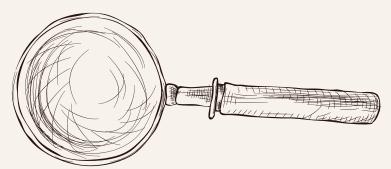
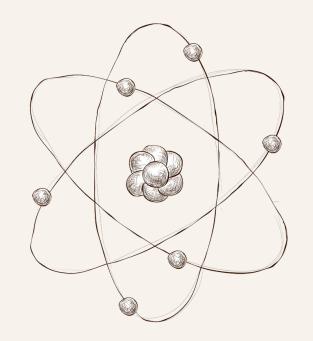
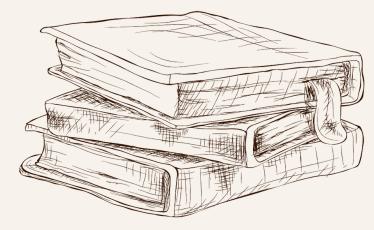


You've got the skills. Let's connect the dots.







## LEARNINGOUTCOMES

Students will be able to understand the purpose/function of:

- Resumes
- CV's
- Cover Letters
- Personal Statements

Students will convey experiences/skill development of research experience (URSCA) by building a bullet point

Students will match experience/skills developed through research (URSCA) to a job description

## ICEBREAKER QUESTIONS

How do you bring out the best in others?

And/Or

What sparks joy in you, and how do you ensure that it's part of your everyday life?

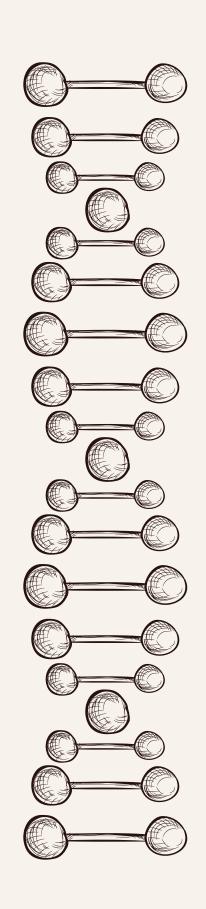
## Career Readiness

Career Readiness means having the essential skills, knowledge, and mindset to start and succeed in a career. It involves ongoing learning and practical experience, along with the ability to demonstrate and explain how one's skills apply to real-world situations.

Concordia College Career Center

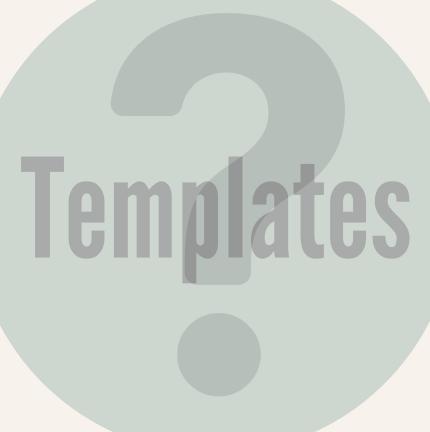
## RESUMES

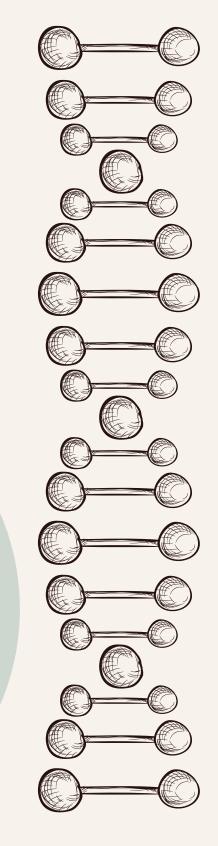


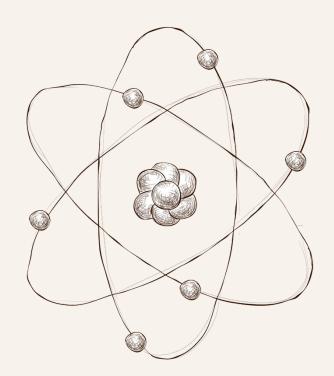


## What is a Resume?

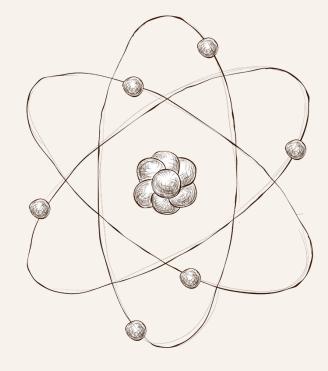
- 1-2 page document (Word or Docs)
- Tailored
- Articulates & highlights:
  - Strengths and Skills
  - Education
  - Experiences
  - Training & more







## Resume vs CV



### Resume

- Professional Identity
- 1-2 Pages
- Tailored
- Concise summary of education, experiences, strengths

## Curriculum Vitae

"Course of Life"

- Scholarly identity (Academia and Research)
- Unlimited pages
- Internationally recognized

### Formatting Your Resume

Lead with the most important information. For students, start with EDUCATION.

**Skills Section** 

is optional.

Only include "hard skills"

- tech skills
- language skills
- skills unique to your major (GIS, programming languages)

**Headings:** 

12-14 pt **Bolded** and/or ALL CAPS. 2 pts larger than body.

Margins: 0.5-1 inch

Professional email

**Name:** 16-20 pt **Bolded** and/or ALL CAPS. 4 pts larger than heading.

Add LinkedIn with shortened url.

#### **EMILY SET**

Moorhead, MN ♦ 555-555-5555 ♦ emilyset@gmail.com ♦ linkedin.com/in/emilyset

#### **EDUCATION**

Bachelor of Arts with majors in **English** and **Communication** Concordia College, Moorhead, MN

Major GPA: 3.80 May 2027

Accomplishments: Dean's List 6 semesters, Music Performance Scholarship

#### SKILLS

WordPress ◆ Adobe InDesign ◆ Adobe Premiere Pro ◆ Swedish (Native)

#### RELEVANT EXPERIENCE

Executive Editor, The Concordian, Moorhead, MN

2023-Present

- Increased number of papers picked up 30%, facilitating development of new articles and interesting content.
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Proofreader, Integreon, Fargo, ND

Summer 2022

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#### **Format Positions:**

**Title**, Organization, City, State, Date (right-aligned)

Body Copy: 10-12 pt Suggested fonts: Arial, Calibri, Cambria, Garamond, Georgia, Helvetica, Tahoma, Times New Roman, Verdana

#### Use QR Code for More Information



## Transferable Skills

## VS

## Hard Skills

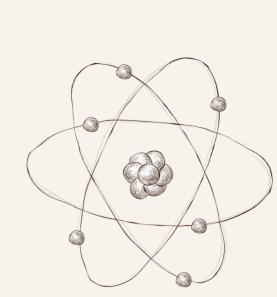
What's the difference?

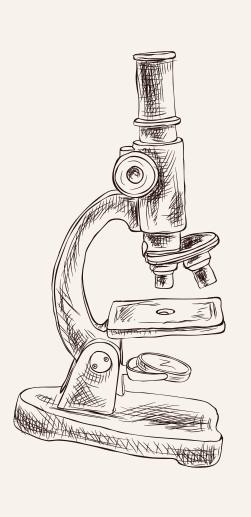




## BUILDING A BULLET POINT

But before that.....





## COMPETENCIES

What are they???
Why are they important???

## Developing Competencies

Campus Involvement

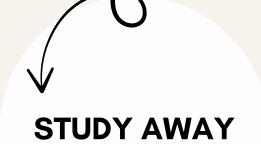


Education



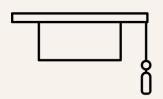
Student Leadership Positions

Undergraduate Research

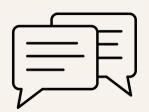


Internships

## NACE Competencies



Career & Self Development



Communication



**Critical Thinking** 



**Equity & Inclusion** 



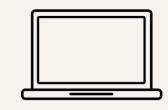
Leadership



**Professionalism** 



**Teamwork** 



**Technology** 

National Association of Colleges and Employers. "Career Readiness Defined." NACE, National Association of Colleges and Employers, <a href="https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/">https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/</a>. 2024

## Using Competencies in Resumes

Recruiters want to see evidence of your skills.

Let's turn your student research experience into a strong resume bullet point!

## ACHWHYTIME

## Building a Bullet Point

Using URSCA Experiences

### Start with:

What did you do?

## Then answer at least one of

- these questions:
  - How did you do it?
  - What was the purpose of it?
  - What was the result?
  - Who was your audience?

## Bullet Point Examples



**DO:** Collected and analyzed over 500 data points on soil nitrogen levels to assess plant growth in 3 climate conditions

DON'T: Did research on soil

**DO:** Collaborated with team of 5 researchers to develop new testing procedure, reducing lab processing time by 20%

DON'T: Helped in the lab with various tasks



## COVER LETERS



## WHATISA COVER LETTER?

Brief letter, often goes with your resume when applying for a position

- Conveys a story about: Should answer 2 questions:
  - Who you are
  - What you want
  - Why you are a good fit

- Why Them?
- Why You?

### Should I create a cover letter??

Yes! Because.....

87%

of hiring managers/ recruiters read cover letters.

(ResumeGo 2020)

Applicants with a tailored cover letter receive

31%

more callbacks than those with a generic cover letter.

## 1ST PARAGRAPH: WHY ARE YOU EXCITED ABOUT STUDENT TEACHING?

- Start with a hook
- Give them a window into your passion for teaching/students
- May include 1-2 of your learning goals for the experience



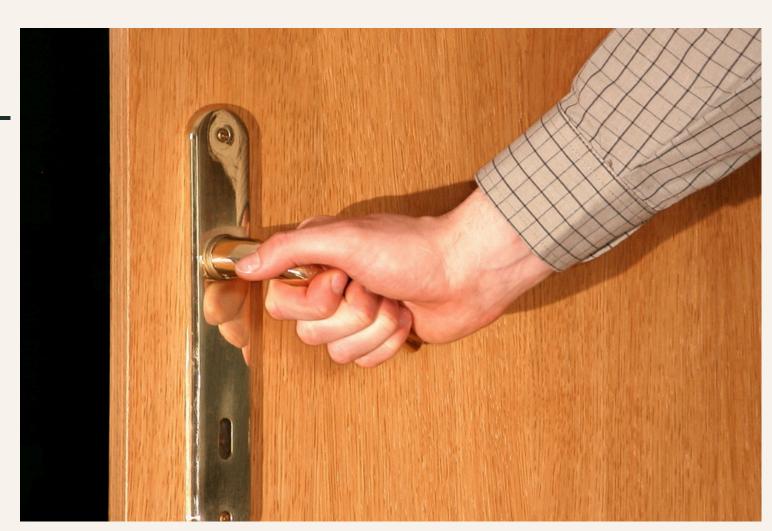
## 2ND/3RD PARAGRAPH: WHAT EXPERIENCE DO YOU BRING?

- Paragraph form or bullet points
- Choose 3 past experiences
- Support skills from experience with examples (education, past positions, internships, volunteering, co-curriculars, etc.)



### 4th PARAGRAPH: THE CLOSE

- Express interest in the next step usually an interview
- Thank the employer for considering you
- Close with "Sincerely,"



## COVERLETTER ACTIVITY TIME

## Personal Statement VS. Research Statement

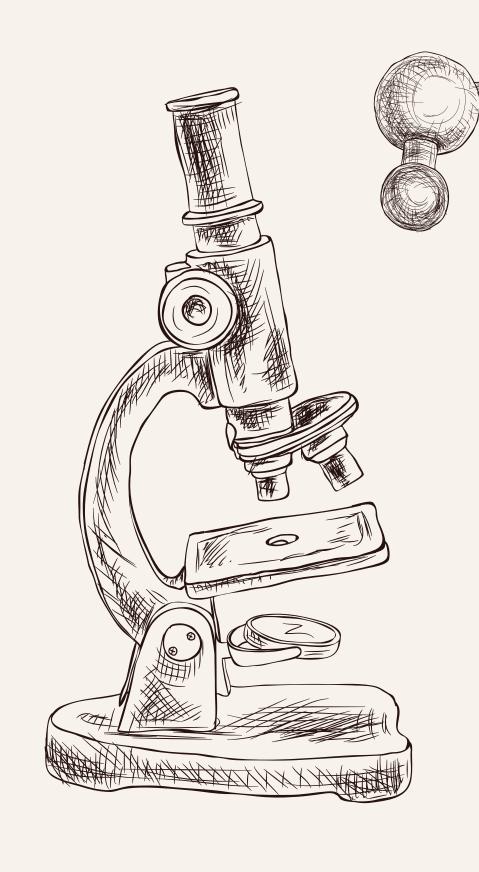
Understanding the key differences for grad school applications

## Personal Statement vs. Research Statement

### Personal

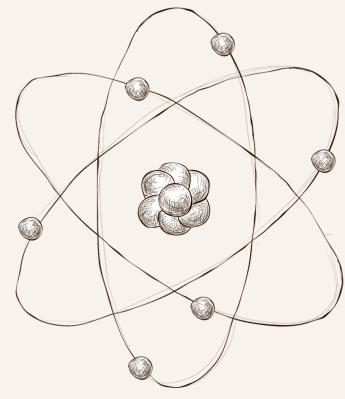
### Research

Goal	Tell your story and why you're a good fit	Share your past + proposed research
Tone	Reflective, personal	Analytical, technical





# Thank you!





## CONCORDIA COLLEGE CAREER CENTER Career Readiness Competencies



#### Career and Self Development

Develop a deeper understanding of self to enhance exploration of careers and opportunities. Acknowledge and communicate skills and strengths of past experiences in the job and graduate school exploration process.

#### Sample Behavior

- Display curiosity; seek out opportunities to learn.
- Seek and embrace development opportunities through further education and training.
- Show an awareness of own strengths and areas for development.



#### Communication

Intentionally engage in the sharing of ideas and knowledge through verbal, written, and non-verbal interactions. Use active listening to understand different perspectives and ask relevant questions.

#### Sample Behavior

- Communicate in a clear and organized manner so others can effectively understand.
- Ask appropriate questions from supervisors, specialists and others.
- Understand and demonstrate verbal, written and non-verbal/body language abilities.



#### Teamwork/Collaboration

Build strong relationships to work toward common goals, showing respect to individuals while integrating diverse viewpoints.

#### Sample Behavior

- Collaborate with others to achieve common goals.
- Build strong positive working relationships with supervisor and coworkers.
- Be accountable for individual and team responsibilities while showing ability to compromise.



#### Critical Thinking/Problem Solving

Make informed decisions and solve problems based on research, analysis, and inclusive reasoning.

#### Sample Behavior

- Multi-task well in a fast paced environment
- Make decisions and solve problems using sound, inclusive reasoning and judgement.
- Proactively anticipate needs and prioritize actions steps.

## CONCORDIA COLLEGE CAREER CENTER Career Readiness Competencies



#### Equity and Inclusion

Actively engage in understanding, including, and valuing people of diverse identities and differences through a common ground to challenge systems of oppression and inequity.

#### Sample Behavior

- Keep an open mind to diverse ideas and new ways of thinking.
- Be aware of your biases and how they may influence your interactions and decisions.
- Solicit and use feedback from multiple cultural perspectives to make inclusive and equity-minded decisions.



#### Professionalism/Work Ethic

Demonstrate an understanding of the overarching goals and mission of the organization by strategically aligning personal brand, values, and interests in alignment with the company.

#### Sample Behavior

- Prioritize and complete tasks to accomplish organizational goals.
- Have an attention to detail, resulting in few if any errors in their work.
- Show a high level of dedication toward doing a good job.



#### Leadership

Understand the unique strengths of individuals from different backgrounds to inspire, motivate, and serve as a role model to achieve a common goal.

#### Sample Behavior

- Inspire, persuade, and motivate self and others under a shared vision.
- Serve as a role model to others by approaching tasks with confidence and a positive attitude.
- Motivate and inspire others by encouraging them and by building mutual trust.



#### Digital Literacy/Technology

Use technology ethically to accomplish goals and tasks in a global community. Understand and develop digital skills specific to industry needs.

#### Sample Behavior

- Use technology to improve efficiency and productivity of work.
- Manipulate information, construct ideas, and use technology to achieve strategic goals.
- Identify appropriate technology for completing specific tasks.

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#### **Use QR Codes for More Information**

Use Borders & Shading to create blocks of color and outlines. Do not use text boxes.





Customize Your LinkedIn URL





#### **Building a Bullet Point**

#### **Start with:**

#### What did you do?

(e.g.) Conducted a comprehensive literature review

#### Then answer at least one of these questions:

#### How did you do it?

(e.g.) by analyzing 50 peer-reviewed articles on renewable energy technologies published within the last five years

#### What was the purpose of it?

(e.g.) to identify the most promising advancements in solar panel efficiency

#### What was the result?

(e.g.) found that perovskite solar cells showed a 15% improvement in efficiency compared to traditional silicon cells over the study period

#### Who was your audience?

(e.g.) faculty advisors and peers in the engineering department

#### **Creating a Cover Letter**

Read the job description Look at the requirements/responsibilities Look at the company site

#### First Paragraph (Why them?):

What connects you to the organization or the job?

- Do you have experience with this type of work?
  - If so, how/where? (Be specific)
- Does the company align with your values?
  - o If so, how? (Read their mission/value statement)

#### Write a sentence or two about the above question:

#### Second Paragraph (Why you?):

- What skills/experience do you have that align with the job description?
  - o Be specific: Back up any strengths mentioned with examples
  - Focus on 3-4 key terms (for this exercise, you can focus on 1-2 key terms)

Write a sentence or two about the above question: