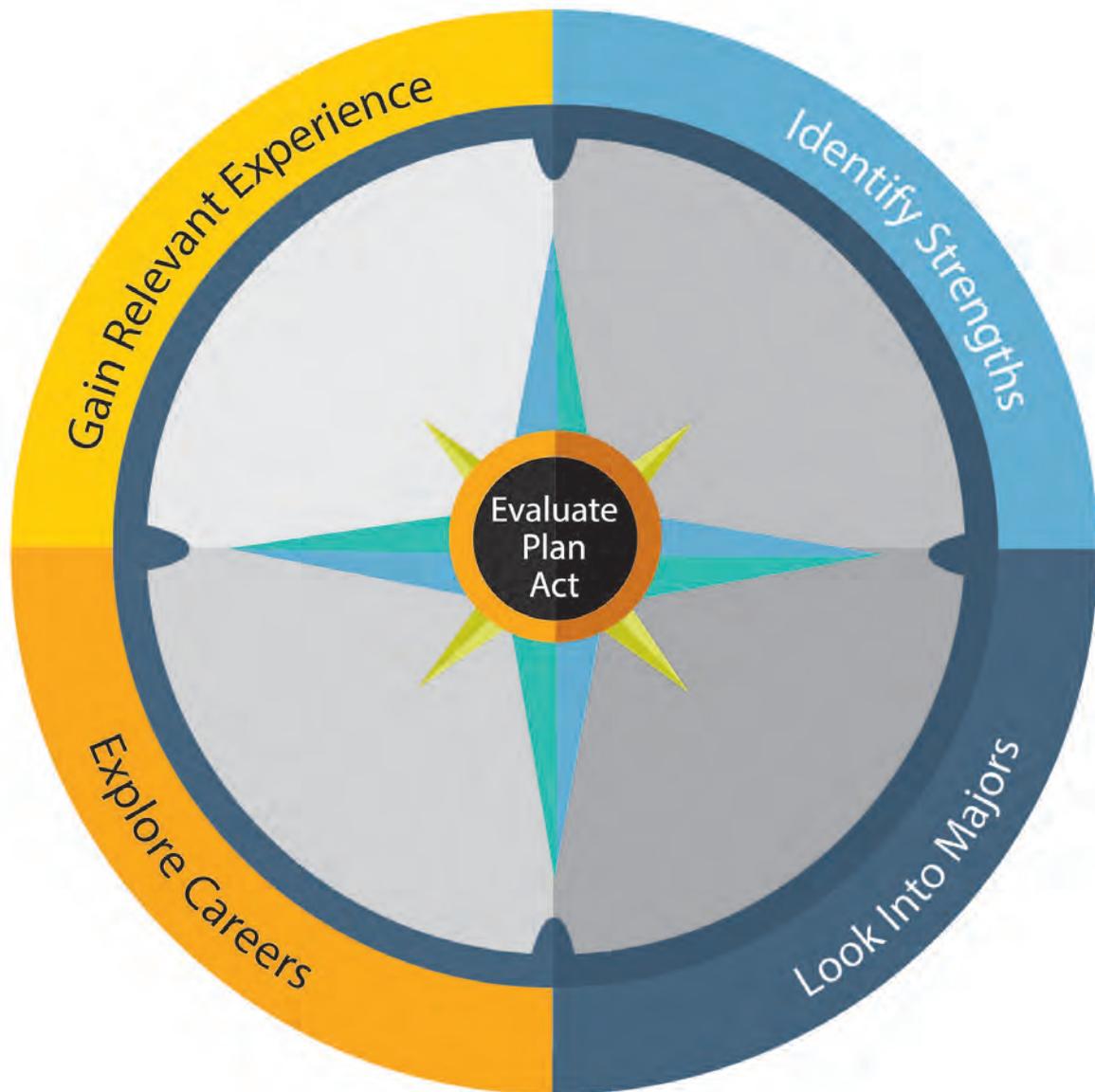


Purdue CCO

# Career Decision Making Process

Choosing an academic major and/or career can be a daunting task. The Career Decision-Making Process, in conjunction with related activities can help you tackle this challenge. This model reflects a continual process with no specific starting point. Constant evaluation, planning and action take place within each task, which represents points in the process that can happen separately or simultaneously. Visit [www.cco.purdue.edu](http://www.cco.purdue.edu) to access interactive tools and resources.

## Career Compass



# 4 – Year Career Foundation

## Year 1

- Register for your free myCCO Account
- Discuss with a career consultant how your skills fit a major or career
- Use CCO Handbook to craft a winning resume
- Find experiences that interest you: internships, study abroad, volunteer, clubs/organizations
- Visit the CCO blog to learn from other Boilermakers' experiences in the Student Spotlight and Success Express podcast
- If considering a graduate or professional school make an appointment with a pre-professional advisor

## Year 2

- Consider leadership positions in clubs/organizations
- Visit career fairs to learn about companies and careers
- Attend employer information sessions
- Use CCO Handbook to compose a cover letter
- Use myCCO to help identify companies recruiting on campus
- Schedule a peer mock interview
- Use LinkedIn to develop a professional network

## Year 3

- Upload your current resume to myCCO to apply for jobs and internship opportunities
- Research organizations that you might be interested in and connect with professionals on LinkedIn
- Utilize the Purdue Career Research Portal to conduct employer research for interviews
- Drop in to have your resume, cover letter, and LinkedIn reviewed
- Visit career fairs to see what opportunities are available

## Year 4

- Learn how to customize your resume for organizations
- Update your myCCO profile with current information
- Plan for career fairs by visiting CCO's event pages
- Research potential employers so you can interview competently
- Create a myCCO "Saved Search" Agent to have new job openings emailed to you
- Develop and maintain professional relationships via email, social media, LinkedIn

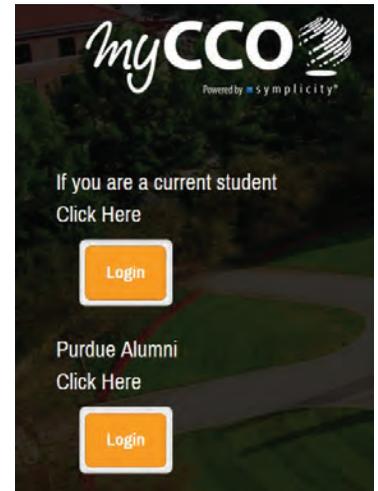
**Building Your Career One Brick Higher!**

# myCCO

Search for opportunities, apply for positions, check out career fair events with participating employer lists, and schedule interviews all in one place! <https://www.cco.purdue.edu/#myCCO>

## 5 Steps to Setup Your myCCO Account

1. Go to <https://www.cco.purdue.edu/#myCCO> and login with your career account credentials
2. Go to My Accounts > Read/Acknowledge the Participation Agreement
3. Go to your profile and complete the questions **\*aim for 100% completion\***
4. Select “Yes” for
  - Receiving email notifications
  - Receiving alerts
  - Include in Resume Books
5. Upload your resume as a word document



## Upload Your Resume, Cover Letter and Transcript

Your myCCO account is not active until you upload a resume.

1. Click “Resumes ETC” on the left navigation bar.
2. Select “My Documents”
3. Select “Add New”
4. Label your document with a title that will help you remember each document.
5. Select the document type. Use “Other Documents” for your transcript

## Create Job Search Agents

Job Search Agents notify you by email when new jobs matching your criteria are posted in myCCO

1. Log into myCCO
2. On the left navigation bar click “Jobs”
3. Select “Search” Select “See All Jobs” under the blue search box on the right side of your screen
4. Select “More Filters” and select the filters you want to use
5. Click on the blue “Apply button” at the bottom of the selection criteria
6. Click on the “Create Job Alert” and this will save your search. You can then select “Job Alerts” to see all of the alerts your have set up, delete the searches, or select how often you want to receive this alert (daily, weekly, monthly, quarterly, never)

\*You will not receive multiple emails concerning the same job

## Apply for Jobs & On-Campus Interview

1. Click “Jobs”
2. Click “Search”
3. Click “See All Jobs” under the blue Search button
4. Click on the “All Jobs & Interviews” option directly under the Keyword search bar
5. Select “Interviews I Qualify For”
6. Narrow down your search by selecting “Position Type” or “More Filters”
7. Click on the options that you want to use and click on the “Apply” button at the bottom of the selection criteria box. Read carefully as the employer may refer you to the company website to apply. Follow their directions!
8. To submit a resume, Click on APPLY and follow the directions in the “Apply” box

*Note: To apply for on-campus recruitment opportunities, you must meet all screening criteria including major, degree level, graduation date, and work authorization. If you have questions about your eligibility for specific opportunities, stop by the CCO for our Drop-In Services available in Young Hall 132.*

## Schedule On-Campus Interviews

Time slots for on-campus interviews are on a first-come, first-served basis so sign up for your interview time as soon as possible.

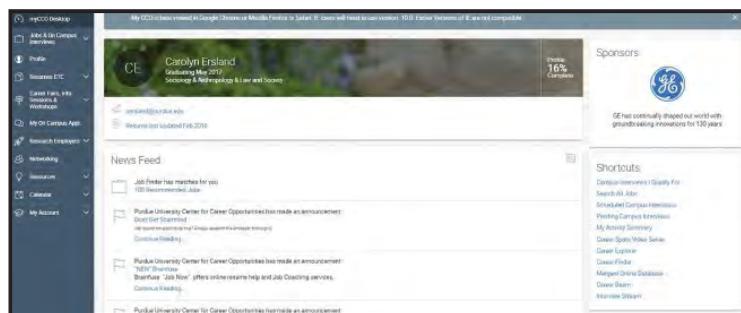
1. On the left menu bar, click on “My On-Campus Appl” to check on the status of your applications.
2. If your status is “Invited,” select the time that works best for your schedule.

*NOTE: Review the CCO’s Cancellation & Missed Interview Policy to be aware of the consequences for missing an interview.*

## Practice Interviewing

Students must complete an interview through our virtual interview practice system, accessible through myCCO, prior to scheduling a mock interview at the CCO.

1. From your myCCO Desktop, under “Shortcuts,” click on the virtual interview practice link .
2. Once you have created an account, you can conduct an online interview, recording yourself using a webcam . If you choose, you can then send your results to a CCO staff member to receive feedback.



# 10 Job Search Strategies

1

## Know Yourself

- Identify your interests, skills and values.
- Be prepared to communicate your skills and accomplishments to potential employers verbally and in writing.

2

## Create an Action Plan

- Create a list of target companies that match your interests, skills, and values.
- Research each organization and the available career opportunities.
- Set, track and make short-term goals, urgent deadlines, and small milestones.

3

## Develop a Network

- Join professional associations, alumni clubs, and maintain regular contact with those you meet.
- Read blogs or articles in key interest areas and comment intelligently.
- Utilize social media to connect with other professionals in your area of interest.

4

## Obtain Experience

- Contact and conduct informational interviews with various companies.
- Consider volunteering, part-time work, co-ops, or internships.
- Investigate teaching, unpaid, research, and federal positions.
- Think about Teach for America, City Year, AmeriCorps, or other projects.

5

## Be Open-Minded

- Be open to possibilities outside of your particular degree field, and focus on developing valuable skills even if it is not your “dream job.”
- Broaden your search to a variety of geographic locations, part-time or contract work, and starting salary options.

6

## Consider Less Popular Organizations

- Non-Profit, federal government, and small-medium sized companies also have a variety of valuable opportunities and room for advancement.

7

## Create a Powerful Presence

- Clearly demonstrate relevant skills in a resume and cover letter.
- Focus on accomplishments rather than duties or responsibilities performed.
- Tailor requested documents to each job posting or organization.

8

## Maintain a Presence

- Periodically keep contact with the employer and individuals in your network.
- Contact employers 1½-2 weeks after submitting your resume to see if they received your application materials, ask any questions about the position, and reiterate your interest.
- Send thank-you notes within a day of working with your contacts.

9

## Ask for Assistance

- Don't be afraid to ask your network for leads and advice.
- Talk to your advisor, professors, and peers about possible opportunities.
- Check out the CCO website at [www.cco.purdue.edu](http://www.cco.purdue.edu)
- Visit the CCO in Young Hall 132 during drop-in hours to speak with a CCO Representative.

10

## Be Patient and Positive

- Expect 6 months or more to obtain a position.
- Adopt 3-4 ways to conduct your job search and rotate them when you reach a roadblock.
- Periodically focus your energy on other tasks/hobbies.

# Fraudulent Jobs and Scam Postings

Although extremely uncommon, fraudulent postings and scams can occasionally surface online. Follow the tips below to ensure you apply only to legitimate opportunities.

## Red Flags—Be Warned



- You are asked to send money, provide credit card/bank account numbers, cash or deposit checks, or wire transfer money as part of the application process.
- You are asked for your social security number or other personal documentation when responding to a job posting.
- The position description indicates you will be “working from home” or “virtually.” These opportunities require additional scrutiny.
- The email address in which you are asked to send your resume is not a corporate address (Gmail, Yahoo, etc.) . Keep in mind, however, that there are times when legitimate start-up businesses use non-corporate email addresses.
- The job listing uses incorrect spelling or very poor grammar.

## Protect Yourself

- Do not send money, provide account numbers, cash checks received or provide your social security number to any entity during the application process.
- Do research to check on a company’s legitimacy, using sites such as: the Better Business Bureau at [www.bbb.org](http://www.bbb.org), Snopes at [www.snopes.com](http://www.snopes.com) or Hoovers at [www.hoovers.com](http://www.hoovers.com).



## If You Suspect a Scam



- If you believe you have encountered a suspicious posting on myCCO, Purdue’s online job board, contact the CCO for assistance at 765-494-3981 or email us at [askcco@purdue.edu](mailto:askcco@purdue.edu).
- If the incident occurred on another web-based platform, file a complaint to the Federal Trade Commission at [www.ftccomplaintassistant.gov](http://www.ftccomplaintassistant.gov).
- In the event that money has already been sent to a fraudulent employer or you cashed a check from a fraudulent source, contact your financial institution immediately.

# Job Search Tips for Diverse Populations

For additional resources, please visit <https://www.cco.purdue.edu>, hover over Students section in the navigation bar, and scroll down to click on the Specific Populations section.

## Students with Disabilities

When and if you disclose your disability is your choice . You could share information in your cover letter, resume, during the interview or prior to accepting the job offer.

On your resume, focus on your abilities and accomplishments . You could include additional skills such as reading Braille or highlight leadership roles in organizations for individuals with disabilities. If you require reasonable accommodations to conduct an interview or to perform job requirements, be sure to communicate to the employer in advance so arrangements can be made.

Utilize all your resources to navigate the job search process including: disability-specific associations, disability placement companies and government workforce recruitment programs.

## International Students

Make informed decisions by using the international student resources on the CCO website to identify companies who have hired international students, and find opportunities for employment outside of the U.S. Build connections with Purdue alumni in your targeted industries. Such efforts will help you to understand how you fit in an industry and how you can better market yourself for your target job.

Highlight technical and professional skills on your resume and cover letter. Sample professional skills would be communication, teamwork, problem-solving, leadership and more. It is recommended that you avoid stating your visa status on your resume. However, you are required to disclose your work authorization on your job application.

## LGBTQ Students

Disclosing or coming out about your identity is completely your choice . Research companies to learn their work culture and inclusive policies. List information on your resume based on the work environment. E.g. You can list the full name of the LGBTQ related group, their abbreviation or an alternative name, such as Diversity and Inclusion Group or Anti-Discrimination Organization. Be prepared to discuss upon request from an employer. During the job search process, focus on the skills and values you bring to the hiring organization.

## Veteran Students

As you prepare for your civilian job search, be sure to connect with organizations such as the Purdue Veterans Success Center and the Purdue Student Veterans Organization. These organizations provide support and assistance that will help guide you in this process.

Review your resume to identify areas where you transition your military experience into civilian terms.

Seek career opportunities that capitalize on the skills you developed and utilized in the military. Be prepared to speak to potential employers about your accomplishments.

# Leverage Your Graduate Degree Into a Job!

*Amruta A. Inamdar, PhD, Career Services Consultant—Graduate Students,  
Center for Career Opportunities, Purdue University*

**FACT:** You belong to a small, highly-skilled group of job seekers! Only 2% of the U.S. population has a PhD and 9% has a Master's or professional degree.

**MYTH:** PhDs don't have 'real world' skills.

**G**raduate students have the skills needed for careers beyond the academe (in both public and private sectors) as well as within it. Why not explore all your options?

Ideas to start your career exploration (and eventual job search):

## 1 KNOW YOURSELF

Identify your interests, strengths, preferences and requirements. What skills do you want to use? Which responsibilities would you enjoy? What is your ideal work environment?

## 2 REMEMBER TRANSFERABLE SKILLS

Employers seek candidates who can investigate and solve problems, learn quickly, work under pressure, communicate complex ideas to diverse audiences, and develop and implement projects. Sound like your graduate school training?

## 3 EXPAND YOUR REACH

Talk to other career explorers inside and outside your own academic worlds. Join groups on LinkedIn to learn from others with PhDs. Social media platforms, too, can be a source of valuable career information and a thriving professional community! E.g. check out #sciencetwitter and #academictwitter.

## 4 GAIN EXPERIENCE

You may realize, as you network or research career possibilities, that you are missing some skills. How can you gain them?

## 5 RESEARCH THE KEYWORDS

PhDs often think, wrongly, that there are no jobs outside of academia for someone with their specialization. They do exist; they may just have different titles. Consider using specific skills and responsibilities as your keywords. Look up jobs on O\*Net ([www.onetonline.org](http://www.onetonline.org)) to learn about alternative titles and similar jobs.

## 6 CREATE DOCUMENTS THAT REFLECT YOUR EXPERIENCE

Learn how convert your CV into a resume.

	Resume	CV
<b>Audience</b>	General audience of employers.	Fellow academics or researchers.
<b>Goal</b>	Demonstrate you have the skills for the specific job you are applying for.	Present your full academic history.
<b>Length</b>	One to two pages.	As long as necessary.
<b>Focus</b>	Experiences (paid, volunteer, research, extracurricular) and the skills gained from these.	Scholarly achievements and potential, incl. grants received and professional service.
<b>References</b>	Do not include.	Include.

## 7 CHAT WITH A CCO CONSULTANT

Make an appointment to discuss your individualized career development and planning.

If you choose to pursue the tenure track, the CCO can provide guidance with reviewing your job application materials [Research, Teaching, Service and Diversity statements, CVs and cover letters]. Please note that the academic job search process differs from discipline to discipline, and your professors and departments often have the best and most current knowledge about standards and practices within your disciplines. We strongly encourage you to reach out to them for assistance.

\*International students should consult the Office of International Students & Scholars (ISS) before accepting any paid or unpaid work.

### Get Started!

- > ImaginePhd: <https://www.imaginephd.com>
- > The Chronicle of Higher Education: <https://www.chronicle.com>
- > Carpe Careers and Gradhacker on Inside Higher Ed: <https://www.insidehighered.com/blogs/gradhacker>

## Chart a path for your career.

At Pepper, we believe the power of a strong education can change the future. We are proud to support Purdue University as they strengthen and transform their students for the bright opportunities ahead.

pepperconstruction.com



# CONVERGINT DEVELOPMENT PROGRAM

Convergent Technologies is a global, service-based technology systems integrator looking for colleagues interested in making a daily difference.

Our 12-month rotational training program will prepare candidates for roles within our sales or operations teams.



**Convergent**  
TECHNOLOGIES

To learn more, visit us at [convergent.com/careers](http://convergent.com/careers)



JACOBS

MSMgroup

Sierra Lobo, Inc. and HX5 formed a joint venture (HX5 Sierra) and we are the prime contractor for the Test Facilities Operation, Maintenance and Engineering II (TFOME II) contract at the NASA Glenn Research Center Lewis Field in Cleveland, Ohio and Plum Brook Station in Sandusky, Ohio. We provide engineering and technical services in the aeropropulsion, space propulsion and power test facilities. HX5 Sierra management is dedicated to excellence in service and to providing outstanding technical opportunities for our employees. We specialize in providing unique products and services to NASA Glenn. The TFOME contract is supported by three companies: HX5 Sierra, Jacobs and MSM Group.

HX5 Sierra is an equal opportunity employer (EEO-M/F/D/V). We offer competitive wages, medical, dental, vision, and life insurance, a 401K program, tuition reimbursement, paid holidays, personal time and vacation. NASA also offers an onsite fitness center, daycare/pre-school and cafeteria!

To view our current job postings go to [www.sierralobo.com](http://www.sierralobo.com) and click on "Careers" and then "Employment Opportunities."



# Developing a Winning Resume

A resume is a written document that is used to highlight the skills, contributions and experiences that represent the personal brand you want to portray to potential employers to secure an interview.

## Resume Types

Decide the resume style you prefer to use, based on the message you want to convey to employers:

- o *Chronological* – Highlight information starting with the most recent . Prioritize your sections so you start with the most important first!
- o *Functional* – Highlight information in categories based on commonly grouped skills . This type is useful for those with gaps in experience or a wide variety in work history, but can demonstrate similar skills.

## Format

Keep the following rules of thumb in mind when preparing the resume:

- o *Margins* – Top: 0 .8” - 1” ; Sides and Bottom: 0 .5” - 1”
- o *Font Size and Style* – 10-12; simple, readable fonts (e.g., Calibri, Arial, Times New Roman); single spaced
- o *Balance* – white space and text space
- o *Length* – Undergraduate level - 1 page; Graduate and Ph.D.. - 2 pages; Education, Nursing, and Medicine can have more than 1 page
- o *Templates* – Refrain from using them! Use resume samples as a guide to create your own document, unique to your skills and qualifications
- o *Order* – Heading, Objective (if included) and Education are listed first, in that order

## Content

The makeup of your document should be deliberate and powerful:

- o *Prioritize* – Top two-thirds of the page receive priority when highlighting key categories and skills
- o *Own the Order* – Highlight the most relevant categories first; Experience does not always have to follow Education

## Do Not Include

- o Photographs, marital status, salary requirements, age, race, national origin, visa status or references

## Additional Sections

- |                                |                             |                        |
|--------------------------------|-----------------------------|------------------------|
| o Certifications of licensure  | o Professional Affiliations | o Teaching Experiences |
| o Campus Involvement           | o Class or Design Projects  | o Publications         |
| o Honors, Awards, Scholarships | o Practicums                | o Presentations        |
| o Community Involvement        | o Research                  | o Notable Achievement  |

# Power Verbs for Your Resume

## Bullets Formula

### Skill Statements

**POWER VERB (SKILL) + IDENTIFIABLE TASK + PURPOSE/METHOD/RESULT**

| \_\_\_\_\_ Choose one of the above \_\_\_\_\_ |

#### Purpose (Why did you do it?)

- Performed gear mapping for transmissions *to optimize shift patterns, fuel economy and available power*

#### Method (How did you do it?)

- Collected quantitative infrared imaging *using a high speed infrared camera*

#### Result (What happened because of what you did?)

- Designed and implemented latches for condensation vents *to reduce water leakage creating a safer work environment*

The following lists are divided into categories to facilitate your ability to identify some great, active verbs to make your resume stand out. Begin each of your descriptive lines with a power verb. Keep the tenses consistent using past verbs for past experiences and present verbs for the current ones.

## Working With PEOPLE:

### Communication

Circulate  
Clarify  
Collaborate  
Communicate  
Compose  
Correspond  
Demonstrate  
Document  
Edit  
Engage  
Entertain  
Exhibit  
Explain  
Express  
Illustrate  
Interpret  
Interview  
Investigate  
Lecture  
Optimize

Partner  
Perform  
Pitch  
Plan  
Present  
Promote  
Proofread  
Publicize  
Relate  
Relay  
Report  
Review  
Revise  
Summarize  
Syndicate  
Translate  
Transcribe

### Teaching/Advising

Advise  
Correct  
Counsel  
Demonstrate  
Display

Encourage  
Enlist  
Ensure  
Grade  
Guide  
Influence  
Instruct  
Introduce  
Lecture  
Mentor  
Program  
Provide  
Rate  
Steer  
Suggest  
Support  
Teach  
Test  
Train  
Tutor

### Public Relations

Advertise  
Advocate

Attend  
Coordinate  
Convince  
Dispense  
Disseminate  
Distribute  
Fundraise  
Influence  
Launch  
Lobby  
Persuade  
Publicize  
Publish  
Recruit  
Screen  
Sell  
Service  
Target

### Interpersonal Relations

Accommodate  
Adapt  
Anticipate

Assure  
Bargain  
Care  
Coach  
Collaborate  
Confer  
Confront  
Consult  
Converse  
Cooperate  
Critique  
Develop  
Encourage  
Familiarize  
Form  
Foster  
Fulfill  
Implement  
Inform  
Interact  
Intervene  
Join  
Listen  
Litigate

Mediate  
Motivate  
Negotiate  
Participate  
Partner  
Provide  
Recommend  
Reconcile  
Rehabilitate  
Represent  
Resolve  
Share  
Suggest  
**Administrative/Management**  
Accelerate  
Accomplish  
Achieve  
Act  
Administer  
Allocate  
Approve  
Assign

Assess  
Attain  
Benchmark  
Chair  
Commend  
Compromise  
Consolidate  
Control  
Delegate  
Direct  
Enforce  
Entrust  
Expedite  
Govern  
Head  
Hire  
Improvise  
Initiate  
Institute  
Judge  
Lead  
Maintain  
Manage  
Moderate  
Monitor  
Officiate  
Order  
Oversee  
Prescreen  
Preside  
Prioritize  
Produce  
Prohibit  
Refer  
Regulate  
Run  
Start  
Streamline  
Strengthen  
Supervise

**Working With DATA:**

**Research/Analysis**

Acquire

Analyze  
Classify  
Collate  
Collect  
Compile  
Conduct  
Data  
Deliver  
Detect  
Determine  
Discover  
Dissect  
Evaluate  
Explore  
Examine  
Formulate  
Gather  
Identify  
Inspect  
Investigate  
Locate  
Model  
Obtain  
Pinpoint  
Prepare  
Prioritize  
Research  
Specify  
Survey  
Test  
Trace  
Track  
Verify

**Numbers/Finance**

Abstract  
Account  
Add  
Appraise  
Audit  
Budget  
Calculate  
Collect  
Compute  
Decrease  
Determine

Divide  
Enter (data)  
Estimate  
File  
Finance  
Formulate  
Increase  
Insure  
Inventory  
Invest  
Market  
Maximize  
Minimize  
Multiply  
Process  
Project  
Purchase  
Record  
Reduce  
Solve  
Quantify

**Organization**

Appraise  
Apply  
Arrange  
Balance  
Catalog  
Categorize  
Connect  
Coordinate  
Define  
Edit  
Establish  
Facilitate  
File  
Group  
Incentivize  
Issue  
Modify  
Orchestrate  
Organize  
Overhaul  
Place  
Prepare  
Program

Qualify  
Reorganize  
Rewrite  
Schedule

**Sort Working With THINGS:**

**Development**

Assemble  
Build  
Customize  
Design  
Enlarge  
Format  
Function  
Generate  
Improve  
Install  
Manufacture  
Navigate  
Operate  
Propose  
Refinish  
Renovate  
Repair  
Restore  
Update  
Upgrade

**Creating/Generating**

Construct  
Landscape  
Produce  
Shape  
Utilize

**Working With IDEAS:**

**Development**

Adjust  
Compose  
Develop  
Devise  
Guide

Implement  
Innovate  
Invent  
Present

**Creating/Generating**

Activate  
Complete  
Conserve  
Contract  
Create  
Discover  
Draft  
Draw  
Engineer  
Execute  
Expand  
Generate  
Inaugurate  
Launch  
Modify  
Mold  
Reconstruct  
Synthesize  
Transform  
Unite

**Universal**

Act  
Apply  
Anticipate  
Change  
Check  
Contribute  
Cover  
Decide  
Define  
Diagnose  
Effect  
Eliminate  
Emphasize  
Establish  
Facilitate  
Forecast  
Found

Navigate  
Offer  
Perform  
Propose  
Refer  
Referee  
Register  
Reinforce  
Resolve  
Respond  
Retrieve  
Save  
Select  
Serve  
Set  
Simplify  
Study  
Take  
Travel  
Use  
Win

**Weak Verbs**

**Do Not Use**

Aid  
Assist  
Deal  
Enhance  
Gain  
Handle  
Help  
Learn  
Receive  
Responsible for  
Seek Out  
Set Up  
Tolerate  
Understand  
Work With

# AARON AIRCRAFT

CURRENT ADDRESS  
321Take Off Drive  
West Lafayette, IN 47907

U.S. Citizen  
(765) 317-1335  
aaircraft@purdue.edu

PERMANENT ADDRESS  
4998 Flight Street  
South Bend, IN 46601

## OBJECTIVE

To work full-time in the discipline of Aeronautical Engineering with a focus in propulsion or aerodynamic applications.

## EDUCATION

**Purdue University**, West Lafayette, IN May 2019  
Bachelor of Science in Aeronautical Engineering  
Minor: Economics  
GPA: 3.89 / 4.00

**Relevant Coursework:** Aerospace Design, Aeromechanics, Fluid Mechanics, Thermodynamics, Structural Analysis  
**Technical Skills:** CATIA, MATLAB, Fire Dynamics Simulator, Inventor, Python, and Adobe Photoshop

## RELEVANT EXPERIENCE

**Summer Undergraduate Research Fellowship (SURF)**, Purdue University Summer 2018  
*Undergraduate Research Assistance, Zucrow Laboratories*

- Conducted research on radiation properties of solid propellant flames and plumes
- Investigated effects on solid propellant composition, particle and propellant size
- Collected quantitative infrared imaging using a cutting-edge, high-speed infrared camera

**Cloutier Builders LLC**, St. John, IN Summer 2017  
*Construction Worker, Hotel Renovator*

- Demonstrated effective communication skills presenting on schematics, measurements, and materials
- Maintained productivity in a teamwork setting through time and project management
- Displayed excellent workmanship through attention to detail, understanding of key concepts, and collaboration

## DESIGN PROJECTS

**Aircraft Design**, Purdue University August 2018 – December 2018

- Designed a new commercial aircraft for an existing airport with customer requirements
- Performed cost analysis of previous fleet of aircraft at the airport to maximize cost efficiency
- Developed MATLAB code to perform constraint analysis, mission analysis and control surface sizing
- Awarded 1<sup>st</sup> place of 15 teams by *Alliant Techsystems Inc. (ATK)* for best design project

**AIAA Design Build Fly (DBF)**, Purdue University August 2017 – May 2018

- Designed a RC aircraft to compete in three missions in the annual DBF competition
- Conducted wind tunnel testing and perturbation stability analysis to size control surfaces
- Collaborated with a pilot on test flights to achieve greatest control and stability

## LEADERSHIP IN ENGINEERING

**Purdue Student Engineering Foundation (PSEF)** September 2016 – May 2018  
*Vice President of Finance*, December 2016 – May 2017

- Served on PSEF Executive Board and as club liaison to Business Office of Student Organizations
- Managed all organizational spending and club finances with an established annual budget of \$6,000

*General Member*, September 2016 - December 2016

- Represented Purdue Engineering at information fairs, socials and panels
- Informed approximately 3000 high school students per year about Purdue Engineering program
- Collaborate on the development of specialty applications such as virtual tours

**Junior Engineering Technical Society (JETS)** August 2012 – May 2016  
*Varsity Captain*, September 2012 - May 2014

- Led 7 students in developing cooperative problem solving abilities through application of math, chemistry, and physics to real-world challenges

## AFFILIATIONS

**American Institute of Aeronautics & Astronautics (AIAA)** August 2016 – Present  
**Students for the Exploration and Development of Space (SEDS)** August 2016 – May 2018

**FIONA FINANCE**  
(765)890-4321 • fionafinance@purdue.edu  
103 Krannert Road • Lafayette, IN 47907

**OBJECTIVE**

To obtain an internship Finance position in the international business sector

**EDUCATION**

**Purdue University, Krannert School of Management, West Lafayette, IN** *Major GPA: 3.5/4.0*  
Bachelor of Science in Business Management, Concentration in Finance *May 2020*

**STUDY ABROAD**

**University of Dubai, School of Management, Dubai, UAE** *Summer 2018*  
• Analyzed companies' financial decisions in case studies to lead a consultation session  
• Consulted with global clients to provide insight on decisions resulting in cost reduction

**RELATED INTERNSHIPS**

**Exelon Corporation, Chicago, IL** *May 2019-August 2019*  
*Finance Intern*  
• Developed new ideas for Exelon's eFin website which increased traffic flow by 20% to the website  
• Increased the efficiency of file organization using SharePoint and reported progress using Hyperion Reporting  
• Organized and calculated the facilities' budget for 2019-2023 long-range planning

**General Motors Corporation, Pontiac, MI** *May 2017-August 2017*  
*Finance Intern*  
• Proposed potential improvements and innovative solutions to GM's current alternate propulsion strategy on hybrids and other green technologies in a case competition  
• Streamlined the overtime process resulting in improved efficiency  
• Audited Business Plan Deployment (BPD) boards and provided results in three days to ensure goals were met  
• Joined forces with colleagues to complete various tasks within the financial realm

**MetLife Insurance Company, Aurora, IL** *May 2016-August 2016*  
*Accounting Intern*  
• Implemented a change in underwriting sign-off form system and as a result improved quality of system  
• Performed internal audits on 159 underwriting cases in 3 weeks improving efficiency based on the Audit Board

**LEADERSHIP EXPERIENCE**

**Society of Minority Managers (SMM)** *August 2018-Present*  
*Vice President of Professional Development*  
• Coordinated annual SMM Corporate Networking Reception including recruiting employers for the event  
• Executed marketing strategies to increase participation in professional development events  
*Vice President of Finance* *August 2017-May 2017*  
• Raised \$3000 for the club for 3 successful, summer events  
• Collaborated with E-board to produce 1st annual networking reception, which resulted in a repeat event  
• Managed the account balance by reconciling each month, organizing, and filing critical financial documents

**Center for Career Opportunities (CCO)** *August 2018-Present*  
*Peer Consultant*  
• Designed model diagram for the CCO used in assisting students to understand their career development  
• Reviewed resumes and cover letters for Purdue students both during drop-in hours and after presentations  
• Created awareness of the CCO services and benefits to the student body by giving engaging presentations

**ACHIEVEMENTS**

• EverBan Citation of Academic Excellence and Leadership Excellence Recipient *Fall 2018*  
• US Steel Business Opportunity Program Scholarship *2016-Present*  
• Black Caucus Academic Award *2017-2018*  
• Mortar Board Leadership Conference *2017*



# An (Dana) Tang

234 Plant Street, Lafayette, IN 47909 | 765.494.3981 | atang@gmail.com

## Education

- Purdue University | Honors College | Major: PR & Strategic Communication | Minor: Spanish
- Graduation: May 2020 | GPA: 3.96 | Portfolio: <http://atang.weebly.com/>

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## Experience and Related Course Work

*Sonder & Élan Public Relations House Intern*

*Feb. 2019-present*

- Create and manage engaging content for Facebook, Twitter and Instagram.
- Establish and maintain strong, long-lasting relationships with stakeholders and publics.

*Boiler Communication*

*Firm Director*

*Jan. 2019-present*

- Manage, edit and provide strategic direction in the creation and execution of two comprehensive public relations campaigns.

*Account Executive*

*Aug. 2018-Dec. 2018*

- Led a communication team of three people to create and implement a semester long campaign for Campaign for Hoosier Families, a local non-profit, through an Integrated Marketing Communication (IMC) approach.

*Social Media Director for Public Relations Student Society of America (PRSSA)*

*Aug. 2017-present*

- Develop and manage engaging content for Facebook, Twitter and Instagram to reach current and prospective members of the PRSSA student organization at Purdue.

*Artistic Media Partners, Inc. Intern*

*Feb. 2018-July 2018*

- Assisted in the various departments of the radio station including administration, sales, production and promotion.
- Served as the voice for the Sunday morning show on Your Country 95.7 FM.

*Purdue University Butler Center Contributor*

*Jan. 2018-May 2018*

- Produced media content that included infographics, feature stories and a monthly newsletter for the Susan Bulkeley Butler Center for Leadership Excellence.

*Tippecanoe Child Abuse Prevention Council Contributor*

*Jan. 2018-May 2018*

- Strategized and implemented an online campaign that included social media accounts, a new webpage, feature stories and news releases for Tippecanoe Child Abuse Prevention Council.

*Liberal Arts Career Development (LACD) Intern*

*May 2017-present*

- Created and implemented social media plans for LACD.
- Collaborated in the organization of liberal arts career events and employer engagement on campus.

*Purdue Student Diversity Initiatives (SDI) Intern*

*Aug. 2016-Dec. 2016*

- Promoted the organization and its partner organization, DRIVEN, through social media.
- Served as the main editor and contributor of the fall semester newsletter.

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## Skills

- Microsoft Office: Word, Publisher, Excel and PowerPoint
- Website Development and Video: Experience with WordPress, Weebly, InDesign and Video Editing
- Languages: English and Spanish (native speaker proficiency), Portuguese (professional proficiency)
- Communication: Strategic, Interpersonal, Social Media and Cross-Cultural
- Leadership and Teamwork

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## Activities and Interests

- PRSSA Member *Sept. 2015-present* | Boiler Mentor *Aug. 2016-present*
- Cross-Cultural PR, Marketing & Advertising | Music & Entertainment | Fashion & Lifestyle | Culture & Travel

# Patty Pilot

532 Stadium Drive, West Lafayette, IN 47906

765-719-7383

pilotpatty@purdue.edu

## **OBJECTIVE:**

To obtain a flight internship for summer 2019 with United Airlines.

## **EDUCATION:**

**Purdue University, West Lafayette, IN**

**May 2020**

Bachelor of Science in Professional Flight

GPA: 3.2/4.0

Minor: Business Management

## **FLIGHT EXPERIENCE:**

<i>Certificates and Ratings</i>	<b>Total Hours</b>	<b>250</b>
Commercial Pilot; ASEL, AMEL; Instrument	Multiengine	20
Certified Flight Instructor, Instrument	Pilot in Command	80
<i>Type Ratings:</i>	Instrument (Sim & Actual)	80
FAA First Class Medical Certificate	Cross Country	30
	Night	40

## **PROFESSIONAL EXPERIENCE:**

**Purdue Aviation**, West Lafayette, IN, *Flight Instructor* August 2018-Present

- Developed lesson plans to effectively teach students how to fly
- Taught and passed 7 students by demonstrating aviation knowledge

**Delta Air Lines**, Atlanta, GA, *Flight Operations Intern* May 2018–August 2018

- Certified to operate Boeing 777 Full Flight Simulator for all training events and VIP's
- Provided seven fleet managers with analytical and operational strategic support

**YMCA**, Peru, IN, *Life Guard* Summers 2015-2017

- Mentored new life guards to ensure smooth transitioning into our program
- Gained life guard certification by taking courses each year

## **RESEARCH EXPERIENCE:**

**Delta Air Lines Airport Customer Service**, *Co-Leader* January 2017-May 2017

- Evaluated customer service interactions during Irregular Operations
- Processed each stakeholders point of view to then identify gaps

**757 Training Initiative**, *Curriculum Guide* April 2016- December 2016

- Coordinated with United Airlines to design a pioneering simulator training program for Purdue students
- Created curriculum for simulator preparation and conducted training for new members
- Conducted research and cost analysis to provide viability to the program

## **LEADERSHIP & INVOLVEMENT:**

**Purdue Professional Pilots**, Purdue University, *Secretary* August 2017-Present

- Corresponded with members to ensure participation in group events and meetings
- Communicated with aviation professionals to plan events such as the Air Show

**Women in Aviation**, Purdue University, *Member* August 2016-Present

- Fundraised money for the organization by selling 20 t-shirts and 45 mugs
- Volunteered for Aviation Day to raise awareness for our college and organization

## **ADDITIONAL SKILLS:**

*Languages:* French, Proficient

*Computer:* Microsoft Excel, PowerPoint, Access, Word

1234 Industrial Road #234  
West Lafayette, IN 47906

## Pete Polytechnic

(317) 987-9876  
petepolytech@purdue.edu

### EDUCATION

**Purdue University**, West Lafayette, IN May 2020  
Bachelor of Science in Industrial Technology CGPA: 3.54/4.0  
Purdue Polytechnic Institute

**Study Abroad: England for Inventors**, Cambridge, England December 2018 – January 2019  
Technology and Global Society Course

### CERTIFICATIONS

**OSHA 30 Hour** - General Industry Safety and Health May 2017 – Present  
**Lean Six Sigma Green Belt** – Purdue University December 2017 – Present

### INTERNSHIPS

**Hormel Foods**, Austin, MN May 2018 – August 2018

*Production Management Intern*

- Supervised two production lines which led to an increase of 5% in labor efficiency
- Evaluated and reduced the materials used in a process which decreased costs by \$63,000
- Generated appropriate notifications for maintenance work orders to address safety or equipment issues

**Roche Diagnostics**, Indianapolis, IN May 2017 – August 2017

*Operations Intern*

- Conceptualized a process improvement project that increased the efficiencies of lean standards 5%
- Co-Led a 6 member team that reinforced the importance of engagement and morale
- Constructed a best practice guide to standardized a manual process

### LEADERSHIP

**Minority Technology Association**, West Lafayette, IN

*President*

April 2018 – Present

- Coordinate agenda items and created monthly agenda for meetings to support club goals and objectives
- Build partnerships with other organizations for philanthropy, recruiting and networking events
- Lead monthly all-group meetings, and bi-weekly leadership meetings

*Treasurer*

April 2017 – April 2018

- Prepared the club's budget and ensure that club activities adhere to the budget
- Maintained accurate financial records to be reviewed at any time by administration with a budget of \$10,000
- Operated under school and club policies regarding student financial accounts relating to school

**Emerging Leader Peer Mentor**, West Lafayette, IN

August 2017 – Present

*BoilerMentor*

- Facilitate student discussions that focus on academic and personal skill development
- Provide consistent and reliable sources of support and inspiration for three to five mentees
- Serve as liaison between students and university personnel

**AmeriCorps/YMCA**, Indianapolis, IN

May 2017 – July 2017

*Camp Counselor*

- Arranged the activities where children can learn and enjoy at the same time
- Interacted with children and parents in a professional manner
- Collaborated with a team of peers to implement safe and exciting activities

### SCHOLARSHIPS AND AWARDS

- Mortar Board National Senior Honor Society Class of 2019 April 2017-Present
- Bowen Foundation Scholar December 2016-Present
- Science Bound Program - Scholarship Program April 2016-Present
- Black Caucus Academic Award April 2017, 2018, 2019

# Heather Hospitality

111 Hotel Court • Chicago, IL 60643 • 773-312-6031 • heatherhospitality@purdue.edu

## Education

### Purdue University

Bachelor of Science in Hospitality and Tourism Management  
Minor in Organizational Leadership; Concentration in Human Resources  
Dean's List and Semester Honors

### West Lafayette, IN

May 2020  
GPA: 3.75/4.0  
All Semesters

## Related Experience

### Grand Geneva Resort and Spa

*Grand Experiences Intern*

Lake Geneva, WI  
May 2019- August 2019

- Facilitated daily activities and interacted with a large variety of guests to enrich their experience at the resort
- Organized new activities by collaborating with supervisors and researching and planning the logistics of the activity
- Attended managerial meetings and training, shadowed in other departments, and completed intern project and program

### W Chicago- Lakeshore Hotel

*Event Management/ Conference Services Extern*

Chicago, IL  
January 2018

- Updated hotel's advertising software to improve customer communication regarding hotel events and services
- Shadowed events, catering, and sales managers during walkthroughs, staff meetings, and banquet event order meetings

### Holiday Inn Express and Suites

*Intern/Front Desk Agent*

Lake Zurich, IL  
June 2018- August 2018

- Rotated in multiple departments including sales, housekeeping, food and beverage, and rooms
- Provided a high quality guest experience while using front desk processes and procedures

### Simon Lin's Asian Bistro

*Hostess*

Lincolnshire, IL  
May 2017- August 2017

- Welcomed and seated guests and assisted customers through phone calls for reservations, orders, and answering questions

## Significant Contributions

### Meredith Hall Club

*President*

Purdue University, West Lafayette, IN  
April 2018- Present

- Coordinate programs up to \$8,000 for all hall residents and weekly Executive Board and General Assembly meetings
- Appoint and oversee Executive Board Members, Floor Representatives, Committee Chairs, and Committee Members
- Develop a new training program for Floor Representatives in order to empower them to take initiative as leaders
- Prepare and manage a yearly budget of \$18,000 to fund educational, service, leadership, and social programs for the hall

*Executive Board: Media Director*

September 2017- April 2018

- Voted campus-wide Executive Board Member of the Year by the Residence Hall Association
- Led a committee that is responsible for publicizing, organizing, setting up, and decorating social events
- Publicized hall events by creating and decorating bulletin boards and flyers

### Jay Severson Student Leadership Council

*Programming Committee Chair*

Purdue University, West Lafayette, IN  
March 2017- Present

- Arrange and attend a leadership retreat for 200 students to advocate teamwork in the Residence Halls' Executive Boards
- Create and design the leadership packet which includes retreat programs, keynote speaker biography, and an itinerary
- Communicate between the leadership committee and the programming committee to organize student-led programs

### HTM Career Day Executive Board

*Director of Decorations*

Purdue University, West Lafayette, IN  
November 2017- Present

- Collaborate with the board to organize and execute spring and fall Career Fairs, Senior Reception, and Luncheon
- Translated the theme for Career Day into decorations for the Senior Reception, Luncheon, and Career Fair
- Directing and assisting Company Representatives and leading Student Ambassadors during Career Day

## Campus Involvement

National Residence Hall Honorary  
American Hotel and Lodging Association  
HTM Society and Black Tie Dinner Coordinator  
Tourism Association of Purdue

November 2017- Present  
September 2017- Present  
September 2017- Present  
September 2016- Present

# Collin Cooperative

4321 Potter Highway \* West Lafayette, IN 47907 \* (765) 321-4567  
collincoop@purdue.edu

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## Education

### **Purdue University**

West Lafayette, IN

*Bachelor of Science, Industrial Engineering*

May 2020

- Minor in Economics - Focus in Manufacturing
- ENGR 131/132 Undergraduate Teaching Assistant (3 semesters)
- GPA : 3.75/4.0

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## Engineering Experience

### **Owens Corning – Process Engineer Intern**

Summer 2019

Amarillo, TX

- Reduced binder migration through analyzing data and creating a method that can be used to reduce the overall scrap by 1.5% through the whole plant
- Profiled existing products given new parameters, communicate findings to production
- Audited all current machine tool wear, suggest tool replacement, and establish method for audit/PM, estimated savings at \$150,000

### **General Electric – Material Control Specialist Co-op**

Fall 2018

Louisville, KY

- Material logistics lead for over 300+ unique parts (\$500,000 value) used on 3 assembly lines at the rate of 7000 units/day
- Reduced in-house inventory levels by 10%
- Decreased trailer lot detention rates by 8%
- Contributed a major role in plant quality issue by working with supplier, sourcing, and quality teams to provide standing resolution

### **General Electric – Quality Improvement Engineer Co-op**

Spring 2018

Louisville, KY

- Advanced current fabrication processes to improve ergonomics, reduced scrap costs, and decrease production downtime at estimated savings of \$250,000/year
- Analyzed dimensional data to provide background to quality and production team
- Collaborated with cross-functional team to solve safety issues on shop floor, which is resulting in a new state-of-the-art machine being brought into plant for daily use
- Solved root causing technical issues through collaborative communication with Quality Team

### **General Electric – Business Team Leader Co-op**

Summer 2017

Louisville, KY

- Managed manufacturing line of 120+ union (IUE-CWB) operators in making of 1500+ top load washers per shift 5 days a week in cooperation with management team
- Oversaw time card validation through Kronos for entire work force
- Solved personal and union issues on daily basis while working with the line stewardess
- Directed production floor work-arounds in the event of machine or other types of failure

### **General Electric – M1 Imports Project Leader Co-op**

Fall 2016

Louisville, KY

- Created seamless flow of assembly of prototype parts through facilitation of international clearances with U.S. Customs by working with 3<sup>rd</sup> party vendors such as FedEx and UPS)
- Reduced time used analyzing data files and creating daily reports using VBA coding
- Established method for analyzing new weekly report to ensure U.S. Customs compliance

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## Technical Skills

- Software Experience: AutoCAD, Microsoft Word, Excel, Access, SAP, ARENA, Kronos
- Computer Programming Languages: MATLAB, C, VBA, Python, HTML, PHP, R, SQL
- Industrial Methodologies: Six Sigma, Lean Manufacturing, Supply Chain Management

## Renee Research

Phone: (765) 647-8453  
Email: reneer@purdue.edu

789 Wabash River Ave, Apt # 5  
West Lafayette, IN 47906

### Objective

**To obtain a full-time, Research and Development Mechanical Engineer position**

### Education

**Purdue University, West Lafayette, IN** **May 2021**

- Bachelor of Science in Mechanical Engineering, Minor in Economics
- Cumulative GPA of 3.83/4.00; Dean's List and Semester Honors

### Research Leadership

**Research, Purdue University** **January 2019 – May 2019**

- Initiated ideas for design improvements which enhanced energetic efficiency for the plant.
- Discovered a breakthrough result within an abbreviated time of testing using the new ABC lab tool.

**EPICS GAPS, Purdue University** **January 2017 – May 2018**

#### *Member of Structures Team*

- Designed solar powered energy for a rural school in Caucasia, Colombia.
- Constructed a detailed model and performed a cost analysis of the solar panel mount.

### Skills

Basic CATIA, CREO Parametric, ABAQUS, SmarTeam, DOORS, C-Programming Language, MATLAB, Advanced Excel, Microsoft Office (Word, PowerPoint and Outlook)

### Professional Experience

**Bridgestone America, Akron, OH** **May 2019 – August 2019**

#### *Pattern Engineer*

- Designed an All-Season Tread Pattern to maximize snow performance while exceeding industry standards for noise, stiffness and wear.
- Led a study to evaluate the effects of sipes on tire performance to improve design approach and reduce performance-computing time.
- Studied the technology behind a new generation of sipes through 3D simulations to evaluate wear performance, stiffness, contact area and cornering coefficient.
- Suggested approaches to obtain more accurate data from a problem in the tread-mesh computation

**Gulfstream Aerospace Corporation, Savannah, GA** **May 2018 – August 2018**

#### *PowerPlant/Environmental Control Systems Engineer*

- Developed and conducted testing for Gasper Tubes to clarify part requirements and implement a new procedure for assembly operations.
- Supported and implemented the Integrated Test Procedures for the Engine Fire Detection, Auxiliary Power Unit and Auxiliary Power Unit Fire Detection.
- Created Source Control Documents and Technical Requirement Documents for installations to provide technical requirements for manufacturing, assembly process and testing.
- Provided mark ups for maintenance procedures for preparation, removal and installation for parts.

**Singapore International Airlines, Singapore** **May 2017 – August 2017**

#### *Technical Service Engineer*

- Analyzed the Turbine Gas Temperature Margin and Delta Fuel Flow of the Airbus A380, Trent 900 Engines to ensure reduced deterioration and increased performance of new engine components.
- Collaborated with Power Plant team to maintain and ensure reliability of aircraft engines.
- Participated in troubleshooting and maintenance activities, such as, inspection of oil and fuel leaks to rectify the problem and prevent delays.
- Overviewed Service Bulletins of the engines to ensure they have and maintained efficiently.
- Communicated with Rolls Royce and Boeing to investigate problems in the engines and its components.

### Global Experience

**The Chinese University of Hong Kong, Hong Kong** **April 2015**

#### *Model United Nations Conference*

- Awarded Best Delegate in the Economic and Financial Committee of the conference.
- Led the drafting of the final resolution and policies to combat debt equity.

# Corey Consultant

(574) 433-2930 • [consul@purdue.edu](mailto:consul@purdue.edu)  
543 Harrison St., West Lafayette, IN 47906  
[LinkedIn.com/in/coreyconsultant](https://www.linkedin.com/in/coreyconsultant)

## EDUCATION

<b>Purdue University, Krannert School of Management</b>	Cumulative GPA: 3.42   Major GPA: 3.59	<b>West Lafayette, IN</b>
<i>Bachelor of Science in Strategy and Organizational Management</i>		<i>May 2020</i>
Minors: Quantitative Methods (Analytical Consulting), Marketing		
Honors: Direct Admit, Presidential Scholarship, School of Management Scholar, Semester Honors		
Study Abroad: Managing in a Global Business Environment, Siena, Italy		<b>Siena, Italy</b>
<ul style="list-style-type: none"><li>International business coursework focusing on internationalization and various Chinese markets</li></ul>		<i>Summer 2017</i>

## PROFESSIONAL EXPERIENCE

<b>PurdueTHINK</b> (Student Organization Consulting)		<b>West Lafayette, IN</b>
<i>Director of Strategic Planning</i>		<i>Aug 2018 - Current</i>
<ul style="list-style-type: none"><li>Founded PurdueTHINK with a core team of 4 undergraduates; solely responsible for creation of internal assets and processes</li><li>Designed organization's structure and served as the initiative's implementation lead</li><li>Led Project Management Office in creation of 3 cross-functional project teams; managed projects and approved all deliverables</li></ul>		
<b>Krannert School of Management</b> (Krannert Executive Forum)		<b>West Lafayette, IN</b>
<i>Senior Associate</i>		<i>Apr 2018 - Current</i>
<ul style="list-style-type: none"><li>Executed all day-of operations when hosting prominent Purdue Alumni every week at the Executive Forum</li><li>Accommodated the needs of the speaker, Krannert Administration, and the students enrolled in MGMT 401</li></ul>		
<b>West Monroe Partners</b> (Management and Technology Consulting Firm)		<b>Chicago, IL</b>
<i>Management Consulting Intern – Customer Experience Practice</i>		<i>Jun 2018 - Aug 2018</i>
<ul style="list-style-type: none"><li>Contributed to 3 initiatives effecting 30+ clinics; saw substantial improvements to efficiency and customer satisfaction</li><li>Identified error in data analysis in a multi-platform scheduling application with MS Excel; prevented rework on 3-month initiative</li><li>Consulted with client to create 17 standard operating procedures (SOPs) for clinic menu prompt changes</li><li>Performed project management support with higher education client; created MS PowerPoint deliverables for process optimization</li><li>Generated internal proprietary design asset with project team to assist in digital strategy and deliverable creation</li></ul>		
<b>Ralph Braun Foundation</b> (Handicap Accessible Vehicle Support)		<b>West Lafayette, IN</b>
<i>Project Specialist</i>		<i>Jan 2017 - May 2017</i>
<ul style="list-style-type: none"><li>Generated and presented strategic marketing plan for the foundation; worked directly with foundation manager</li><li>Produced 1, 3, and 5-year plans for increasing grant acquisition and fundraising with MBA/undergraduate team</li></ul>		

## LEADERSHIP EXPERIENCE

<b>Delta Sigma Pi</b> (Professional Business Fraternity)		<b>West Lafayette, IN</b>
<i>Chapter President</i>		<i>Dec 2018 - Current</i>
<ul style="list-style-type: none"><li>Identified strategic priorities and generated guiding strategy; appointed 47 members to best fit positions to ensure success</li><li>Reduced operating budget by 25% through altered funding approval process and cost data analysis</li><li>Managed 7 concurrent initiatives successfully; including website go-live and altered marketing strategy</li><li>Designed and implemented 5-month change management plan for Slack communication platform</li></ul>		
<b>Purdue University</b> (Office of Admissions)		<b>West Lafayette, IN</b>
<i>Admissions Ambassador</i>		<i>Jan 2017 - Current</i>
<ul style="list-style-type: none"><li>Administered large group presentations and tours of 15-90 people to inform and influence prospective students</li><li>Conducted 20+ behavioral and presentation-based interviews for new applicants in multiple semesters</li></ul>		
<b>Krannert Executive Student Board</b> (Learning Community Planning Board)		<b>West Lafayette, IN</b>
<i>Vice President of Professional Development / Member of the Advisory Board</i>		<i>Jan 2017 - May 2018</i>
<ul style="list-style-type: none"><li>Responsible for logistics and purchasing for professional dinner of 70 guests; achieved 50% increase in attendance</li></ul>		

## OTHER INVOLVEMENT AND INTERESTS

*Certifications:* PMI Certified Associate in Project Management (expected May 2020), Purdue/SAS Analytics Certificate (expected May 2020)  
*Skills:* Advanced Excel and PowerPoint (proficient in all MS Office), Qualtrics Survey Software, cross-functional communication  
*Competitions:* Water for Good (1<sup>st</sup>), Deloitte HC and Tech (2<sup>nd</sup>), Krannert HR/Big Data (2<sup>nd</sup>), Parrish Library Business Research (1<sup>st</sup>)  
*Interests:* Mentoring (Krannert Freshman), Alpha Tau Omega, Purdue Foundation Student Board, Ultimate Frisbee (former Purdue club team)

### Campus Address

403 Milky Way St.  
Cow Palace, IN 47900

## Abbi Agriculture

agria@purdue.edu  
(812) 447-3811

### Permanent Address

1111 W Cow Rd.  
Ruminant, IN 47111

### Objective

To obtain a summer internship as a Dairy Herd Manager with Mooville Farms.

### Education

**Purdue University**, West Lafayette, IN  
*Bachelor of Science in Animal Sciences*  
*Concentration in Animal Agribusiness*

December 2019  
GPA 3.28/4.0

**Ivy Tech Community College**, West Lafayette, IN  
*Associate of Applied Science in Agriculture*

May 2017  
GPA 3.5/4.0

### Study Abroad

*Study Abroad: The Low Countries- The Netherlands and Belgium*  
*Study Abroad: Global Leadership in Peru*

May 2019  
July 2018

### Work Experience

**K&G Farms – Dairy Cattle Producer** – Ruminant, IN January 2012-Present

- Acquired the skill of caring for newborn calves by identifying sick animals and providing treatment
- Learned proper nutrition for dairy cattle that will ensure a healthy profitable herd
- Identified genetically superior cattle by analyzing farm and animal statistics

**Cargill Premix and Nutrition – Dairy Sales Consultant Intern** – Cargill, OK May-August 2018

- Planned, prepared and administered calf research trials to determine effects of feeding
- Analyzed blood and digestibility tests and body measurements which provided data value for research
- Communicate with customers on the portfolio of products and promote research results.

**Richards Elevator – Summer Intern** – Mooville, IN May-August 2017

- Collaborated with feed distributor to determine products that would best fit customers' needs
- Engaged in proper safety practices concerning grain bins through training and implementation

**Indiana State Fair – Milking Parlor Assistant Manager** – Indianapolis, IN Aug. 2016, 2017, 2018

- Advocated to the industry by engaging with the public and answering questions
- Prepared equipment for milking by sanitizing the system before and after daily use to ensure safety

### Leadership Experience

**Purdue Dairy Club – President, Secretary** – Purdue University Aug. 2017-Present

- Organize, plan meetings and host guest speakers to ensure they meet the needs of our members
- Collaborate with the officers and promote accountability and effectiveness of the team
- Network with faculty and industry to identify career opportunities for club members

**Sigma Alpha Professional Sorority – Member** – Purdue University Nov. 2017-Present

- Attend meetings and events to play an active role in the sorority
- Serve as a committee member to analyze current programs and develop results
- Mentor the new members which has led to their activation as a part of the professional sorority

**Dairy Judging Team – Member** – Purdue University Fall 2018

- Evaluated dairy cattle across the country to sharpen personal skills and knowledges
- Presented and defended placing through professional oral reasons and awarded All American Honors

**College of Agriculture Issues-360 – Fellow** – Purdue University Nov. 2017-May 2018

- Discussed different agriculture issues with other individuals in a professional and respectful way
- Discovered personal strengths through weekend trainings and membership meetings

### Involvement

10 year 4-H member,  
Outstanding Livestock Exhibitor

FFA Chapter Treasurer Vice President  
Indiana Holstein Association

### Skills and Certifications

Certifications: Artificial Insemination Certified  
Language Skills: Spanish (7 years experience)

# PAM PHARMACY

Phone: (630) 345 31642 | Email: pam11@purdue.edu  
Address: 890 Lime Street, West Lafayette, IN 47906

## Education

**DOCTOR OF PHARMACY** – College of Pharmacy, Purdue University – West Lafayette, IN May 2022

- Minor: Spanish (advanced proficiency)
- Cumulative GPA: 3.90/4.00

## Work Experience

**UNDERGRADUATE RESEARCHER** – College of Pharmacy, Purdue University Jan. 2018 - Present

- Conducted structure-activity relationship study to optimize inhibitor of putative bacterial adaptive efflux pump
- Refined experimental protocol to facilitate accurate and timely synthesis of inhibitor analogs
- Increased efficiency of inhibitor of putative bacterial adaptive efflux pump by eightfold
- Garnered insight into early drug discovery and overall drug development process

**LABORATORY TEACHING ASSISTANT** – Department of Biological Sciences, Purdue University Aug. 2018- May 2018

- Instructed two weekly two-hour laboratory sessions of thirty students each to bolster students' lecture material
- Demonstrated applications of core biological concepts to ensure student mastery
- Fostered safe laboratory practices in undergraduates to prepare students for future laboratory courses

**PRIVATE TUTOR** – Self-Employed - Geneva, IL Sept. 2017 - July 2018

- Organized and provided tutoring service to assist local high school students
- Educated twenty high school students in core courses to augment classroom instruction
- Recommended study techniques and organizational habits to optimize proficiency in students' studies

**PIANO STUDIO OWNER AND INSTRUCTOR** – Self-Employed – Geneva, IL May 2017 - Present

- Trained seventeen piano students weekly to encourage musicianship and mastery in basic techniques
- Communicated with parents about their child's progress to ensure advancement in students' studies
- Organized lesson schedules and numerous performances to supplement weekly instruction

## Diversity Experience

**DOMESTIC SERVICE TRIP** – Timmy Global Health – Atlanta, GA March 2019

- Served at various non-profit organizations to comprehend needs of homeless population
- Familiarized self with logistics of sustaining non-profit organization to understand impact on community

**SPANISH IN MADRID** – Purdue University – Madrid, Spain May 2018 - July 2018

- Improved Spanish language proficiency during University program to progress effort to become bilingual
- Increased confidence, initiative, and independence while living in foreign country with host family

**GLOBAL LEADERSHIP** – Purdue University – Peru July 2017 - Aug. 2017

- Enhanced cultural awareness and cognizance to cultural differences
- Explored positive and negative effects of globalization on native customs to become educated global citizen

## Leadership Experience

**HOST COORDINATOR** – Rising Professionals Program, Purdue University April 2018 - Present

- Served on Central Committee to unite distinguished alumni with current students to inspire pursuit of Boilermaker experience
- Implemented student host application and interview process to select most qualified candidates
- Prepared host curriculum to facilitate personal and professional development of student hosts

**STUDENT BOARD** – Purdue Foundation, Purdue University April 2018 - Present

- Educated students about impact of philanthropy at University to ensure sustainable growth of campus opportunities
- Solicited donations during Purdue Day of Giving to help raise \$18.3 million for University

**BOARD OF DIRECTORS** – Purdue Alumni Student Experience, Purdue University Dec. 2017 - Aug. 2019

- Planned events for largest student organization on campus to educate students about opportunities at alumni association

## Honors

**CARNAGHI SCHOLARSHIP IN INDUSTRIAL PHARMACY** – Purdue University – West Lafayette, IN May 18 - Present

**DEAN'S SUMMER UNDERGRADUATE RESEARCH FELLOWSHIP** – Purdue University – West Lafayette, IN May 18 - July 18

**BOARD OF TRUSTEES SCHOLARSHIP** – Purdue University – West Lafayette, IN Dec. 16 - Present

**VALEDICTORIAN** – Rosary High School– Aurora, IL May 16

# Frances Functional

1 Luzader Street  
West Lafayette, IN 47906

functional@purdue.edu  
(765) 494-6959

## Objective

To secure part-time position in sales with a pharmaceutical company

## Areas of Effectiveness

### *Sales Experience*

- Surpassed sales goals by 15% as a Promotional Sales Representative by gaining intrinsic knowledge of products.
- Demonstrated commitment to meeting customers' needs practiced suggestive selling techniques.
- Provided quality services at an upscale establishment that attracted a diverse adult clientele.
- Learned strategy and advance sales technique at monthly training meetings.
- Selected to host campus-wide event based on track record of raising over \$100,000.

### *Pharmacy Experience*

- Successfully managed pharmacy with pharmacists who represented diverse work styles and expectations.
- Researched, ordered and managed pharmacy inventory.

### *Interpersonal Skills*

- Effectively communicated with doctors and insurance companies on a daily basis as a pharmacy technician.
- Mentored freshmen participating in Purdue University's orientation program.
- Achieved an effective teamwork model as an officer and executive council member of Lambda Lambda Sorority through group decision-making and problem-solving.
- Translated theory into practice from coursework that included Organizational Leadership and Supervision and Human Relations in Organizations.

### *Business and Organizational Skills*

- Managed a sorority house budget of over \$500,000 for events and monthly expenses.
- Organized an Alumni Appreciation Dinner and homecoming event.
- Implemented 'Alumni of the Week' program as Alumni Relations Chair at Lambda Lambda Sorority.
- Coordinated and planned a variety of mentoring events on behalf of Big Brothers/Big Sisters.

## Experience

*Pharmacy Technician, Flynn Pharmacy, Frederick, MD – Summer 2016*

*Promotional Sales Representative, Bynum Builders, LLC, Delphi, IN – January 2012-August 2016*

*Barista, Server, Top of the World, West Lafayette, IN – May 2010-May 2012*

*Pharmacy Ambassador, Purdue University West Lafayette, IN January 2006 - 2010*

## Education

**Purdue University**, West Lafayette, Indiana - May 2010  
Bachelor of Science in General Health Sciences GPA 3.3/4.0

**For undergraduate candidates seeking positions in nursing or disciplines with rotations of observations, a 2-page resume is acceptable.**

**NICOLE NURSING**

nursing@purdue.edu | 765-494-3981

**EDUCATION**

**Purdue University**, West Lafayette, IN  
*Bachelor of Science in Nursing*

May 2019  
GPA: 3.3/4.0

**University College of Dublin**, Dublin, Ireland

June 2017  
GPA: 3.3/4.0

- Travelled with Purdue School of Nursing students and faculty to gain insight into the Irish Healthcare System and compare it to other healthcare systems around the globe

**CAPA**, Florence, Italy

Summer 2016

- Gained international experience by observing and participating in the Italian culture while earning 6 credits

**Certifications:** American Heart Association CPR and First Aid, Mental Health First Aid  
**Online Charting Experience:** EPIC, Sunrise, Cerner

**PROFESSIONAL EXPERIENCE**

**Medical Intensive Care Unit**, Indianapolis Veterans Affairs Hospital

Spring 2019-Present

- Managed patient care for veterans on the MICU and Medical Stepdown unit following acute medical episodes
- Collaborated with Registered Nurse to perform medication administration, hemodynamic monitoring, EKG monitoring
- Created an Evidence-Based Practice project focused on educating unit staff on ICU RN burnout and emotional fatigue

**Surgical and Liver Intensive Care Unit**, Houston Methodist Hospital, Houston, TX

Summer 2018

- Prioritized and managed full patient load during 12 hour shifts for pre and post-surgical liver transplant patients
- Administered care of liver ICU patients that had CRRT, BIS monitor, vasopressors, arterial lines, and central lines
- Performed central lines dressing changes, catheter care, and other techniques to minimize the risk of hospital acquired infections
- Utilized critical thinking skills to plan long-term care for patients who were pre/post liver transplant
- Communicated with physicians and other healthcare professionals as necessary to report patient status changes

**QUALITY IMPROVEMENT**

**Purdue University**, West Lafayette, IN  
*Team Leader*

Spring 2019-Present

- Observed current supply chain management processes at Purdue University Student Health Center
- Utilized Lean DMAIC model to develop and implement a more effective and efficient supply storage system
- Coordinated communication with project sponsor, group, and faculty advisor to streamline important information

**Houston Methodist Hospital**, Houston, TX

Summer 2018

- Evaluated hospital techniques in care of central line dressing changes to create recommendations on how to prevent CLABSI's hospital wide
- Presented findings to hospital leadership and recorded professional presentation for future hospital use

**Purdue University**, West Lafayette, IN

Fall 2016-Spring 2017

- Completed courses through IHI open school in quality improvement
- Analized documentation on falls at Signature HealthCARE to develop a more efficient process to evaluate fall risk for patients and made A3-DMAIC to present information findings

Nursing, N. Page 2

**WORK EXPERIENCE**

**Purdue University Center for Career Opportunities**, Purdue University

August 2016-Present

*Peer Consultant*

- Hosted drop in hours to assist students with resumes, cover letters, and other professional development
- Delegated work assignments to Peer Consultants to develop marketing strategies for outside projects
- Facilitated group presentations to inform other students of services provided by the Center for Career Opportunities

October 2013-Present

**DeVau's School of Gymnastics**, Fishers, IN

*Gymnastics Instructor*

- Instructed gymnastics classes for students aged from 3-6 years old by using effective communication and demonstration skills to ensure student safety
- Adjusted methods of teaching to accommodate students at different skill levels

**LEADERSHIP EXPERIENCE**

**Nursing Student Council**, Purdue University

*Co-President/Career Fair Student Chair*

August 2018-Present

- Established program to set up interviews as a result of the Nursing Career Fair between students and fair participants
- Created new application process for incoming freshmen to become Nursing Student Council Representatives
- Ensured all programs provided by Student Council were completed as planned
- Served on committees with Purdue University Nursing faculty to share undergraduate opinions on events
- Led initiative to get 100% NSNA membership for Purdue School of Nursing students with other student leaders
- Junior Representative/Career Fair Co-Chair*
- Planned the Purdue School of Nursing Career Fair, contacted and invited hospitals to attend
- Organized the attendance of Purdue students to the National Student Nurses' Association convention

Spring 2017-Fall 2018

**Old Master's Program**, Purdue University

*Host/Promotional Officer*

- Accepted into highly selective leadership organization composed of 50 individuals from all disciplines on campus
- Hosted prestigious Purdue alumni while they delivered presentations, held panels, and attended professional dinners

**Colleges Against Cancer**, Purdue University

*Director of Faculty, Staff, and Alumni Relations*

May 2017-May 2018

- Contacted faculty and staff to promote fundraising events throughout the year
- Reached out to alumni to advertise the growth of the organization and events held during the year
- Greek/Cooperative Chair*

May 2016-April 2017

- Developed and distributed Relay for Life information packets to Greek and Cooperative Housing organizations
- Monitored the participation and funds raised by teams to compare to goals that were set prior to the event
- Planned campus-wide Relay for Life event that raised over \$100,000 for cancer research

**PROFESSIONAL DEVELOPMENT**

**National Student Nurse's Association Convention**, Orlando, FL

April 2018

- Implemented convention topics at Purdue University to increase the awareness of professionalism in nursing
- Coordinated funding and representation of Purdue University School of Nursing for the first time in four years

**Indiana Association of Nursing Students Convention**, Indianapolis, IN

2017 and 2018

- Networked with nursing professionals in all different specialty areas throughout the state of Indiana

**PROFESSIONAL PRESENTATIONS**

**Professional Development Workshop Series**, Purdue University

Fall 2018

- Developed four-part series over professional development and leadership skills for nursing undergraduate students
- Collaborated with nursing faculty and Career Consultants to tailor presentations to be beneficial for all undergraduate nursing students in all stages of the job search process

## Kendall Kindergarten

kindergarten@gmail.com  
(765) 494-8780

333 Court South  
Lafayette, IN 47909

### Objective:

To obtain a teaching assistant position in an elementary school with additional interest in coaching baseball

### Education:

Purdue University, West Lafayette, Indiana  
Bachelor of Arts in Elementary Education  
Concentration in Reading

May 2019  
GPA - 3.7/4.0

### Educational Leadership:

#### Clear River Kids' Director

- Compose and implement a two year curriculum for six classrooms ages two through 5<sup>th</sup> grade, which includes individual special needs curriculum and differentiation of instruction for K-5<sup>th</sup> grade
- Oversee and train 120 teachers who assist in the classrooms on a weekly basis in a short 2 year span
- Establish classroom management and engaging teaching strategies for adults to use in their classrooms
- Plan and execute yearly special events for 100 children 3 years old to 5<sup>th</sup> grade which includes training volunteers, vision planning, creating age appropriate curriculum, and communicating with parents

#### Lafayette Baseball Academy Coach

- Trained a team of middle schoolers as a baseball coach on a daily basis
- Motivated kids with varying levels of commitment to connect with each other and develop team work
- Engaged in managing the team as a whole while also mentoring and developing each individual player
- Practiced effective time management as a coach, student, and college athlete simultaneously

#### Purdue University Baseball Camp Coach and Mentor

- Coached over 300 athletes in three weeks yearly
- Communicated and trained with students and coaches from many different cultures and backgrounds
- Coordinated and organized athletes to provide a safe environment during the camp week
- Reconstructed confidence in athletes to enhance their mental aspect of the game

### Teaching Experience:

#### First Grade - Oaklawn Elementary

- Engaged in a hands on 14 week student teaching experience
- Facilitated learning for students by creative lesson planning and engaging in student-centered activities
- Differentiated lesson plans to target individual students' strengths and weaknesses during teaching
- Communicated with parents about students' behavior and progress in class during parent conferences

#### First Grade - Vinton Elementary

- Planned and facilitated inquiry based and open ended math and science lessons
- Developed instructional strategies including behavioral motivators to engage a small group in participation

#### First Grade - Miller Elementary

- Encouraged students to embrace potential by showing their progress on assessments
- Tracked student progress through running records assessments
- Generated and analyzed assessments to plan future lessons based on results

#### First Grade - Battle Ground Elementary

- Cultivated classroom management and behavioral plans using active learning-listening strategies
- Executed effective lesson plans implementing technology for learning resulting in 2 letter-grade increases

Fall 2016

#### Second Grade - Mintonye Elementary

- Established and implemented whole class and small group instruction for a unit of study
- Coordinated with overseeing teacher to compose unit curriculum

Spring 2016

#### Fifth Grade - Lafayette Sunny Side Intermediate School

- Collaborated with classroom teacher to observe the classroom
- Analyzed observations and testing data to prepare for upcoming teaching experiences

Fall 2015

### Community Leadership:

#### Purdue University Baseball

- Performed consistently at a high level of play due to a strong work ethic and disciplined lifestyle
- Prioritized team unity, skill development, and knowledge of the game through team activities, extra film, and self initiated practices
- Earned a full 5 year scholarship and started as the team captain for 3 years
- Awarded Academic All Big Ten Baseball Team Fall 2016-Spring 2017
- Bestowed Big Ten Player of the Week, Spring 2016
- Nominated National Baseball Player of the Week, Spring 2017
- Voted Baseball All Region Honorable Mention, Spring 2017
- Acknowledged on Deans List Fall 2016 through Spring 2018

Fall 2016-Fall 2018

#### Small Group Leader

- Facilitate 12-15 young adults in building friendships and serving the community
- Challenge members to take the next step in personal growth
- Mentor and problem solve with young adults to help guide their life choices

Spring 2016-Present

#### Boiler Athletic Counsel

- Launched motivational events to enhance the drive and commitment of athletes
- Engaged in a group of leaders from athletic teams to build unity among sports
- Collaborated to problem solve areas of weaknesses on each team

Fall 2016-Fall 2018

For graduate or professional degree candidates, a 2-page resume is acceptable.

**Greg R. Graduate**

123 Chemistry Street  
 Apartment BB  
 West Lafayette, IN 47906  
 grgrad@purdue.edu  
 (317) 494-3981

**OBJECTIVE**

To secure the full-time, Pharmaceutical Research Scientist position at Eli Lilly in Indianapolis, IN

**EDUCATION**

**PURDUE UNIVERSITY, West Lafayette, IN**

**Master of Science in Chemistry**

Area of Study: Structures and Materials

MS Thesis: Effects of Chemical Binding

May 2019

GPA: 3.3/4.0

**Bachelor of Science in Chemical Engineering**

Awarded Outstanding Undergraduate Student in the College of Engineering 2008

May 2017

GPA: 3.21/4.0

**RESEARCH EXPERIENCE**

**PURDUE UNIVERSITY - West Lafayette, IN**

**Graduate Research Assistant in Chemistry Department**

-Conduct research regarding high temperature chemical barriers in the United States

-Design and perform cooling experiments with a class 4 laser system in Birck Nanotechnology Center

-Develop laboratory skills in luminescence spectroscopy and X-ray diffraction methods

Fall 2018-Present

**Summer Undergraduate Research Fellowship**

-Used platinum to compose nanotubes from a biological protein template and determined how the pH affects nanotube diameter and formation mechanisms

Summer 2017

**NATIONAL LABORATORY - Research Park, IN**

**Advanced Photon Source (APS) Beamline 1 User**

-Selected to run experiments for 5 days in beamline 1 of APS through a competitive proposal process

-Performed x-ray diffraction experiments operating at high temperatures under various loading conditions in a world class scientific facility

November 2017

**EXPERIENCE**

**Chemical Engineering Intern, Eli Lilly, Indianapolis, IN**

-Led a team of interns in 2 projects to execute pharmaceutical sustainability

-Developed high-temperature material components for applications in biomass gasification pyrolysis

-Researched, designed, and performed formula modeling of chemical binding properties in medicine

-Constructed chemical formulas resulting in obtaining a Small Business Innovation Research Grant

Summers 2017 & 2018

**Pharmaceutical Sales Intern, ABC Company, Chicago, IL**

-Simplified the sales strategy to increase effectiveness of operational procedures to maximize sales

-Led the sales effort on a regular basis by an above average of 15% - 20% performance rate

Summers 2015 & 2016

**High School Chemistry Tutor, West Lafayette, IN**

-Prepared customized, effective tools and resources for each student who was struggling in Chemistry

-Provided individualized feedback and sharing of strategy which always resulted in grade improvement

Summer 2014

Graduate, G. pg. 2

**LEADERSHIP POSITIONS**

**College of Science Graduate Mentor: Program Departmental Leader**

-Selected to help in recruiting events for the Purdue Graduate School due to academic achievement

-Organize weekly social events that are held to help support the retention of students in the science disciplines and encourage networking within the Department

Fall 2018-Present

**Purdue College of Science: Student Ambassador**

-Elected to represent the College of Science to serve as a tour guide to students, alumni, and faculty

-Presented successful project results to Purdue University President at College of Science Reception

-Lead a tour of science research labs and key buildings to distinguished alumni and guests

Fall 2017- Spring 2018

**Engineering Projects in Community Service (EPICS)**

-Served as cross-functional team liaison for the Borg Institute for Advancement in Science

-Organized and developed events that introduced hands-on science activities to underprivileged children

Fall 2016-Spring 2017

**Careers in Science: Mentors and Mentees**

-Attended weekly meetings with my mentee and provided support to students in chemistry

Fall 2015-Fall 2016

**PROFESSIONAL AFFILIATIONS**

-American Chemical Society (ACS)

-American Association of Pharmaceutical Scientists (AAPS)

**PRESENTATIONS**

-Graduate, G. R., "Ultra-Sensitive Chemical Materials For Binding and Processing," Presentation and Proceedings Paper at ACS Conference and Exposition, Chicago, IL, June 2017.

**TEACHING EXPERIENCE**

**Lead Graduate Teaching Assistant for 1st Year Honors Chemistry Course**

-Lead communication between teaching team and undergraduate Teaching Assistants

-Use interactive teaching philosophy to create an engaging lesson plan and provide support

Fall 2018-Present

**PUBLICATIONS**

-Graduate, G.R., "Survey of Ultra- High Temperature Materials for Applications Above 2000 K," Presentation and Proceedings Paper at AIAA Space Conference and Exposition, Pasadena, CA, September, 2018.

-Graduate, G.R., "Metallic Nanowires on a New Protein Template," *Proc. SPIE*, Vol. 6592, May 2015.

-Graduate, G.R., "Alpha-Synuclein as a Template for the Synthesis of Metallic Nanowires," *Nanotechnology* 18 055609, January 9, 2016.

**For PhD candidates seeking employment in industry a 2-page resume may be more acceptable than a full curriculum vitae (CV).**

**IAN INDUSTRY**  
 2626 Consulting Drive  
 Lafayette, IN 47905  
 765-954-2727  
 industry@gmail.com  
 LinkedIn Profile: <https://www.linkedin.com/in/industryian>

**OBJECTIVE**

Seeking a full-time Data Science position or part-time consultancy position

**EDUCATION**

- Purdue University, Purdue Polytechnic Institute**  
 PhD in Information Systems and Spatial Econometrics  
 West Lafayette, IN  
 December 2019
- Purdue University, Applied Economics**  
 MS in Applied Economics  
 West Lafayette, IN  
 December 2015
- Columbia University, Graduate School of Arts and Sciences**  
 M.A. in Sustainable Development  
 New York, NY  
 October 2013
- University of Nairobi, School of Biological and Physical Sciences**  
 BSc. in Mathematics, Honors  
 Nairobi, Kenya  
 November 2011

**SKILLS**

Programming Languages: R, GAMS, MATLAB, Python, Pascal, C++ and Octave  
 Software and Additional Applications: Stata, CGE, IMPLAN, Linux, Machine Learning and ArcGIS 9.3  
 Spoken Languages: Swahili (Fluent), German (Conversational and Reading)

**EXPERIENCE**

**Data Science Experience**

**Research Center for Open Digital Innovation**

- Research Scientist**  
 West Lafayette, IN  
 May 2017-December 2018  
 Contributed to the understanding of evolution and optimal operation of online communities and social networks through application of data and graph mining on structured and unstructured data from nanoHUB.org cyberinfrastructure platform.
- Explored data visually and statistically, classified/clustered and analyzed through machine learning algorithms (mathematical and statistical modelling).
- Developed both supervised and unsupervised learning algorithms to establish patterns of formation, operation and sustenance of software developers' community network.
- Calculated efficiency of developer communities through application of stochastic dominance, bootstrapping and exponential random graph statistical models on dynamic (time-series) data.
- Formulated algorithms to evaluate the impact of developer community network on growth of software developers with supervised Bayesian spatial logistic, fixed effect and interaction statistical and economic models.
- Established diffusion of software prediction algorithms amongst users using supervised and unsupervised learning models including, bias predictive model, Bayesian spatial probit model and network science.

**Consulting Experience**

Industry, I. Page 2

**Spatial Econometrics, Machine Learning, Information Technology and Economic Policy Consultants**

- Data Science Independent Consultant**  
 West Lafayette, IN  
 January 2018-Current  
 Consult on broad areas including data science, spatial econometrics, machine learning, information technology and systems and economic policy.
- Solve problems from inception to completion with data analytics.

**Kenya Institute for Public Policy Research and Analysis**

- Consultant**  
 Nairobi, Kenya  
 May 2013-June 2016  
 Built country's national energy demand status data base through face-to-face surveys using a structured questionnaire.

**EATTA/UNEP/GEF**

- Consultant**  
 Nairobi, Kenya  
 May 2011-May 2013  
 Estimated the energy demand status and environmental benefits associated with small hydro-power after designing experimental research instrument, collecting, entering, cleaning and statistically analyzing data.
- Prepared technical policy report that advised the project managers on the most cost effective method of selling power and surplus and carbon credits based on the analysis.

**Research and Experimental Design Experience**

**Research Center for Open Digital Innovation**

- Research Scientist**  
 West Lafayette, IN  
 May 2016-Dec 2018  
 Developed research tools and questions from reviewed literature, tested hypothesis and validated results to research the innovative new form of organization (online communities and platforms).
- Published findings through journal papers and presentations.

**Purdue University**

**Research Scientist**

- West Lafayette, IN  
 January 2014-May 2016  
 Computed the economic impact of development projects after devising research questions based on theory, cleaning and classifying data and conducting supervised learning input-output analysis using IMPLAN and CGE softwares.
- Identified unstructured individual and aggregate firms optimal level of operation based on unstructured data of production.
- Calculated technical efficiency of individual firms using parametric and nonparametric, Stochastic Frontier Analysis and Data Envelopment technical efficiency evaluation models.
- Prepared technical reports, presentations and scientific papers.

**Earth Institute, Columbia University**

- Research Assistant in the UN Millennium Village Projects (MVP)**  
 New York, NY  
 September 2012-November 2013  
 Quantified biannual impacts of 8 Millennium Villages in Africa with statistical modelling after cleaning and analyzing transport and communication data.
- Wrote weekly policy briefs based on the findings, conducted presentations and attended weekly research advisory meetings.

**Kenya Development Research Institute-KDRI**

**Research Scientist in Social-Economics Department**

- Embu, Kenya  
 May 2009-September 2011  
 Designed experimental research and supervised data collection and entry activities.
- Identified periodical impacts of research project based on statistical data analysis.
- Published monthly policy briefs and periodic technical reports that were used for the center's strategic planning.

# Developing a Winning Curriculum Vitae (CV)

**A** Curriculum Vitae or CV is a professional document that is used for marketing your background for a variety of purposes, mostly within academia or research. It can be multiple pages, but should be focused. Use the following tips to help you get started on your CV. Note: CV format and content may vary between disciplines. Therefore, consult with scholars within your discipline for current protocol.

## Common Uses

- o Graduate school admission, graduate assistantship, or scholarship application
- o Teaching, research, and upper-level administrative positions in Higher Education
- o School administration positions (superintendent, principal, department head)
- o Research and consulting in a variety of settings
- o Academic departmental and tenure reviews
- o College or university service appointments
- o Professional association leadership positions
- o Publishing and editorial board reviews
- o Speaking engagements
- o Grant proposal
- o Post Doc Application

## Foundational Standards

Use the following information from the Developing a Winning Resume on page 15.

- o Heading
- o Objective
- o Format
- o Content
- o Experience
- o Skills

## Education

Include the following information:

- o Name of the institution(s) where obtained or working toward a degree, listed in reverse chronological order
- o Official name of degree(s) and/or certification(s) obtained or currently working toward
- o Add Master's Thesis, Project and/or Dissertation title(s)
- o Name of Advisor

## Additional Sections

Depending on your background, you may want to add additional sections to your resume

- o Teaching Experience and Interests
- o Research Experience and Interests
- o Related Experience: Internships, Practicum and/or Fieldwork
- o Grants Received and Academic Awards
- o Special Training
- o Scholarships and Fellowships

The following four pages will represent a sample of an academically focused CV. The previous page indicates the appropriate instances to use a CV, standard content, and recommendations for additional sections. Finally, note that the following sample is not necessarily deemed the same as an international CV, as its formatting and content standards may vary by country.

**AMY ACADEMIA**

Ph.D. Candidate  
Department of Agricultural Economics  
Purdue University

Krannert 123, 403 W. State Street  
West Lafayette, IN 47907  
(765) 456-6789  
academia@purdue.edu

**Education**

- Ph.D. Agricultural Economics, Purdue University, West Lafayette, IN August 2016  
Specialization: Agricultural Finance and Agribusiness  
Principal Advisor: Pete Purdue  
Dissertation: *Economic Benefit Analysis of the Late Blight Forecasting Systems*
- M.S. Agricultural Economics, Purdue University, West Lafayette, IN May 2012
- B.S. Economics, Management Minor University of Macau, Taipa, Macau, China July 2010
- Exchange Student Economics, Susquehanna University, Selingsgrove, PA August – December 2008

**Fields of Interests**

Agribusiness, Agricultural Finance, Agricultural Risk Management, Global Food Security, Big Data and Precision Farming Technology, Interdisciplinary Research in Production Agriculture, Agricultural Food Supply Chain

**Professional Memberships**

- American Economic Association, 2015 – present
- Northeastern Agricultural and Resource Economics Association, 2015 – present
- Southern Agricultural Economics Association, 2014 – present
- The American Phytopathological Society, 2014
- Agricultural and Applied Economics Association, 2013 – present
- International Food and Agribusiness Management Association, 2011 – present

**Publications**

- Academia, A.** (2015). More Precision Agriculture for More Farmers. In *Harvest 2050 Blog*, edited by Purdue, P.: Global Harvest Initiative.
- Academica, A.,** Purdue, P., Small, I. U., Managing the risk of potato diseases. (In Progress)
- Academia, A.,** Purdue, P., Small, I. U., A Risk Analysis of new tomato production. (In Progress)
- Academia, A.,** Purdue, P., & Small, I. U. Economic Benefits of Corn Production. (In Progress)

**Research Projects**

- Research Assistant, Department of Agricultural Economics, Purdue University, 2012 – present
- Research on an interdisciplinary and multi-institutional project funded by USDA NIFA grant on reducing losses to potato and tomato late blight by monitoring pathogen populations, improving resistant plants, education, and extension
- Collaborate with plant pathologists from Cornell University on economic evaluation of precision farming technology of late blight decision support system
- Identify the risk efficient strategy to manage late blight and evaluate the financial value of adopting precision farming technology by using SIMETAR software
- Work on improving the current precision farming technology to achieve higher efficiency in agricultural production

**Research Assistant, Center for Commercial Agriculture, Purdue University, 2011 – present**

- Collaborated with research assistants to analyze the growth and expansion of the agribusiness
- Provided recommendations to small farmers regarding financial options for growth
- Designed and launched an online U.S. Farmland Value Survey resulting in a published report
- Participated in the Top Farmer Conference to increase the level of collaboration between farmers and Purdue University
- Organized and participated in a variety of extension farm tours to learn and provide the opportunity for others to learn U.S. farming practices

**Research Assistant, Center for Food and Agricultural Business, Purdue University, 2012 –2013**

- Contributed to CAB research team on the topic 9 Questions for Feeding 9 Billion People
- Gained insight about opportunities and challenges faced by the logistic industry and international policy makers on feeding 9 billion people
- Summarized report related to the challenges faced by the logistic industry, food waste and loss, and agricultural policies for global food security issues

**Conference Presentations**

- Purdue, P., & **Academia, A.** (2016). Economic Benefit Analysis of the Late Blight Decision Support Systems. In *Late Blight Annual Meeting*. Duck Key, Florida.
- Academia, A.** (2015). Economies of scale and scope for agricultural production in Kansas. In *The 8th Midwest Graduate Student Summit*. West Lafayette, Indiana.
- Academia, A.,** Purdue, P., Small, I. U., (2015). Risk management strategies using potato precision farming technology. In *Agricultural and Applied Economics Association's 2015 Annual Meeting*. San Francisco, CA.
- Academia, A.,** Purdue, P., Small, I. U., (2014). A Risk Analysis of precision farming for tomato production. In *Northeastern Agricultural and Resource Economics Association's 2014 Annual Meeting*. Newport, Rhode Island.

### Teaching Experience

Instructor, *AGEC 516 Mathematical Tools for Agricultural and Applied Economics*, Purdue University, Fall 2015

- Developed an instructional plan for the course and ensured that it meets departmental standards
- Planned lessons and assessed students' progress by grading papers, tests, and assignments
- Held office hours to answer students' questions to increase understanding of mathematic concepts

Teaching Assistant, *AGEC 524 Agricultural Finance*, Purdue University, Spring 2015

- Constructed and graded assignments and exams to facilitate materials covered in class
- Held office hours to answer questions to increase understanding of financial concepts
- Independently taught a class session about simulation for @Risk software

Guest Lecture and Tutor, Purdue University

*AGEC 602 Preparation for Policy Analysis*, Spring 2016

*AGEC 203 Introductory Microeconomics For Food And Agribusiness*, Fall 2015

### Computer and Language Skills

SAS, R, GAMS, STATA, @Risk, Simetar, and Mandarin

### Honors and Fellowship

- Next Generation Delegate, the Chicago Council on Global Affairs Global Food Security Symposium, 2016
- Graduate Student Extension Competition, Finalist, Agricultural and Applied Economics Association, 2015
- Case Study Competition, Second place, International Food and Agribusiness Management Association, 2015
- Snyder Memorial Lecture Graduate Student Poster Competition, Third Place, 2015
- Honorable Mention for Most Outstanding Interdisciplinary Project, Purdue University, 2015
- IFAMA Financial Assistance Grant, International Food and Agribusiness Management Association, 2015
- Conference Scholarship, Northeast Agricultural and Resource Economics Association, 2015
- Henry Fok Foundation Scholarship, University of Macao, 2008 (MOP\$ 10,000)

### Leadership Involvement

- Cultivator, Farm Foundation Round Table, Farm Foundation, NFP, 2015
- Funded by CHS Foundation grant as one of the six students in the U.S. as the future leader in agriculture
- Represented Purdue University by presenting research poster in the student program
- Discussed the future of Land Grant Universities with the policy makers, industry leaders, and university officers in agricultural and food systems

### Leadership Involvement (cont'd)

Agricultural Economics Graduate Student Organization  
Purdue University

*Academic Chair*, August 2015 – present

- Attend Faculty Meetings and serve as a liaison between graduate students and faculty members
  - Manage GSO Help Desk for Intermediate Economics Class
- Orientation Chair*, August 2012 – May 2013
- Oversaw orientation preparation for incoming graduate students
  - Helped with advertising beginning of the semester social events
  - Organized and participated the helpdesk for a graduate level class: Intermediate Economics

### Relevant Experience

Intern, Centre for Agricultural Policy

Beijing, China

Chinese Academy of Sciences  
May 2011 – August 2011

- Conducted surveys for the Rural Education Action Project to study the health and education issues of the school children in western rural China
- Gained insight on educational and nutritional challenges that face rural and migrant communities

Intern, Department of International Cooperation, Chinese Academy of Agricultural Sciences,

Beijing, China, January – May 2010

- Collaborated directly with event manager on event planning for 3<sup>rd</sup> Global Forum of Leaders for Agricultural Science and Technology
- Received ambassadors, prepared press releases and coordinated events to host international visitors in the management of foreign affairs office
- Presented and discussed official documents for Chinese Academy of Agricultural Sciences with Ministry of Agriculture

Student Assistant, Department of Technical Process Unit, University of Macau Library,

Macao, China August 2007 – May 2009

- Processed approximately 150 newly purchased books and digital materials daily
- Checked/maintained detailed description of books for University Library Database

### Academic Services

- Executive Board Member, Graduate Women in the College of Agriculture 2015-Present
- Agriculture Graduate Student Advisory Panel Member, Purdue University 2014 – Present
- Reviewer, African Journal of Food, Agriculture, Nutrition and Development June 2016
- Case Study Judge, AGECE International Food and Agribusiness Marketing Strategy May 2016
- Board Member, University of Macau (United States) Alumni Association 2010 – 2013
- Student Ambassador, International Students and Scholars, Purdue University 2008-2009
- Committee Member, Economics Society, University of Macau 2008
- Treasurer, Economics Society, University of Macau 2007

# Developing a Winning Cover Letter

A cover letter is a type of job search correspondence that is sent along with your resume to a prospective employer to indicate your interest in a position.

## PURPOSE

- Identifies the position for which you are applying.
- Indicates your interest in the position and employer
- States your main qualifications, with supporting examples.
- Refers the reader to your enclosed resume.
- Specifies the action(s) that you will take in pursuit of this employment opportunity.

## RULES

- Use resume paper, preferably white (8.5" x 11") with a matching envelope (email is also appropriate).
- Ensure that there are no grammatical errors in the letter.
- Make sure the letter is typed.
- Keep the letter brief and to the point—define an objective.
- 1-page document of approximately 3 to 5 paragraphs is the typical length
- Avoid negative approaches—boastfulness, exaggeration, inconsistency, etc.
- Use specific, relatable examples.

## FORMAT

**Opening paragraph:** Pique the interest of the employer.

1. Name the position for which you are applying and how you heard about it.
2. Give information to show your interest in the specific company.
3. Briefly preview your skills and values and how they match the company.

**Middle paragraph(s):** Create a desire on the part of the employer to know more about you.

1. Explain why you are interested in working for this employer.
2. Point out your achievements or qualifications in this field, especially those that meet the job description or requirements.
3. Reference a relevant fact, accolade, or unique aspect of the company's operations and connect this with your desire to work there.
4. Avoid repetition between cover letter and resume.

**Closing paragraph:** Pave the way for the interview.

1. Ask for an appointment.
2. State that you will contact the employer in the near future.
3. Thank the employer for the consideration of future employment.

## RESEARCHING EMPLOYERS

Use personal and online resources to research the values and identity of the company to help craft your cover letter to best match it to them.

### Common Resources

- Career Research Portal
- Career Fairs
- Company Website
- Social Media
- People you know

## Sample Job Description

### Company:

Customized Cars Optimal (The Other CCO)

### Job Title:

Vehicular Technology Engineering Internship

### Duration:

Summer 2019 (May – August)

### Job Description:

- Collaborate with a variety of **cross functional teams** focusing on **manufacturing**, supply chain,
- vehicular engineering and technology, to guarantee understanding from conception to product assembly.
- **Design vehicle components using software systems** while delivering optimal functionality and quality.
- Retest **prototypes** and solve problems to enhance vehicle design and function.
- Maximize implementation of design within the budget and cost specifications.
- **Present final results** of project progression at the end of the summer to Executive Leadership.

### Requirements:

- Currently working toward a BS or MS in a related engineering or technology program.
- Understand **GD&T in design engineering**.
- Capability to integrate **state-of-the-art** design and manufacturing methods into product concepts and design.
- Experience utilizing the following: **3D CAD, ModeFrontier, SolidWorks, CATIA V5, and MATLAB**.
- Experience with fabrication, **machining**, electronics, crash safety, and debugging.

### Recommended:

- Previous internship or related **project experience**.
- Independently **motivated** and **team oriented**.
- Professional **communication skills**.

### Deadline:

Submit your resume and cover letter by February 1, 2019

987 South Grant Street  
West Lafayette, IN 47907

August 1, 2018

Erin Engine  
HR Specialist for College Recruiting  
Customized Cars Optimal (The Other CCO)  
155 North Grant Street, Old Hall Room 321  
West Lafayette, IN 47907

Dear Erin Engine:

As a Multidisciplinary Engineering student with a concentration in Engineering Management, I have combined my passions for engineering, design and automobiles. I've followed your company's newsletter for 2 years and it is evident that Customized Car Optimal (The Other CCO) is at the forefront of these areas with the most competitive electronic vehicles. If hired, I would take **initiative** daily to merge my knowledge of **manufacturing methodology** and **design skills** to contribute to the development of your **state-of-the-art** products. Therefore, I am applying to your posting on myCCO.

Engineering to me is ensuring that a product is meeting the form, function, and quality that the design intended. As an Assistant at the Artisan and Fabrication Lab, my daily goal is to advise students and researchers regarding unique challenges unlike any other student-run machine shop. When they present me designs drawn for any material (steel, aluminum, titanium, wood, or plastic), I navigate them through the design changes and **teach them** how to use different manufacturing techniques to complete their assembly. **GD&T** plays a large role in my projects that range from using HAAS 3-axis to machine pockets. This job is designed to replicate how **manufacturing would collaborate with various design teams**. Therefore, I have a highly effective capability to **communicate, professionally to a diverse group through listening and lending ideas**.

Having participated in the **Prototype Design Camp at Microsoft** and engaged in four years of Studio Design classes, I became very familiar with the design thinking process that highlights the "emphasize, define, ideate, prototype, and test" steps within both team and individual settings. Additionally, we extensively **utilized 3D CAD, MATLAB, SolidWorks, and CATIA V5** when implementing the visual design of our projects. The transferability of these skills will allow me to bring a balance of form and function to meet the needs and vision of your company.

Many of my extracurricular activities involve my passion for automobiles – foremost Formula SAE and my **1996 BMW M3 Turbo project car**. In Formula SAE, I have been on the chassis, powertrain, and welding teams. The first helps me to work seamlessly with a cross-functional team, while the latter project allows me to do fabrication and machining with virtually no restrictions except for road-legal requirements and budget constraints, which I work within successfully.

Therefore, I am excited about how my qualifications and achievements align with your **Vehicle Technology Engineering Internship**. Thank you for considering my candidacy and I welcome an interview. If you need to reach me, my email is [ameliaautomotive@purdue.edu](mailto:ameliaautomotive@purdue.edu) and my phone is 317-222-3333.

Sincerely,

Amelia Automotive

Enclosure: resume

## Sally Sports

sallysports@purdue.edu • (465) 879-1234 • 737 Stewart Place, Apt. 14 West Lafayette, IN 47903

February 8, 2019

Internship Coordinator  
C/O The Sports Team  
7001 W. 56th St  
Las Vegas, NV 46254

To Internship Coordinator;

I am writing to express my interest in a paid [summer-term position](#) working as a [Fan Development](#) intern with [The Sports Team](#). I researched an internship opportunity with The Sports Team and found it on the organization's website. The Sports Team is a respected organization with a passionate fan base which serves its fans every day of the week, not just on Sundays. My pursuit of an Applied Statistics degree in addition to values of dedication, innovation and optimism will help the Team improve the experience of the fans and continue its tradition of being one of the best football franchises in the country.

Working for Purdue Athletics Communications, since my arrival at Purdue, has given me insight to the [athletic operations](#) at a Big Ten University. I have developed the ability to make informed [decisions quickly, adapt to continually changing situations](#) and become more efficient in my duties. More specifically, I worked as the main contact for men's tennis in the 2017-2018 season for all home matches. With no previous knowledge of the sport, I successfully fulfilled the communications duties. On a weekly basis, I updated [social media sites](#), researched statistics, edited programs and contacted opposing sports information directors to distribute and obtain information. I [wrote previews and recaps for each match](#) that were published on the Purdue Sports website.

Being a co-founder of the Sports Analytics at Purdue organization and holding the position of Vice President gives me a platform to share my passion for the integration of athletics and statistics to a broader audience. Through this organization, I lead the effort to [collaborate with Purdue Athletics' Sports Performance coaches](#) to interpret and collect data to enhance student-athlete performance over the upcoming years. Moreover, I get to collaborate with driven people who also have a passion to learn about statistics as it relates to athletics.

I have the opportunity to interact with sport fans one-on-one as a Gameday Experience host with Purdue Athletics. During this tour, I host two to four guests on a "behind-the-scenes" walk through of Mackey Arena during game day. While being a guide, I exemplify [interpersonal and improvisational skills](#) imperative to working with new people on a daily basis. I am familiar with the layout and fans of Las Vegas and surrounding cities from volunteering in the Fan Fest for the 2016 NCAA Final Four and 2017 Big Ten Championships. I was able to see the workings of a large-scale event catered towards [everyday attendees and die-hard fans](#). I have seen and carried out the duties of an effective host on different scales that will benefit the Teams Training Camp, Fan Fest, and various Fan Clubs. My ability to communicate effectively to different ages is a leadership skill that directly carry over to a position as a Fan Development intern working with Colts fans of all ages.

My experience in athletic operations, entrepreneurial spirit and mentality towards teamwork aligns with The Sports Teams' mission to serve their fans. I appreciate the opportunity to apply for a Fan Development internship that will elevate me closer to my career goal to analyze fan involvement with sport franchises. I am available for a full-time, paid [summer internship](#) that runs from [May to August](#), and can be contacted at sallysports@purdue.edu or (317) 504-1233. Thank you for taking the time to overlook my application, I am looking forward to your correspondence.

Sincerely,

Sally Sports

## Sample Job Description

If you are interested in applying for a 2019 summer or season-long internship, we will accept resumes between the period of January 9, 2019 and February 17, 2019. Interns are typically interviewed in March/ April with start dates in early May. Please specify in your cover letter if you're interested in [summer only \(May - August\)](#), [summer/season \(May - March\)](#), or [season only internship \(August - March\)](#). The Sports Team does not offer spring internships. Exactly how many interns The Sports Team will hire will not be decided until interviews have been completed. The Sports Team internships encompass all aspects of business in the NFL.

### Job Description:

- Understanding the [process of sports teams](#) and sports management.
- [Working with sports fans, players, coaches, and administration](#) to develop procedures to elevate fan Experience.
- Manage The Sports Team's [social media](#) accounts and direct messages to fans.
- Working independently on projects and [collaborative with a diverse team](#).
- Developing a positive and encouraging mindset for individuals or fans.

### Qualifications may include:

- Strong professional communication skills ([Verbal and written](#))
- Adaptable to a [fast pace and ever-changing work environment](#)
- Previous internship or [work experience with sports teams preferred](#)

Resumes should be addressed to:

**Internship Coordinator**  
C/O The Sports Team,  
7001 W. 56th St  
Las Vegas, NV 46254

We are fortunate to have hundreds of outstanding candidates apply, though it makes the selection process quite challenging. We appreciate your interest in The Sports Team and wish you the best of luck in your internship search.

# The Art of Networking

The U.S. Department of Labor reports that up to 80% of all positions are filled without employer advertising. That means that almost 80% of jobs are filled through some form of NETWORKING. WHY? It saves employers time and money when they fill positions based on recommendations from colleagues or friends.

## PULL FROM YOUR CIRCLE OF CONTACTS

Family	Professors	Industry Professionals
Friends	Advisors	Mentors
Neighbors	Association Members	Former Supervisors
Classmates	Former Colleagues	Network of Your Network

## DON'T UNDERESTIMATE THE LOCATION

Social Gatherings	Professional Development Events	Conferences
Sporting Events	Membership Association Events	Career Fairs

## INFORMATIONAL INTERVIEWING

- Access your academic, professional, and personal network to identify someone in the field or position of interest to obtain professional advice & insight.
- Introduce yourself and make a request to meet with a professional, while being mindful of phone and email etiquette to ensure your approach is professional.
- Request an in-person or phone appointment to converse for a range of 30 minutes to an hour.
- Make a list of questions in advance and allow for organic conversation flow!
- Exhibit appropriate business and dining etiquette during the interview which can take place in an office, over a meal, on the phone, or online.
- Request a business card and send a thank-you note or email within 24 hours.

## CAREER FAIRS, CONFERENCES, AND INFORMATION SESSIONS

- Research company information and review planned attendee lists to engage in intentional conversations and engagement.
- Bring several copies of your resume on resume paper.
- Convey your skills, share experiences, and ask relevant questions in various environments. Confidently deliver that elevator pitch!
- Invest in and strategically distribute customized business cards.
- Ask for business cards of professionals, recruiters, and peers to stay connected.
- Follow up with newly created and formerly, established contacts within 24 hours of interaction to reinforce connection.

**Watch Career Spot Videos on the [www.cco.purdue.edu](http://www.cco.purdue.edu) website for more tips!**

# Leverage Your LinkedIn

**W**ith social media sites becoming more popular, students are beginning to explore how they can be useful in their job search. When looking for internships or career opportunities, following these 10 simple ways to improve your LinkedIn profile will help you stand out in the crowd.

1

## BRAND YOURSELF

Set your profile as public and claim a unique URL for your profile such as your first and last name. This will make a clean URL to included in your resume and e-mail signatures. It will also demonstrate professionalism.

2

## PROFESSIONAL HEADLINE

Your profile headline provides your profile viewers with a short and memorable way to understand who you are, in a professional context. Think of the headline as a slogan for your professional brand. Check out profiles of other students, employers, and alumni for ideas and inspiration.

3

## PROFILE PHOTO

Don't confuse LinkedIn with Facebook; it is a professional page. If possible, your profile photo should be a professional, high-quality headshot of yourself. Party photos, cartoon avatars, and cute photos of your cat do not fit into the professional environment of LinkedIn.

4

## SHOWCASE YOUR EDUCATION

Include information about the institutions you have attended and the degrees you have obtained or are pursuing. Include your major(s) and minor(s), as well as highlights of your activities. Your LinkedIn profile is an appropriate place to show off your strong GPA and any honors or awards you have received.

5

## INCLUDE WORK EXPERIENCE

Include all career-relevant work experience on your LinkedIn profile. Both paid and unpaid positions are fair game. You can also include more jobs than fit on your resume. In LinkedIn's description section of your position, don't just include a job description; tell the reader what you contributed and accomplished, quantify it to make the strongest impression

6

## SUMMARY STATEMENT

Your summary statement should resemble the first few paragraphs of your best written cover letter. You should be concise and confident about your goals and qualifications. Present your summary statement in short blocks of text for easy reading. You may also format your information in bullet points. Aside from your headline, this is where viewers will get a sense of your personality and who you are.

7

## RESUME

Another way to enhance your LinkedIn profile is to add examples of your writing, design work, or other accomplishments by displaying the URLs or adding LinkedIn applications. By including URLs you can direct people to your website, blog, or Twitter feed. Through applications you can share a PowerPoint or store a downloadable version of your resume.

8

## GATHER RECOMMENDATIONS

Nothing builds credibility like third-party endorsements. The most impressive LinkedIn profiles have at least one recommendation associated with each position a person has held. Think about soliciting recommendations from professors, internship coordinators, colleagues, employers, and professional mentors.

9

## GET CONNECTED

Joining groups and displaying the groups badges on your profile are perfect ways to fill out the professionalism of your profile and show your desire to connect to people with whom you have something in common. Most students start by joining their university's LinkedIn groups as well as the larger industry groups related to the career they want to pursue.

10

## SKILLS & EXPERTISE

"Specialties" is where you should include keywords and phrases that a recruiter or hiring manager might type into a search engine to find candidates. The best place to find relevant keywords is in the job listings that appeal to you and the LinkedIn profiles of people who currently hold the kinds of positions you want.

# Researching Companies

## 1

### Know Yourself

- Reflect on your own career interests and work values to assess whether the company will support you both professionally and personally.
- Develop your resume to reflect skills and accomplishments specific to the company so you can better articulate how you're qualified to work for them.

## 2

### Know the Company

- Read the company's mission statement, history, and values to gain an understanding of how you match their goals.
- Brainstorm questions related to job descriptions, work culture, and professional advancement to prepare for career fairs and interviews.

## 3

### Know the Staff

- Review current staff biographies, either on the company's website or through LinkedIn to learn about their academic backgrounds, career development, and strategies for landing their current position.
- Conduct informational interviews with current staff to gain their perspective about the company and their position. Read the article on page 49 for a list of possible questions.

## 4

### Know the Field

- Subscribe to professional publications and organizations so you have access to current journals and newsletters relevant to your field.
- Talk to people in your professional network to gain their perspective on companies.

## 5

### Know Your Resources

- Use career resources to further explore opportunities:
  - *Occupational Outlook Handbook* - Bureau Labor of Statistics - [www.bls.gov/ooh](http://www.bls.gov/ooh)
  - O'Net Online - [www.onetonline.org](http://www.onetonline.org)
  - America's Career INFONET - [www.careerinfonet.org](http://www.careerinfonet.org)
  - Salary.com - [www.salary.com](http://www.salary.com)
- CCO Resources:
  - myCCO account - "Research Employers"
  - Career Research Portal - "Employer Research" - <http://career.lib.purdue.edu>
  - Stats and Salaries: First Destination Data - <https://www.cco.purdue.edu/data>
- Social Media:
  - Use LinkedIn and Twitter to follow companies, groups, and job postings

# Getting the Most Out of the Career Fair

## Before the Fair

- Register for the career fair through myCCO or the career fair website.
- Make a list of companies that are coming to the fair that interest you.
- Research company information to develop intentional conversations and engagement.
- Visit the CCO to ensure a well-crafted, complete resume.
- Consider investing in and distributing customized business cards.
- Practice your 30-second commercial or elevator pitch.
- If possible attend information sessions, preparation nights, or mock career fairs for additional practice.
- Professional attire can be obtained from CCO Career Closet.

## Elevator Pitch (a.k.a. 30-Second Commercial)

- Highlight your strengths and skills in an effective and concise manner within a period it takes to ride to your destination on an elevator.
- Share who you are, what you are seeking, and why you are capable of performing within the role/industry/organization of interest.
- Maintain eye contact with the employers and speak confidently and clearly.
- Be clear on what you are looking for or hoping to gain by speaking with the organization.
- Create multiple versions of your elevator pitch for various opportunities.
- Practice in a mirror or with a friend. Be comfortable with what you plan to say.

## At the Fair

- Have enough copies of your resume to distribute to companies.
- Take a warm-up lap and get to know where organizations are located.
- Deliver your elevator pitch!
- Ask for a business card from professionals, recruiters, and peers to connect and build your network.
- Remain professional when talking with professionals, recruiters, and peers.
- Show interest in organizations that you are talking with, even if they were not on your list.
- Build your professional network by conversing with professionals at companies that interest you and any company that shows interest in you.

## After the Fair

- Follow-up with companies and/or contacts within 24 hours of interaction to reinforce connection and interest.
- Be sure to follow any steps that recruiters recommended.
- Connect with newly created or formerly established contacts on LinkedIn.

# S.T.A.R. Method of Behavioral Interviewing

Behavioral Question and Answer Example: “Describe a time when you demonstrated effective problem-solving skills.”



## Prepare

- LISTEN to the question
- THINK of an event, scenario, project or situation
- ORGANIZE your thoughts within 5-8 seconds
- SHARE your story effectively using the following method



## Situation

- Describe the setting in which your interview response takes place.
- What were you doing? Who were you working with? What project were you working on?

**Example Answer:** “During my role as an Event Planning Intern at Company X this past summer, I managed all of the details and supervised a group of five in order to successfully host certain events.”



## Task

- Explain how the situation changed, and how you were expected to address this change.
- What was the goal you were striving to accomplish, or the problem you were trying to solve?

**Example Answer:** “After reviewing the company’s annual report, I noticed that the attendance at our events had dropped by 30% in the past 3 years, and I wanted to find a solution to this problem.”



## Action

- Clarify the specific action steps that you took in order to address the task at hand.
- Demonstrate and mention skills that you utilized in each step.
- What did you do to resolve the problem or reach the goal?
- Present your key strengths confidently in the Action Step.

**Example Answer:** “First, I collected feedback by sending out a questionnaire to past attendees and partners on ways to improve our events. I gathered this research, and used it to design a new, more effective promotional packet using Software X.”



## Result

- Explain how your actions contributed to the overall end product.
- How did the situation end? What did you learn from this experience?
- Include concrete, quantifiable data to provide specific details in your response

**Example Answer:** “Company X was able to utilize both my solutions and feedback from the community to host even better events. After implementing some of these strategies, we raise attendance to our events by 20% in the first year. I learned that it is essential to continually adapt strategies through marketing and research to increase participation.”

*When answering behavioral based interview questions, you need to answer with specific examples with the actions you made. Telling us about a time your group did something does not tell us about you.*

—Cummins

*The importance of clear articulation of experiences and desires is very important. The better they are able to clarify and communicate, the better they will set themselves up for future success.*

—PepsiCo

*They are there to sell themselves just like we are there to sell ourselves. Come with enthusiasm! Show us why we should hire you! And have good examples relating to their field of study.*

—Caterpillar

# Sample Interview Questions

## Questions Employers Ask Candidates

### PERSONAL

- Tell me about yourself.
- Why did you choose to interview with this organization?
- What can you uniquely offer this position?
- Describe your strengths and weaknesses.
- What have you learned from a failure?
- Share an accomplishment in which you are most proud.

### EDUCATIONAL

- Why did you choose your major?
- Why did you choose to attend your college or university?
- In which campus activities did you participate?
- Which classes interest you the most?
- Do your grades accurately reflect your ability? Why or why not?
- Were you financially responsible for any portion of your college education?

### BEHAVIORAL

- Recall a time in which you provided a solution to a problem with minimal supervisory input.
- Give an example of time you worked under deadline pressure for a major project.
- Share an example of working with a team effort that led to a successful outcome.
- Tell about a time in which you came up with an innovative solution that involved convincing others.
- Give me an example of a time you managed unexpected events or new information without any formal training.

### CRITICAL THINKING AND CHARACTER

- How would you describe yourself in three words?
- What are you most proud of?
- Pick a color that represents your personality and share why you chose that color?
- What was the last book that you read?
- How do you persuade someone who firmly disagrees with your idea/suggestion/plan of action?

### EXPERIENCE

- What unique skills will you contribute if hired?
- In your experience, how have you utilized time management skills?
- What is your natural role in a group/team setting?
- Tell me about a time you have been disappointed in your performance.
- How do you approach conflict resolution in difficult situations?

### CAREER GOALS

- What other types of positions are you considering?
- How do you feel about travel?
- How do you feel about the possibility of relocating?
- What qualities are you looking for in a boss?
- Are you able to work on several assignments at once?
- Where do you see yourself in five years? Ten years?

## Questions Candidates Ask Employers

- What kinds of assignments might I expect for the first six months on the job?
- Does your company provide professional development opportunities?
- What are your growth projections for next year?
- What do you like best about your job/company?
- How is your company environmentally conscious?
- Will I have the opportunity to work on special projects?
- Is there a lot of team/project work?
- Where does this position fit into the organizational structure?
- What is the next course of action? When should I expect to hear from you or should I contact you?
- How is success measured for this position?

Log on to your myCCO account to practice interviewing with "Big Interview" our virtual practice system.

# Professional Dress and Presence



Statistically, it takes 30 seconds to make a first impression. You want it to be positive! Ensure attire is laundered, wrinkle-free, and well-fitting. Be mindful of appropriate length and fit of sleeves, pant legs, and skirts.

Although several color variations and patterns of suits, blouses, collar shirts, dresses, skirts, slacks, and blazers is often acceptable, choose wisely and strategically based on industry, while embracing authenticity.



Invest in the following accessories and practice formalities: 1) Resumes printed on resume paper 2) Nametag placed on right side; 3) Leather padfolio; 4) Professional bag/satchel, 5) comfortable dress shoes; 6) Customized business cards; 7) watch; 8) belt; 9) Firm handshake; 10) Confident eye contact and smile.



Hair is representative of a variety of lengths, styles, textures, colors, cultures, and universally needs to be clean and kempt. Be intentional about grooming of hairstyle, bald head, and/or beard for final presentation.



Visit CCO Career Closet during drop-ins for professional attire items.

Access the CCO Pinterest pages for a variety of professional attire ideas:

- Professional Dress for Men/Women
- Business Casual for Men/Women
- Career Style – Gender Inclusive/Gender Queer Attire



# HOW TO Dress for Success

## Business Professional

### Blazer/ Suit Jacket & Pants/Skirts

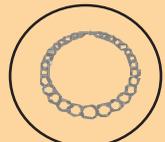
- ✓ dark solid colors
- ✓ neat, clean, and pressed
- ✓ comfortable and fit



end of tie should touch top of belt



avoid strong fragrances



minimal accessories



keep front pockets empty



no hats

### CONSERVATIVE Tops & Blouses

Subtle Patterns & Solid Neutral Colors



### 1-2 inch closed toed heels / flats dark polished shoes



### Socks

- ✓ Match color of shoes and pants
- ✓ Cover ankles

Carry a portfolio to stay organized

Have neatly trimmed or groomed hair

Head covers are allowed for religious purposes or to honor cultural traditions

When in doubt, dress conservatively

Got a last minute interview?  
Don't know if you can afford an outfit?

➔ VISIT **Career Closet** in YONG HALL

Do not feel restricted to the suggestions on this page, these are guidelines and inspiration for outfits. Wear professional clothing that makes you feel comfortable and confident!

# Modern Day Interviewing

Technology has opened up many opportunities in the job search. It also has created potential problems in adapting standard professional skills to fit the new technologies now commonly used in the job search. Use these tips as a guide beyond the standard recommendations for interviews and correspondence.

## PHONE INTERVIEWS

- Prepare like you would for an in-person interview including dress and company research.
- Identify a quiet space for interview and ensure reliable phone reception.
- Keep drinking water, resume, a pen, blank paper, and a copy of job description nearby.
- Bring a mirror or poster with a face on it and speak while looking at object to make the experience feel more like an in-person interview.
- Smile - this will help you sound more pleasant and calm.
- Take your time - don't fret over silences and resist the urge to ramble.

## VIRTUAL INTERVIEWS

- Create a professional username.
- Identify a quiet space for interview so you will not be interrupted.
- Ensure strong internet connection and appropriate software installation in advance.
- Ensure comfort and user ability with the software prior to the actual interview.
- Place webcam at eye-level, smile, and look into webcam when answering questions.
- Be sure that your device is on a solid, stable surface so that the webcam doesn't shake or move.
- Dress professionally. Note that solid colors tend to look better on camera than prints.
- Have a professional and clean background. A clean wall or bookcase works well.
- Have resume and any notes on the position in front of you in case needed for reference.

## EMAIL ETIQUETTE

- When replying to an email keep same subject line and include salutation and closing.
- Email thank-you letters are acceptable. Try to send a handwritten note, as well.
- Use a professional, appropriate email, such as your Purdue email or Gmail. Refrain from using nicknames or casual titles, e.g., coffeefanatic86.
- Always include a signature block. Ensure your email, title (for example, Communication Senior), phone number, and mailing address are incorporated.
- Name any attachments logically for the recipient. A title of PetPurdueResume.doc is much easier to recognize than MyResume.doc.
- Never negotiate via email. Negotiate via email. Negotiation should be conducted verbally.



## ON-SITE INTERVIEWS

- This format is at an onsite location of a company and can be from 30 minutes to 2 days.
- Review itinerary of interview schedule for familiarity and travel preparation.
- Bring extra copies of resume, professional folio, paper, pen, and interview schedule copy.
- Wear comfortable shoes as your visit may involve lots of walking.
- Bring a list of questions for each interview session.
- Remember to retrieve the name and email or business card of all interviewers.
- Treat every interview as if it's the first, even if it's at the end of the day.

## GROUP INTERVIEWS

- Panel - More than one interviewer to one candidate.
- Multiple Candidates - More than one candidate to one interviewer.
- Combination - Multiple interviewers to multiple candidates.
- Shake hands with all interviewers involved and acknowledge additional candidate(s).
- Maintain eye contact with everyone in the room throughout interview.
- Be prepared for questions that revolve around your individual and teamwork style.
- Listen well and be prepared to answer, but you don't always have to answer first.

## CASE INTERVIEWS

- These types of interviews are on the rise, especially common in consulting.
- Case interviews are similar to situational interviews where a real-world issue is to be solved for the interviewer to analyze how the candidate thinks critically.
- Often the real-world problem of the case interview is not revealed until the interview.
- Ask questions to ensure clarification.
- State all assumptions to keep you and interviewers on the same page of communication.
- Read business publications to sharpen and maintain your business acumen.
- Read Case in Point by Marc P. Cosentino for a reference to prepare for case interviews.

**Remember, send a thank-you note or email within 24 hours of your interview, no matter the format!**

# Top 10 Etiquette Rules

*Anthony Cawdron, Events Coordinator, Westwood, Purdue University*

**1** **Be on time**, a little early is fine. Arriving too early shows bad time management skills and puts your hosts/interviewer at a disadvantage.

**2** **Be courteous to EVERYONE.** You never know who they might turn out to be.

**3** **Take as little 'baggage' with you as possible.** Carry a few essentials and an easy to hold portfolio or briefcase.

**4** **Be open, friendly, and polite.** Use active listening and speaking techniques, have a few good conversation starters prepared, and smile!



**5** **When offered hospitality, accept a minimum.** Avoid making heavy demands on support staff.

**6** **At a meal, choose wisely.** Pick easy to eat familiar foods, nothing too pricey, something that will allow you to be poised, graceful and attentive to your hosts.

**7** **Err on the side of caution when it comes to alcohol.** If your host offers a glass of wine and you are comfortable, accept. Never feel pressured.

**8** **Watch your host for cues.**

- a. Silverware: Work from the outside in.
- b. Bread vs. Beverage: Bread is to the left of your plate, while beverage is to the right. Eat well and look good doing it!

**9** **Be gracious in your thanks for a meal.** Always be prepared to pay your way or offer to assist with the check. If you are the host, expect to pay!

**10** **Follow up promptly with requests for further information.** Send a handwritten thank-you note to your host.



# The Job Offer

Job offer correspondence helps to effectively and professionally communicate your career actions and choices.

## For All Types of Correspondence:

### Heading Format

Your Street Address  
City, State, Zip code  
  
Today's Date  
  
Recipient's Name  
Title  
Company Name  
Street Address  
City, State, Zip code  
  
Dear Mr./Mrs./Miss./Dr. \_\_\_\_\_

### Helpful Hints:

- Address your letterhead to a specific person within the company, if possible
- Follow-up to your correspondence if you do not get a response after 2 weeks
- Use email to maintain contact and keep track of correspondence both sent and received

### Helpful Hints:

Sincerely,  
  
*Your signature*  
  
Your Name type-written

## Letter of Acknowledgement

- Do not delay your acknowledgement of a received invitation or offer—procrastination makes a bad impression.
- Restate the title of the position and salary. Express your appreciation for the offer. Indicate the date that you will let the company know your decision.

## Thank-You Letter

- Send within 24 hours after the interview.
- Reiterate your interview date and time, as well as your interest in the employer and your strongest selling points.

### FORMAT:

**Opening sentence:** Express your appreciation to the employer for meeting with you. Recall something specific that you discussed such as what you learned about them, the opportunity you are applying for, or a common interest you share with the interviewer.

**Middle sentence:** Add any information you failed to mention in the interview. Tell the interviewer about a skill that might further convince him/her of your value to the organization.

**Closing sentence:** Reiterate your interest and enthusiasm in the position. State something you are looking forward to in the position. Let the interviewer know how he/she can contact you.

## Letter of Decline

- Provide a brief explanation of why you chose to decline the employment offer.
- Express your appreciation for the offer and for the time that the company has invested in you.

### FORMAT:

Opening sentence: Express your appreciation to the employer for meeting with you. Express your regret that you will not be accepting the offer.

Closing sentence: Extend your sincere best wishes to the organization and those with whom you met. If you are open to being contacted, let the interviewer know how he/she can contact you.

## Letter of Acceptance

- Indicate your acceptance of the offer of employment—restate the position, compensation, classification and starting date (if previously established).
- Express your appreciation, excitement and gratitude for the opportunity to work for the employer.
- Inform employer of any travel plans if relocation is necessary.

### FORMAT:

- Opening sentence: Express your appreciation to the employer for meeting with you. Express your enthusiasm for receiving the job offer. Reveal 1-2 aspects of the position or organization you are looking forward to experiencing. Identify skills you are looking forward to developing or utilizing.
- Closing sentence: Reiterate your continued interest for your upcoming career opportunity. Let the interviewer know how he/she can contact you.

# 6 Steps to Salary Negotiation Success!

Congratulations on your employment offer! Consider the following steps to help you prepare to negotiate your offer.

Select resources and steps suggested by the AAUW Smart Start Program and the WAGE Project. Navigate to <https://www.cco.purdue.edu/> and hover over the “Students” section in the Navigation bar, then hover over “Job Search Toolkit” and then click on the “Job Offers & Negotiation” link for additional resources.

## 1 Research and Determine the Right Job Title

Examine the job description. Note the responsibilities and skills of the position.

Utilize the Salary.com “What are you worth?” feature to determine job titles and salaries by location.  
[www.salary.com](http://www.salary.com)

## 2 Know the Salary Range for the Job

Consult the NACE Salary Survey and the CCO Post-Graduation Data to identify the salary range for your field.

NACE Salary Survey:  
<http://www.myjsi.com/NACE/jobseekers/salary-calculator.php>

CCO Post-Graduation Data:  
<https://www.cco.purdue.edu/data>

## 3 Determine Your Target Salary

Review your resume to assess experiences in which you developed and utilized skills that are related to performing successfully in the prospective job. Prepare to discuss your skills and their value to the organization.

## 4 Research Market Conditions

Learn about market conditions in the area where you plan to work.

Consider the following:

- What are the overall economic conditions of the area, the demographics, and special conditions that might have a bearing on your industry?
- What is the competition from the organization at which you hope to work?
- How is the financial health of your potential employer?
- Is the business expanding in the local economy?
- Is your field vulnerable to economic and/or political changes?

## 5 Benchmark Your Benefits

Refer to [www.salary.com](http://www.salary.com) to evaluate the benefits of your offer against the median benefits that are common in your field.

## 6 Develop a Budget and Calculate Your Minimum Acceptable Salary

Make a list of the essential expenses you will have for one month and compare them your expected salary.

## 7 Additional Financial Literacy and Planning Tools

Tools to track expenses

- Mint.com
- LearnVest.com

Other Financial literacy and planning sites

- Mymoney.gov
- Nerdwallet.com
- Check out local offerings for financial literacy workshops

# Decisions and Consequences: Eye-Opening Scenarios of Job Search Ethics

*Tim Luzader, Director—Purdue University Center for Career Opportunities (CCO)*

## The New Alumnae

Kay was excited to learn that she was invited to join colleagues to represent the company at her alma mater's career fair. Remembering her effort as a student to earn internships and then a full-time job when she graduated, it would be fun to be on the other side of the table. During Kay's recruitment visit, she cultivated a rapport with a qualified student candidate and strongly advocated for his hire. A job offer was extended to him and he accepted. Three months after accepting the position, the student changed his mind and withdrew his acceptance (i.e. reneged on his accepted offer) citing that he found a better job. As a result, the company adjusted downward the number of position vacancies that would be assigned to her alma mater to fill. Later, Kay was informed that she would no longer be asked to participate in recruitment teams. Her judgement and assessment of others' character was questioned and this student's renegeing behavior was cited in Kay's performance review as a negative reflection on her.

## The Wall Street Firm

The career center director reached out to students and requested referrals of companies that did not currently recruit on campus. A Wall Street firm was prominently mentioned and the director took an aggressive approach to bring that firm to campus. It took nearly two years of cultivation but the firm finally agreed to visit campus and interview candidates. The sign-ups went well and more students referred their resumes than there were interview slots available. The firm chose 13 students and sent two representatives, Lynn and Jeff, to campus to conduct interviews. During the day, four students failed to show up for interviews. Lynn and Jeff were livid. Despite every effort to get the firm to reconsider, they pledged to never return to campus to recruit students. They were convinced that the students were either not that interested in their firm, or not disciplined enough to be viable candidates.

## The Participation Agreement

Students participating in the career center's on-campus recruitment program sign off on an agreement indicating that when they accept an offer of employment, they will do so in good faith. They are directed to immediately notify employers of the offer acceptance and withdraw from the interviewing process. Despite making this commitment, Larry chose to violate this agreement and ethical principals associated with it. He continued to interview and accepted a higher paying offer. Two things occurred as a result of his decision. The second company whose offer Larry accepted learned about him reneging on his first offer acceptance, They withdrew their offer citing that Larry was no longer considered a character-fit for their organization. The following year, Larry was hired at another company and soon learned that first two companies were valued clients of his new employer. He was not in a position to service those accounts.

Dear Boilermaker Job Seekers:

The scenarios on the previous page are not hypothetical, but closely parallel actual circumstances. For this reason the Center for Career Opportunities (CCO) takes very seriously the breach of ethics represented in violations to the participation agreement that every student agrees to each time they sign in to their myCCO account. The types of decisions described in the aforementioned scenarios reflect poorly on the students that make them, often affects other peoples' lives in a negative way, and can damage the university relationship with the employer – ultimately these decisions could cost future students' job opportunities.

Please know that we recognize that there are sometimes complex dilemmas associated with choosing between job offers or when accepting an offer. Rarely are any two circumstances alike. In case you're facing difficult, job offer-related issues, we offer the following suggestions:

**Seek Advice:** We welcome you to visit to CCO to discuss your circumstances with an experienced professional. We'll listen, we provide you with our perspective, we can help you flesh out options, and we can share the likely results of your decision-making. You can do this through our drop-in hours – 10am to 4pm, Monday through Friday.

**Request a Job Offer Extension:** There are many employers that are open to granting students more time to make a job offer decision. They've reported to the CCO that they would much rather extend the date of an offer than to have the student say "Yes" now, but say "No" later.

**Be Transparent:** Employers often share with us that they prefer to hear directly from the students and have helped them with their decision-making. Students have reported that employers took their dilemmas seriously and advocated for win-win situations.

The good news is that unethical job search behavior is unusual among Boilermakers. As a result, Purdue University is among the most heavily recruited university campuses in the country. In 2016-17, more than 1,600 unique employers visited the West Lafayette campus recruiting students for internships and post-graduation positions. Why do so many employers recruit at Purdue? First and foremost, you're part of a student body that is highly respected for the great education they receive in West Lafayette. Also, employers have a track record of success at Purdue for recruiting students that demonstrate a strong work ethic, expertly apply their classroom learning to the workplace, and exhibit the sound judgement, integrity and depth of character. This reputation makes us all proud to be Boilermakers! The CCO is...

Yours to Count On,

*Tim Luzader*

Tim Luzader,  
Director, CCO



Republic Airways

Opportunity Elevated

# Boiler Alert: Great Career Opportunities Are Just Down the Road



Looking for a career that provides hands-on experiences where you can make meaningful contributions to an innovative company? Republic Airways is looking for motivated individuals interested in elevating their opportunities.

Republic Airways, headquartered in nearby Indianapolis, is hiring for a variety of positions. The Republic family is 6,000 strong —together we are working to become America's premier regional airline by developing a thriving, innovative workforce filled with leaders in their field. *Are you one of them?*

*Find your opportunity at*  
***[rjet.com/careers](https://rjet.com/careers)***



@RepublicAirways

# Pre-Professional Advising in the CCO



**Explore • Prepare • Apply**

## Pre-Professional Advisors Help You

**Explore** career options in medicine, health, veterinary medicine, and law fields

**Prepare** to be a competitive applicant

**Apply** as an academically strong and well-rounded student

### Assistance Available to Students

- Individual advising on professional careers and credentials
- Suggestions for developing a competitive application
- Feedback and advice on writing a personal statement
- Monthly e-newsletter to learn about new opportunities
- A letter service for applicants to Medical or Dental Schools

### Save the Date!

#### LSAC Law School Forum

Saturday, November 2, 2019 • Chicago IL

#### Health Programs Expo

Monday, March 2, 2020 • PMU Ballrooms

### Stay Informed

Sign up for our monthly

**Pre-Professional e-newsletter**

[www.purdue.edu/preprofessional](http://www.purdue.edu/preprofessional)

### Classes

- BIOL 39600 **Healthcare Planning Seminar**
  - GS 49000 **Law School Exploration**
- Courses offered Fall and Spring semesters

### Contact Us

- Email: [preprofessional@purdue.edu](mailto:preprofessional@purdue.edu)
- Website: <http://www.purdue.edu/preprofessional>
- Phone: 765-494-3981
- Appointments: Sign up for CCO/Pre-Professional Advising appointments on BoilerConnect

# 5 Things Pre-Health & Pre-Law Students Need to Know

## 1

### Major in Anything

- Professional schools truly have no preference regarding your undergrad major
- Pick what you succeed in because grades matter
- Maintain a strong GPA, preferably 3.6 or higher

## 2

### Take the Necessary Prerequisite Courses

- Find a list of prerequisite courses for each field on our website: [www.purdue.edu/preprofessional](http://www.purdue.edu/preprofessional)
- Try to complete the majority of prerequisite courses by the end of your junior year to prepare for aptitude tests

## 3

### Build a Record of Interest

- Observe/shadow professionals in your desired field
- Be involved on campus
- Volunteer in the community
- Participate in undergraduate research
- Gain work/volunteer experience in a clinical or legal setting

## 4

### Develop Transferable Skills

- Cultivate your teamwork and leadership capabilities
- Develop your communication abilities, including listening, writing, public speaking, and interpersonal skills
- Refine reading comprehension skills

## 5

### Establish Relationships with Mentors

- Visit Pre-Professional Advising every semester
- Talk to professionals in your field while you shadow/volunteer
- Introduce yourself, attend office hours, and give faculty the opportunity to know you outside of class
- Discuss your career interests with your academic advisor
- Maintain these relationships as you will need letters of recommendation when you apply

# Graduate School Application Checklist

*Janet Beagle, Ph.D., Senior Director of Graduate Programs, College of Engineering, Purdue University*

## Special Considerations for Application Deadlines

- Application deadlines vary! You may need to adjust this timeline to meet the deadlines of the programs you apply to, so be sure to note each program's application deadline. This timeline is based on a January 1 deadline.
- If you find more than one deadline for your program of interest, use the earliest deadline to set your timeline; this is most often the one you must meet to be considered for fellowships and other financial assistance.
- Access more resources at <https://www.purdue.edu/gradschool/prospective/preparing/>.

## Summer Before Senior Year

- Identify your goals and consider whether or not graduate school is right for you.
- Write a draft of your personal statement.
- Research program options and requirements by browsing through graduate program guides (online and hard copy), university websites, and other resources.
- Research fellowships and other types of financial assistance. Consider government agencies, philanthropic organizations, the schools you apply to, and professional organizations or honor societies as potential sources of funding.
- Register for required standardized tests.



## August-September

- Meet with faculty members in your department to discuss your personal statement, possible programs to consider, and potential fellowships and other funding sources.
- Determine the schools to which you will apply.
- Get organized. Create a file for each school you will apply to and keep all related application information in the appropriate file.
- Prepare for standardized tests.

## September-October

- Take standardized tests and request that your scores be sent to the appropriate schools.
- Complete your personal statement and have it reviewed at the CCO.
- Request letters of recommendation from faculty; provide a copy of your personal statement and resume/curriculum vitae to each professor. Give your recommenders the appropriate information to submit their letters. Many recommendation letters can be submitted online and your recommenders will receive an email with instructions when you list them on your online application. If your school requires hard copy letters, give your recommenders the appropriate address.
- Order transcripts from all post-secondary institutions and request official copies be sent directly to the schools to which you are applying.



## November

- ❑ Complete application forms. (Do a draft first!)
- ❑ Mail application materials (if not Web-based) one month in advance of the application deadline. Pay close attention to the instructions; all documents may not go to the same address.
- ❑ Remind your recommenders of when they must submit your letters of recommendation (i.e., the application deadline of each program—consider telling them a deadline one to two weeks earlier than the actual deadline in case something falls through at the last minute).
- ❑ Make copies of all application pieces for your records.

**Want to join Purdue's prospective graduate student mailing list to receive additional tips, deadline reminders, and funding information?**

Visit <http://www.purdue.edu/gradschool/prospective/> and click on Request Info.

## December

- ❑ Check with schools to verify that your letters of recommendation, test scores, transcripts, and other required documents have arrived to complete your application by the deadline.
- ❑ Remember that many offices will be busy at the end of the semester and over winter break, so do not wait until the last minute.

## February-March

- ❑ Schedule campus visits to locations in which you are interested. Some programs may have planned visitations for admitted students; inquire about these opportunities.
- ❑ Prepare questions for each school to gain more information about academic programs, student life and professional development opportunities.
- ❑ Conduct informational interviews with students in the programs to which you have applied to gather their perspective.

## April

- ❑ Submit acceptance forms and, if required, deposits.
- ❑ Notify schools that you will not be attending after making your decision.
- ❑ Send thank-you letters to the writers of your letters of recommendation. Be sure to let them know where you're going to school!



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# Power Pack

## Your Personal Statement



- Tip #1** Plan ahead by allotting time for the writing process, which includes good organization such as outlining, brainstorming and taking notes of important points, and modifying drafts
- Tip #2** Write within the word and formatting requirements provided by university/program, which may vary
- Tip #3** Convey motivation and preparedness for graduate school/advanced degree/training
- Tip #4** Include specific examples of unique experiences, developed skills, and noteworthy accomplishments
- Tip #5** Highlight results, impact, contributions related to projects, leadership, academics, research, related and transferable experiences
- Tip #6** Address any and all questions/prompts and note they may vary per university or program
- Tip #7** Research the specific orientation and philosophy of the program to adapt and refine your statement and convince reader of your desire to attend this specific school/program/department
- Tip #8** Pay attention to deadlines and submission requirements, which may vary per university or program
- Tip #9** Utilize resources, such as the CCO, Purdue OWL, academic mentors and professors to review draft(S)
- Tip #10** Take ownership of the final draft after having a few reviews. Make the recommended modifications provided during feedback and submit with confidence!





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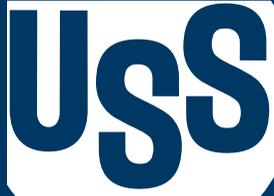
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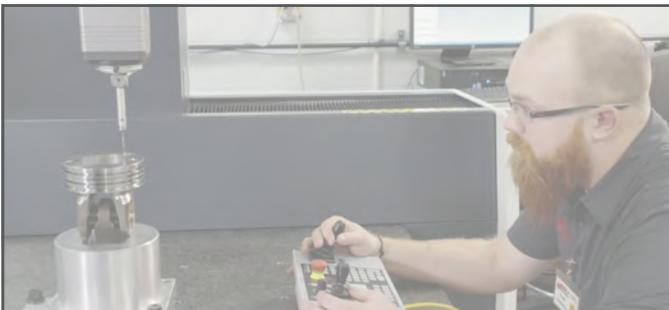


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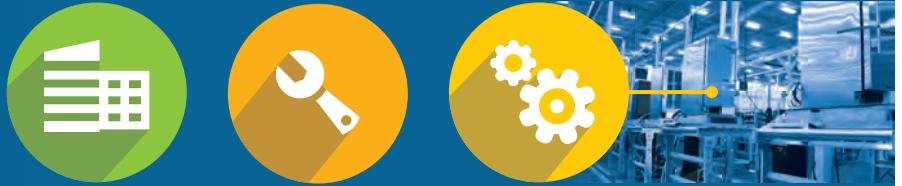


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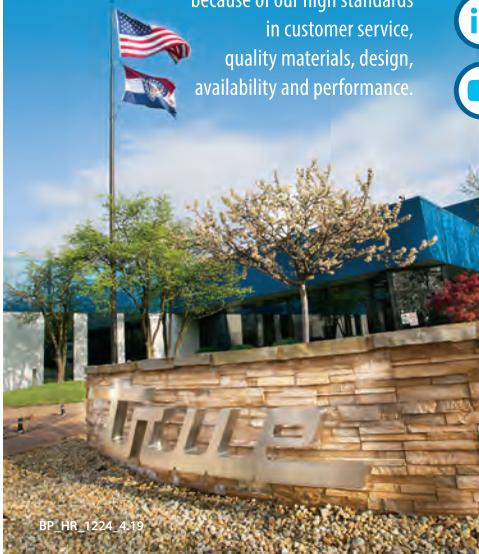


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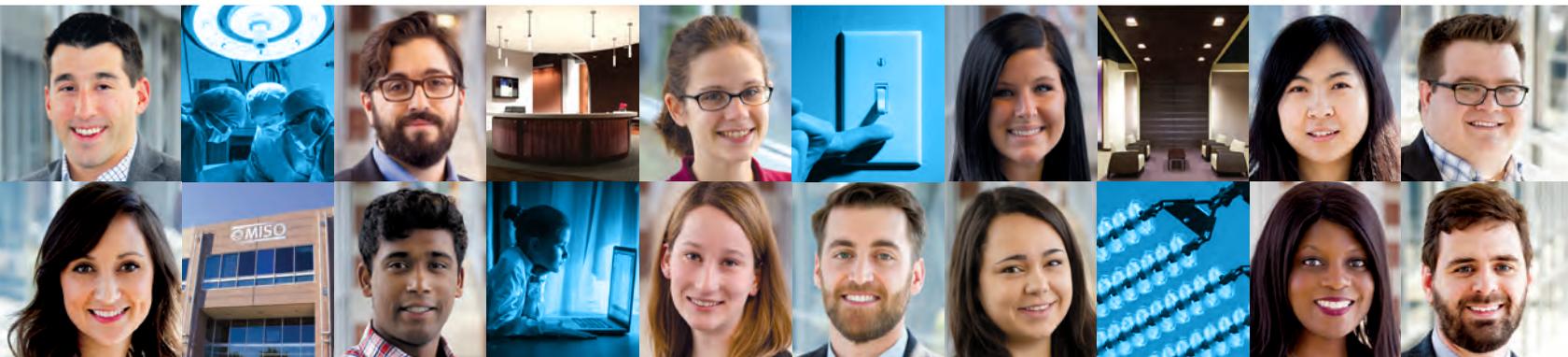
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