WICHITA STATE UNIVERSITY
Career Development Center

**MISSION STATEMENT**
The Career Development Center empowers, educates and serves individuals, leading them to lifelong career success.

**VISION STATEMENT**
Wichita State University’s Career Development Center is valued as a leader in engaging and equipping individuals to identify and transform their passions, education and talents to find the unique intersection between themselves and where they fit in the world of work.

**GOALS**
1. Establish connections with strategic University stakeholders, including the Innovation Campus, for the purpose of creating collaborative initiatives serving students.
2. Provide timely, accurate, consistent and meaningful data supporting career development programming to our stakeholders.
3. Provide quality programming and services with opportunities for individuals to demonstrate in different ways what they know, understand and can do at different points of their learning cycles.
4. Develop and maintain an environment that provides quality, academic-focused internships and cooperative education opportunities for current, qualified WSU students.
5. Provide valuable and innovative student and employer interactions at every stage of a student’s college career and beyond.
6. Strategically communicate, market and promote its programs and services to its stakeholders.
7. Serve as the catalyst in promoting a college career and beyond.
8. Strategically facilitate cooperative education and internship opportunities for current, employed individuals.

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**COOPERATIVE EDUCATION & INTERNSHIPS**

Our location in Wichita, as well as our 35-year-old program, has allowed us to form strong relationships with private and nonprofit organizations that offer a variety of cooperative education and internship opportunities. These positions are an invaluable way for WSU students to gain professional experience to complement the strong academic fundamentals they learn in the classroom.

Follow these steps to get started today! Have questions? Let us help. Call (316) 978-3688.

**STEP 1**
Learn our program definitions.

**Cooperative Education**
Cooperative education positions are paid jobs, and students receive hands-on, multi-semester experiences related to their major, while earning Academic Credit.

**Internships**
Through the Career Development Center, students have an opportunity to earn Academic Credit for an internship or enroll in Zero Credit and have an internship recognized on their academic transcript.

**Academic Credit Option**
In addition to completing the internship, students must enroll and pay tuition, submit learning objectives, complete a mid-term visit, complete a student self-evaluation form and submit a final project assigned by a faculty member.

**Zero Credit Option**
This option allows students to document an internship on their official academic transcript through a transcript notation. No tuition is paid. Check with your specialist to assist with the details of Zero Credit. In addition to completing the internship, students must enroll in Zero Credit, submit an internship agreement form, complete a reflection with a specialist, submit an hour’s verification form and complete a Zero Credit assessment at the end of the semester. All Zero Credit internship positions must be paid. (WSU international students cannot participate in Zero Credit internships due to the regulations set by the WSU International Office.) NOTE: Engineering students completing 2020 have additional Zero Credit requirements.

Students choose to take an internship for Zero Credit for several reasons:

- They have already completed the internship requirement of their program.
- They are already enrolled in the maximum number of credits for the semester.
- They wish to avoid paying tuition for an internship credit.
- They want their academic college to receive the data of their experience to further promote their programs.
- Internships are related to the student’s career focus.

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Wichita State University does not discriminate in its employment practices, educational programs or activities on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation or status as a veteran. Harassment against an individual filer or cooperating in a complaint process is also prohibited. Sexual misconduct, relationship violence and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Act of 1972. Complaints or concerns related to alleged discrimination may be directed to the Director of Equal Opportunity or the Title IX Coordinator: Wichita State University, 1845 Fairmount, Wichita KS 67260-0138, Telephone (316) 978-3187.
STEPS CONTINUED...

STEP 2
Meet the program requirements set by each college.
• Must be a degree-bound WSU student.
• Must be enrolled in at least six hours of credit at WSU (does not apply to summer semester).
• Must meet the requirements set by your academic college.

Barton School of Business
2.25 GPA
24 credit hours*

College of Health Professions
2.5 GPA
24 credit hours

College of Fine Arts
2.5 GPA
24 credit hours*

College of Liberal Arts & Sciences
2.0 GPA
24 credit hours*

College of Education
2.5 GPA
12 credit hours

*Nine credit hours must be in your major.

• Graduate students must be admitted to the WSU Graduate School and be enrolled in graduate classes.

** For F-1 Visa Students Only **
Obtain the Curricular Practical Training (CPT) authorization form from the Office of International Education. Authorization for CPT through co-op is valid for one semester only, so it must be renewed each semester. Bring completed CPT form to the Career Development Center.

STEP 3
Activate your personal profile on Handshake (wichitastate.joinhandshake.com). You must use your shockers. wichita.edu email address. Then, register for the College Through Career: Co-op & Internship Workshop.

STEP 4
Upon completion of the College Through Career: Co-op & Internship Workshop on-line, call (316) 978-3688 for a follow-up appointment with your Career Development Specialist.

STEP 5
AFTER you are hired, you must contact your Career Specialist at (316) 978-3688 for permission to enroll in either Zero or Academic Credit. To prepare for your enrollment appointment, you must bring your employer and supervisor information with you. Additionally, F-1 students will bring their CPT form signed off by the International Office and academic college; when you enroll, your Specialist will be the last signature on the form.

Take advantage of our other College Through Career Workshops: Preparing for a Career Fair, Ace the Interview and Using Social Media Like a Pro.

CAREER READINESS

ARE YOU CAREER READY?

Employers are looking to hire college students who know how to use their talents, strengths and interests. These students are career ready. How do you become career ready? Mastering these career readiness skills will prepare you for a successful transition into your dream job.

GET CAREER READY!

Career Management
The Career Development Center is the go-to resource for anyone who wants to build a bright future after college.

Oral/Written Communication Skills
Speak and write clearly.

Professionalism/Work Ethic
Act responsibly and learn from your mistakes.

Teamwork/Collaboration
Work together to finish tasks.

Leadership
Motivate and guide a group to achieve goals.

Critical Thinking/Problem-Solving
Think through situations to make good decisions.

Tech Savvy
Learn to use technology relevant to your field.

*Adapted from the NACE Career Readiness Competencies
MARKETING YOURSELF THROUGH RESUMES

EFFECTIVE RESUMES
• Resumes should be clear, concise, clean and correct.
• Use one-inch margins on all sides of page.
• Select one easily-readable font and maintain font consistency.
• Bold section-headers to ensure employers can easily pinpoint information.
• Do not include any personal information, for example: race, religion, marital status, pictures, gender, national origin, age, sexual orientation, status as a Vietnam Era Veteran, disability or social security number.
• Do not include any information related to high school activities or high school academics.
• Make sure that your resume is error-free.
• Have multiple people review your resume to check for misspellings, grammar inconsistencies and formatting issues.
• Limit to one page.
• Call (316) 978-3688 for a resume review appointment!

LIBERAL ARTS & SCIENCES RESUME EXAMPLE

Susan J. Brown

Objective: To obtain a cooperative education position within the field of Criminal Justice.

Education:
Bachelor of Arts in Criminal Justice
Wichita State University, Wichita, KS
- Begin with current college degree
- May 20XX
- GPA 3.2/4.0

Relevant Coursework:
- Law Enforcement
- Scientific Crime Detection
- Criminal Law
- Corrections
- Profiling
- Domestic Violence
- Include unique and advanced classes in which you received an A or B

Work History:
Student Assistant
Cooperative Education Office, Wichita State, Wichita, KS
- August 20XX — Present
- Counsel students on enrollment and program policies
- Aid in the development of marketing pieces, including: brochures, handouts and materials for mass mailings
- Assist program coordinators with variety of tasks, including: computer data entry, coordinating students’ paperwork and answering the telephone

Cook
Sonic Drive-In Restaurant, Wichita, KS
- January 20XX — May 20XX
- Worked in a fast-paced environment preparing food
- Trained 10 new employees on food preparation techniques
- Inventoried supplies and ordered and restocked supplies as necessary

Lifeguard
YMCA, Indianapolis, IN
- Summers 20XX — 20XX
- Taught swim lessons to eight children ages four to 12
- Tested the water hourly to maintain proper chemical balances
- Worked closely with other staff members to ensure swimmer safety

Volunteer Experience:
Habitat for Humanity, Spring 20XX
Big Brothers Big Sisters, Fall 20XX

Computer Skills:
Word, Excel, Access, PowerPoint

Activities & Honors:
- Member, Criminal Justice Student Association
- Student Ambassador, Wichita State
- Dean’s List, Spring & Summer 20XX

Volunteer Experience:
- Habitat for Humanity, Spring 20XX
- Big Brothers Big Sisters, Fall 20XX

Computer Skills:
- Word, Excel, Access, PowerPoint

Activities & Honors:
- Member, Criminal Justice Student Association
- Student Ambassador, Wichita State
- Dean’s List, Spring & Summer 20XX

Include professional and student organizations, scholarships, honor roll designations, etc.

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ENGINEERING RESUME EXAMPLE

Richard M. Conyers
1086 W. Sawyer St. | Wichita, KS 67213
(316) 976-0034 | rmconyers@shockers.wichita.edu

Objective:
To obtain a cooperative education/internship position in the field of Mechanical Engineering.

Education:
Bachelor of Science in Mechanical Engineering
December 20XX
Wichita State University, Wichita, KS
GPA 3.49/4.0
- Dean’s Scholar, 4 semesters

Minor in Mathematics
December 20XX
Wichita State University, Wichita, KS

Skills:
Computer: CATIA V5, MatLab (basic), FORTRAN, Visual Basic, Excel, PowerPoint, Word
Languages Skills: Bilingual in Spanish, with the ability to translate (read, write and speak)

Relevant Coursework:
Statics
Heat Exchange
Design of Machinery
Enrolled in Fall 20XX
Fundamentals of Flight
Computer-Aided Design
Mechanics of Materials
Thermodynamics
Materials Engineering
Heat Transfer

Relevant Project:
Team Member, Bronze Propeller Project
Spring 20XX
Wichita State University, Wichita, KS
- Researched aerodynamics, chose airfoil, calculated wing area
- Studied propulsion, researched batteries, motors and propellers as required
- Collaborated with four-member team, coordinated meeting times

Work Experience:
Student Assistant
April 20XX – Present
Aging Aircraft Lab, NIAR at Hawker Beechcraft, Wichita, KS
- Inspect airplane’s parts and mark their coordinates in 3D system, take pictures and input data into computer database using an Excel spreadsheet
- Help with disassembly of the airplane’s parts

Kitchen Crew Member
January 20XX – May 20XX
Spangles Restaurant, Wichita, KS
- Prepared food, greeted customers, took orders, ran cash register, trained 12 new employees
- Inventoried, ordered and restocked supplies as necessary
- Sanitized kitchen area and informed supervisor of all safety hazards

Activities & Honors:
Engineering Scholarship, Spirit AeroSystems, Wichita State University, Spring 20XX
National SMART Grant, Wichita State University, Fall 20XX
Membership Coordinator, Tau Beta Gamma Society, Wichita State University, Fall 20XX
Design Lead, Formula SAE Racing team, Wichita State University, Spring 20XX – Present
- Duties: Design, lathe machining, composite fabrication, part testing and team finances
Team Leader, B.E.S.T. Robotics, 20XX and 20XX
- Duties: Design captain, team management and schedule organization

BUSINESS RESUME EXAMPLE

Becky T. Smith
1845 South 1st Street E., Apt. 202, Wichita, KS 67212
316.975.0200
btsmith@shockers.wichita.edu
http://www.linkedin.com/pub/becky-t-smith/50/5b8/137

EDUCATION
Bachelor of Business Administration, Accounting
December 20XX
Wichita State University, Wichita, KS
Accounting GPA: 3.8/4.0
- Barton Scholars
- President, Beta Alpha Psi
- Secretary, Barton Accounting Professionals

Skills:
- Computer: Microsoft Office, Adobe programs and QuickBooks
- For past positions, bullets should be in past tense
- For technical majors, computer skills should be near the top

Relevant Experience:
Intern
Spring 20XX
Allen, Gibbs & Houlik, Wichita, KS
- Developed the skills necessary to maintain client accounts by working with a successful managing partner
- Coordinated all income statement and balance sheet analyses, cash flow and tax returns for three designated clients

Summer Intern
Summer 20XX
Associated Partners, Newton, KS
- Assisted with income statement and balance sheet analysis, cash flow, budgeting and forecasting
- Learned about aspects of the online brokerage business by working closely with experienced stockbrokers
- Communicated with clients, providing excellent customer service in-person and via phone

Front Desk Assistant
September 20XX – May 20XX
Wichita State University, Wichita, KS
- Maintained a secure lobby environment for students of Wheatshocker Apartments
- Assisted with delivery of daily mail, outside deliveries and general customer service in-person and on the phone
- Facilitated the development of student activities and events that run bi-monthly during the academic year

COMMUNITY SERVICE
- American Red Cross, special team volunteer for community events 10 hours per week
- Cathy’s Soup Kitchen, volunteer for special events and during holidays
- Habitat for Humanity, fundraising event for professionals

COMPUTER SKILLS
- Microsoft Office, Adobe programs and QuickBooks
- For past positions, bullets should be in past tense
EDUCATION RESUME EXAMPLE

Sarah W. Shocker
1234 Country Garden Circle | Wichita, KS 67204
(316) 567-8899 | swshocker@shockers.wichita.edu

Objective:
To obtain a cooperative education position within the field of Elementary Education.

Education:
Bachelor of Arts in Education                           May 20XX
License: Elementary/K-6                                   GPA 3.2/4.0
Wichita State University, Wichita, KS

Associate of Science                                      May 20XX
Emphasis: Math                                           GPA 3.1/4.0
Butler Community College, Andover, KS

Relevant Coursework:
Intro to Profession                                    Exceptionalities – In Progress
Statistics                                           Cultural Issues – In Progress
Spanish                                               Art Education

Work History:
Sales Associate                                       November 20XX – Present
Amy’s Hallmark, Wichita, KS
• Run cash register; open and close the store
• Maintain the store’s appearance by stocking products, cleaning and organizing

Lifeguard/Swim Team Coach                              Summers 20XX – 20XX
Reflection Ridge Golf Club, Wichita, KS
• Worked closely with other staff members to ensure swimmer safety
• Taught swim lessons to eight children ages two to 10
• Served as head coach for swim team, coaching 12 children ages five to 18

Soccer Coach                                          August 20XX – Spring 20XX
Sedgwick County Soccer Association, Wichita, KS
• Coached a girls’ soccer team, 10 girls, ages four to five
• Taught different techniques and skills by conducting weekly practices

Computer Skills:
Microsoft Excel, PowerPoint, Word; SMART Boards; Clickers; Document Cameras

Activities & Honors:
Volunteer Teacher Assistant, Maize Middle School        Fall 20XX – Spring 20XX
Volunteer Soccer Coach, Sluggers                        Fall 20XX
Volunteer, Special Olympics                             Summer 20XX
WSU Transfer Student Scholarship                        Fall 20XX

REFERENCES EXAMPLE

Sarah W. Shocker
1234 Country Garden Circle | Wichita, KS 67204
(316) 567-8899 | swshocker@shockers.wichita.edu

your heading should be the same as your resume

REFERENCES

Steve Moore
Principal
Andale High School
456 Central Avenue
Andale, KS 67001
(316) 444-2607
steve.moore@usd267.com

Natalie Hanson
Sixth Grade Teacher
Maize South Middle School
3701 N. Tyler
Wichita, KS 67205
(316) 773-9192
nhanson@usd266.com

Don Hill
Reflection Ridge Pool Manager
High School P.E. Teacher
Heights High School
5301 N. Hillside
Wichita, KS 67219
(316) 973-1410
dhill4@cox.net

Stan Boone
Swim Team Coach
Wichita Aqua Shocks
1325 S. Hilltop Road
Derby, KS 67037
(316) 641-4301
aquashocks@cox.net

all references should be professional (no family or close friends!) and always ask permission to use them as a reference

education majors are required to have a reference page with three to five references listed

always include email addresses when possible

have this information ready when completing online applications, and bring a copy to interviews
SUMMARY OF QUALIFICATIONS Resumes Example

Bob T. Jones
1836 Tameria Drive | Wichita, KS 66702 | (316) 555-3867 | Email: btjones@shockers.wichita.edu

SUMMARY OF QUALIFICATIONS
• Closing skills
• Communication skills
• Conversational Spanish
• Customer service
• Organizational skills
• Presentation skills
• Prospecting and networking
• Strategic market planning

EDUCATION:
Bachelor of Business Administration May 20XX
Major: Management GPA 3.4
Minor: Marketing
Wichita State University, Wichita, KS

RELEVANT EXPERIENCE:
American Properties Wichita, KS May 20XX – Present
Rental Agent/Sales Representative
• Prospect for leads increasing company assets $20,000; ranked #1 in 20XX
• Show properties, customize selling points and build customer relationships
• Built network of relationships with city landlords
• Developed strategic market plans for area penetration and advertising placements

The Book Place Wichita, KS January 20XX – April 20XX
Sales Assistant
• Aided customers with selections and sales transactions
• Balanced register nightly
• Launched the first local website to market new products
• Designed monthly employee contests to promote video sales resulting in 18% sales increase

Wichita State University Wichita, KS August 20XX – January 20XX
Office of University Development
Phonathon Caller
• Communicated the University’s goals and accomplishments
• Promoted financial support; received pledges for $13,815

HONORS:
• Business Honor Society
• National Merit Scholar

ASSOCIATION:
• American Marketing Association – Wichita, KS

RESUMES – ACTION VERBS

Remember to use these verbs to describe your skills and accomplishments when writing your resume and cover letters to increase the strength of your writing and make potential employers take notice!

MANAGEMENT SKILLS
Administered Delegated Increased Prioritized
Analyzed Developed Initiated Produced
Assigned Directed Instituted Recommended
Attained Enhanced Managed Reorganized
Chaired Established Motivated Reviewed
Consolidated Evaluated Organized Scheduled
Contracted Executed Oversaw Strengthened
Coordinated Improved Planned Supervised

COMMUNICATION SKILLS
Addressed Directed Interpreted Publicized
Authored Drafted Lectured Reconciled
Collaborated Edited Mediated Recruited
Composed Elicted Moderated Resolved
Contacted Explained Negotiated Spoke
Convinced Formulated Persuaded Translated
Corresponded Influenced Promoted Wrote

RESEARCH SKILLS
Analysed Diagnosed Interpreted Reviewed
Clarified Evaluated Interviewed Solved
Collected Examined Investigated Summarized
Compared Gathered Located Surveyed
Conducted Extracted Organized Systematized
Criticised Identified Researched Tested

TECHNICAL SKILLS
Adapted Designed Maintained Replaced
Applied Developed Operated Solved
Assembled Devised Overhauled Standardized
Built Engineered Programmed Studied
Calculated Fabricated Remodeled Upgraded
Computed Installed Repaired Utilized

TEACHING SKILLS
Adapted Developed Facilitated Instructed
Advised Enabled Focused Persuaded
Coached Encouraged Guided Stimulated
Communicated Evaluated Individualized Trained
Coordinated Explained Informed Tutored
RESUMES — ACTION VERBS

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<th>HELPING SKILLS</th>
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<td>Reduced (losses)</td>
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<td>Expanded</td>
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<td>Improved</td>
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MARKETING YOURSELF THROUGH LINKEDIN

LinkedIn (linkedin.com) is the worldwide, leading professional network with an impressive and growing membership of 430 million members. LinkedIn users are connected to professionals to network, exchange ideas, learn about job opportunities and connect with other professionals with a broader network.

One great benefit of college students utilizing LinkedIn prior to graduation is establishing oneself as an expert and upcoming professional in a chosen major. In today’s competitive job market, students now more than ever need to start connecting with fellow peers, alumni and established business professionals and joining groups and organizations to expand knowledge and learning experience.

There are many benefits to creating a LinkedIn profile, including the following:
- Promote yourself professionally online.
- Break the professional networking ice.
- Build and maintain professional networks efficiently and effectively.
- Research an organization or its employees to prepare for interviews.

Tips for a successful profile:
- Don’t be a stranger! Employers can be skeptical if you lack a photo. Upload a clear picture of just your head and shoulders.
- Watch your links! It’s a great idea to link your website or Twitter account to LinkedIn if it is relevant to your work.
- If it is unrelated or you wouldn’t want potential employers to see a post or Tweet, do not link.
- Be skinnable and specific. Don’t ramble in your descriptions. Be to the point, but be sure to include important details. Use numbers and percentages, in addition to bullet points and strong action verbs.

MARKETING YOURSELF THROUGH ELEVATOR PITCHES

An “elevator pitch” in regards to searching for co-ops and internships includes a 30-second overview of your knowledge, skills and accomplishments. The term comes from the time it takes to complete a normal elevator ride from the top to the bottom floor. An “elevator pitch” is an opportunity to get your point across in a timely manner: namely, who you are, what you’ve accomplished and where you hope to go in the future. It is a short speech that is worth memorizing.

In 30 seconds, you can let those you come in contact with know what your skills, interests and future goals are as they relate to internships and co-ops. Realizing the importance of each and every personal encounter you make can often spell the difference between success and failure in securing the ideal internship.

Remember, people may not have more than 30 seconds, so make sure to deliver your pitch in that timeframe. A good first impression can open a lot of doors. Make the elevator pitch your verbal resume.

Three tips for a good elevator pitch:
- Position yourself — what is your name, major, class status? This puts you in a category so the employer knows where at their company you might fit in based on your “position.”
- Differentiate yourself — what have you done/learned/experienced that no one else has? What are you most proud of? What can you say about yourself that will make you stand out amongst all the other [insert major] students that employer talked to today/interviewed for this position?
- Open a conversation — ask the employer a question. What are they looking for in a potential intern? How can I position myself well for an internship with this company? What would a typical intern do in your company?
INTERVIEWING

BEFORE THE INTERVIEW
- Update voicemail messages and social networking sites (Facebook, Twitter, LinkedIn, etc.) to ensure they are professional.
- Research the organization and familiarize yourself with the internship description. (You can always view the internship descriptions you’ve applied for in Handshake.) Prepare to describe how your skills, experiences, qualities and accomplishments match the position and organizational culture. Preparation is key! Your interview directly impacts the success of your overall presentation.
- Prepare questions to ask the employer so you can be an active participant in your interview.
- Know the location of the employer and how long it takes to travel to your destination.

INTERVIEW
- Dress professionally; clothes should be clean, pressed and conservative.
- Arrive on time (15 minutes early is on time).
- Introduce yourself with a firm handshake, smile and looking each interviewer in the eye.
- Project a friendly, positive, enthusiastic, confident, polite and professional personality. Remember, anyone you come into contact with may influence hiring decisions.
- Carry a notebook to write down information from the interview.
- Bring several copies of your resume.
- Ask for a business card so you can follow-up with your interviewer(s) with a thank-you note.

INTERVIEW FOLLOW-UP
- Follow up your interview with a thank-you email or letter within 24 hours of your interview.
- Note that employers do background checks, including credit, criminal, social networking sites and driving records. Some employers also require drug screens and/or physical examinations.

INTERVIEWING – FORMATS

What do you see in your mind when you picture a professional-level job interview? Do you see one person sitting across the table or desk from you asking questions? Your interview may look like that, or it may look drastically different. It all depends on the employer’s hiring preferences.

PHONE/SKYPE INTERVIEW
Employers often use phone, and increasingly-so Skype, interviews to screen candidates prior to choosing who to invite for on-site interviews. In larger companies, the phone interview will often be conducted by a member of the Human Resources team.
- Prepare just as you would for a regular interview.
- Have a few work-related questions ready for the caller.
- Keep your resume in close reach and take notes.
- Speak directly into the phone.
- Be sure you are in a quiet location and will not be interrupted.
- Smile! When you are on the phone, employers can hear it in your voice.

PERSONAL INTERVIEW
This is the most common type of interview. It is typically a one-on-one exchange at the organization’s office.
- A slight twist on this may be a series of personal interviews all conducted on one day.
- Sit up straight in your chair; smile and make eye contact.

PANEL INTERVIEW
A panel involves one interviewee being interviewed by multiple interviewers.
- Shake the hand of each interviewer.
- Bring extra copies of your resume.
- When answering a question, begin by looking at the person who asked the question; also make eye contact with the other panel members.
- Thank everyone at the end; send individual thank-you notes/emails.
INTERVIEWING — QUESTIONS

COMMON INTERVIEW QUESTIONS
A good answer includes specific examples from past experiences. Don’t lie or exaggerate. When you’re finished answering a question, stop talking — don’t ramble.

• Tell me about yourself.
• What are your strengths/weaknesses?
• Where do you see yourself in five years?
• Why are you interested in this position?
• What do you know about our organization?
• What motivates you?

BEHAVIOR-BASED INTERVIEWING
Behavior-based questions are structured, open-ended questions. The premise of asking such questions is that past behavior and performance are the best predictors for future behavior and performance in similar situations. You will want to draw from previous work experience, classes, activities, team involvement or volunteer experience.

EXAMPLES OF BEHAVIOR-BASED QUESTIONS

• Recount a time in which you applied your classroom learning to another class or project.
• Describe a situation where you coordinated several people to achieve a goal.
• Recount a time in which you managed a project that had an aggressive goal.
• Describe a time that you had to adapt to a difficult situation.
• Describe the organizational process you utilize when simultaneously juggling several projects.
• Describe a time you worked effectively under pressure.
• Tell me about a time you missed an obvious solution to a problem.
• When did you have to make an important decision with limited facts?
• Recount a time when you were tolerant of an opinion that was different from yours.

INTERVIEWING — DRESS

First impressions count, and yes, interviewers do judge a book by its cover. Plan in advance how you will dress for the interview, choosing clothes that are subtle, professional and conservative. Dressing your best shows respect and professionalism. You only have one chance to make a strong first impression!

THINGS TO REMEMBER
• It is better to be overdressed than underdressed.
• Try your outfit on before the day of the interview.
• Clothes should fit well and be clean, neat and pressed.
• Colors should coordinate.
• Shoes should be polished, not scuffed.
• Hair should be neat, combed and conservatively styled.
• Fingernails should be clean and properly trimmed.
• Jewelry should reflect quality and be worn sparingly; remove visible body piercings.
• Tattoos should be covered, if possible.
• Eyeglasses should be clean.
• Refrain from gum, candy, drinks or cigarettes.
• Neatness and personal hygiene do make a difference!
INTERVIEWING — DRESS

WOMEN
• Pants or a dark-colored skirt of knee-length or longer are best paired with a light-colored blouse or jacket.
• A dress is acceptable, but not required.
• Stay away from bold colors, dramatic prints, low-cut necklines, spaghetti straps, camisoles or exposed midriffs.
• Hose should be a neutral color; if hose are not worn, be sure legs are shaved.
• Check your shoes; make sure they are medium or low-heeled, polished and conservative and not flashy or too trendy.
• Handbags should be small or not carried at all.
• No more than one ring on each hand and one set of earrings; avoid showy jewelry.
• Wear minimal make-up and perfume.
• Hair should be well-groomed and kept away from the face.
• Avoid extremely long fingernails and trendy or bold nail polish.

MEN
• A suit is acceptable, but not required. Traditional colors — such as dark blue, gray or black — are best.
• Otherwise, wear dark pants in black, brown or khaki with a white button-down shirt and tie or a classic, collared shirt.
• Ties should coordinate with pants and have a professional look.
• Shoes should be either black or brown with coordinating socks (make sure you wear socks!).
• Hair, including facial hair, should be neatly trimmed.
• Wear minimal or no cologne or aftershave.
• Minimal jewelry; a watch and college/wedding ring are acceptable.
• Remove earrings, even if you usually wear them.

SUCCESS IN YOUR CO-OP/INTERNSHIP

How to succeed in an internship
... by really trying!

1. Enroll for co-op or internship credit.
   Once you are hired, contact your Specialist to get enrolled in Academic or Zero Credit.

2. Ask questions during internship training.
   If you do not understand certain policies and procedures, ask for clarification. Make sure you completely understand why organizations have enacted certain policies, so you do not unintentionally violate one. Keep in mind, your conduct at work may be subject to the WSU Student Code of Conduct even though your worksite may be off-campus.

3. Define “success” for yourself.
   Ask your supervisor and/or mentor, “How can I be successful in this position?” Determine the behaviors that make certain professionals successful in your organization, and try to model the same behaviors when appropriate.

4. Be on time.
   Being late sends the signal, “I don’t respect you enough to arrive on time,” and makes others think you are disorganized and manage your time poorly.

5. Analyze your organization’s culture.
   Ask questions like, “What values are important to the people in this organization?” and “What behaviors help this organization be successful?” Reflecting on the work culture can help you determine if this is an organization where you can achieve long-term success.

6. Show initiative.
   If you have down time at work, ask for new tasks and the opportunity to learn about new projects.

7. Network.
   Try to meet professionals in the organization and engage them in conversation. Seek out individuals who have work responsibilities that interest you, and try to build relationships with them.
SUCCESS IN YOUR CO-OP/INTERNSHIP

8. Dress the part.
Dress professionally each day at work. If you have questions about how best to dress, talk to your supervisor about your concerns.

COMMON WORKPLACE ATTIRE

BUSINESS PROFESSIONAL

MEN:
Business suits are best; however, blazers can be worn with dress slacks or nice khaki pants. Wearing a tie is a requirement for men in a business professional dress code. Sweaters worn with a shirt and tie are an option, as well.

WOMEN:
Business suits or skirt-and-blouse combinations are typical. Women adhering to the business professional dress code can wear slacks, shirts and other formal combinations.

BUSINESS CASUAL

MEN:
Wear a combination of a collared shirt (such as a dress shirt or polo shirt) with trousers (such as khakis or blue, green, brown or black trousers) and a belt. Jeans are not acceptable as business casual attire.

WOMEN:
Dress pants or a reasonable-length skirt of a non-denim material, combined with a top (such as a dress shirt or sweater) is considered acceptable. An informal dress with appropriate skirt length is also acceptable.

CASUAL FRIDAY — Be sure to find out if your organization participates!

MEN:
Wear a combination of a collared shirt (such as dress or polo shirt) with jeans and a belt. (Jeans MUST be nice – not too loose or tight, no holes, not faded or shredded.)

WOMEN:
Jeans, jean capris or a reasonable-length jean skirt, combined with a top (such as a dress shirt or sweater), are considered acceptable. (Jeans MUST be nice – not too loose or tight, no holes, not faded or shredded.)

Never wear the following: jeans (unless your office has casual Fridays), athletic apparel or footwear, offensive T-shirts, distracting jewelry, flip-flops or ripped clothing. Shorts are never allowed. Headwear is not permitted in a business professional dress code, unless it is for religious purposes or to honor cultural tradition.

ATTENTION WOMEN: Be conservative. Revealing clothing should be avoided, and body art should be covered. Jewelry should be conservative and tasteful.

SUCCESS IN YOUR CO-OP/INTERNSHIP

9. Stay positive.
In your position, there may be a steep learning curve. As a result, you may experience frustration at times. Try to stay positive and focus on the learning that is taking place when you are at the organization.

10. Limit your personal time at work.
Do not spend time at work on personal issues, and do not do homework while in the workplace. You have been hired to fulfill an important role in the organization, so you should focus on doing your work well and supporting the other members of your team. Remember, you are representing yourself and Wichita State University when you are at work.

TIPS

• Familiarize yourself with your organization’s policies and ask questions to clarify any possible misinterpretations.
• Worksites are typically off-campus, and, while we do our best to place students in safe environments, let our office know immediately if you feel that you experience harassment or discrimination while at a co-op or internship.
STUDENT AGREEMENT & AUTHORIZATION

A. Authorization for Release of Information: I hereby authorize the Career Development Center at Wichita State University to release, both electronically and manually, on my behalf such information contained in my educational records, as maintained by the University Registrar Office including, but not limited to, resumes and transcript(s), as necessary to aid employers in assessing my qualifications for employment. I understand this information will be disclosed to those persons with the prospective employer’s organization who have been determined by the employer to have a need to know. I understand that I am consenting to, and with, the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. Section 1232g, et seq., and will not be released to any other party by WSU without my consent. If I should wish to have any of my education records not sent to a prospective employer, I will notify the Career Development Center in writing of the specific information in my file which I wish to be withheld.

B. Cooperative Education and Internship Expectations: I understand that cooperative education and internships are academic programs at Wichita State University which bridge the gap between classroom theory and the world of work and for which Academic Credit or Zero Credit enrollment is required. If I accept any placement generated by the Career Development Center, I agree to enroll in the designated co-op or internship course.
   a) Cooperative education requires enrollment in Academic or Zero Credit for each semester of participation.
   b) An internship requires enrollment in Academic or Zero Credit (meeting Zero Credit criteria) for each semester of participation.

1. I agree to complete a learning objective agreement with the appropriate Wichita State University faculty advisor at the beginning of each semester of work experience and attend the college seminar, if required. I will complete and submit all written requirements within the established timeframe as outlined in the course syllabus.

2. I understand that if I am placed in a cooperative education or internship position, I will not be able to file an unemployment claim against my employer at the end of the placement. Federal Unemployment Tax Act “Provision” 26 U.S.C. Section 3306 (c) (10)(C).

3. I understand that some employers conduct background checks, including ones for candidates’ credit, criminal and driving records, and can require drug screens and/or physical examinations. Some employers also view candidates’ social networking sites (MySpace, LinkedIn, Facebook and Twitter).

4. I understand that not enrolling for each co-op or internship work term or dropping the course without prior permission from my coordinator may automatically prohibit me from further participation in the Career Development Center programs. My employer will be notified regarding my non-enrollment.

5. I understand that WSU cannot guarantee placement of any applicant, nor a specific timeframe, location or pay rate. Job availability, student qualifications, faculty approval, course schedules and the employer’s decision must be positively coordinated before placement can take place.

6. I agree to conduct myself professionally and understand as a WSU co-op student or intern that my conduct at my worksite may be subject to the WSU Student Code of Conduct as outlined in Section 8.05 of the WSU Policies o-Procedures Manual. Violation of the Student Code of Conduct may result in prohibiting me from further participation in the Co-op and Internship Program.

Print Student’s Name       MyWSU ID#          Date

Signature of Student Applicant

SIGNATURE

Wichita State University does not discriminate in its employment practices, educational programs or activities on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation or status as a veteran. Violations against the Individual Right to File or Cooperating in a Complaint process is also prohibited. Sexual misconduct, relationship violence and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Act of 1972. Complaints or concerns related to alleged discrimination may be directed to the Director of Equal Opportunity or the Title IX Coordinator, Wichita State University, 1845 Fairmount, Wichita KS 67260-0138; telephone (316) 978-3187.

NOTE: Only send in a cover letter if it is required.

SAMPLE COVER LETTER

Dear Mr./Ms. Last Name,

I am interested in applying for the scientific research summer internship position that was listed through Wichita State University’s Career Development Center.

I have had a great deal of laboratory experience in chemistry, biology and geology, both indoors and in the field. In the lab, I have performed chemical reactions, and I am currently using microscopes to observe many specimens. In environmental field studies, I have conducted outdoor labs to assess water chemistry.

Last summer, I worked as a conservation assistant at Clumber National Park. I am seeking to complement this outdoor experience with a research internship in order to acquire the background necessary for a future career in scientific research.

I believe that I would be an asset to your program. This internship would provide me with the ideal opportunity to assist at your organization and expand my research skills.

I will call next week to see if you agree that my qualifications seem to be a match for the position. If so, I hope to schedule an interview at a mutually-convenient time. I look forward to speaking with you.

Thank you for your consideration.

Sincerely,

Signature
First Name Last Name
Wichita State University
Street
City, State Zip
Cell: (555) 555-5555

22 You will be asked to sign this form at your follow up appointment.
SAMPLE THANK-YOU EMAIL
Dear Mr./Ms. Last Name:

I appreciate you taking the time to speak to me about the internship position available at Jones Corporation. I am excited about the opportunity to intern with such a well-regarded organization.

The internship, as you presented it, seems to be an excellent match for my skills and interests. I am confident that my coursework in accounting will enable me to be a productive member of your team. In addition to my enthusiasm, I will bring to the position a willingness to learn, both about the company and the accounting field.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you. If I can provide you with additional information, please let me know. Thank you for your consideration.

Sincerely,

Name
Phone
Email

FREQUENTLY ASKED QUESTIONS
Can I get Academic or Zero Credit for my current job?
Students may receive credit for their own job if it is related to their major and is approved by their faculty advisor and Career Development Center Specialist.

What is the role of my Career Development Center Specialist?
Their role is to help you learn more about your career interests and skills, provide information about available positions, outline the interviewing process and facilitate the academic process for enrolled students.

Do graduate students need to complete 24 credit hours in order to be eligible for the program?
No. This is a requirement at the undergraduate level.

Can I have a resume review now? I'm not ready for an internship.
Yes. You can meet with a trained Peer Adviser to help you review your resume. Call (316) 978-3688 for an appointment.

Do you have another office that can help with resumes and mock interviews?
Yes. We have a walk-in satellite offices in RSC 205, CH 021B, AH 263 and WH 300.

NEXT STEPS
1. Develop your resume and print a paper copy to bring to your follow-up appointment.

2. Make a follow-up appointment with your career specialist by calling (316) 978-3688.
   “Hello, I need to make a follow-up appointment.
   My name is _____________________.
   My major is _____________________.
   My WSU ID number is _____________.
   My phone number is _____________.”

3. Arrive at your follow-up appointment with a printed copy of your resume. (Education majors, bring a printed copy of your reference page and your Week-at-a-Glance class schedule.)

4. After your follow-up appointment, upload your resume and apply for cooperative education and internship positions on Handshake (wichitastate.joinhandshake.com).

5. Once successfully hired, call (316) 978-3688 and make an appointment with your career specialist for enrollment in Academic or Zero Credit.