THE CAREER-PLANNING PROCESS

Self-assessments can help you make informed decisions by allowing you to discover more about:

- **YOUR VALUES**
- **YOUR INTERESTS**
- **YOUR SKILLS**
- **YOUR PERSONALITY**

Test drive careers to see if a job is a good fit for you by engaging in a variety of experiences:

- **COMPLETE AN INTERNSHIP**
- **VOLUNTEER IN THE COMMUNITY**
- **ENGAGE IN CAMPUS LEADERSHIP**
- **PARTICIPATE IN STUDENT ORGANIZATIONS**

Investigate and research career paths and jobs that exist in the world by:

- **TALKING WITH FACULTY ADVISERS**
- **ASKING FRIENDS AND FAMILY ABOUT THEIR CURRENT POSITIONS**
- **REVIEWING CAREER-RELATED INFORMATION ONLINE**
- **COMPARING THE INFORMATION YOU GATHER WITH YOUR SELF-ASSESSMENT**

This guide provides a list of suggested activities and is a good starting point to help you develop an action plan during college. This information shouldn’t be used as a substitute for meeting with faculty, advisers or UMKC Career Services.

Visit career.umkc.edu to learn more about our services.

AWARENESS

- Develop relationships with faculty and advisers to create short and long-term academic and career goals.

Career Services can help you:

- Create a resume.
- Update your resume and refine your cover letter.
- Practice interview skills with mock interviews.
- Update your Roo Career Network account.

EXPLORE

- Explore your interests and define career goals through involvement in student, academic, and service organizations.

Career Services can help you:

- Attend career workshops.
- Participate in career fairs and hire fairs to identify and apply for opportunities.
- Continue on-campus and community involvement; volunteer for leadership opportunities.

EXPERIENCE

- Develop an action plan for post-graduation and your career.
- Attend graduate or professional school exams if interested.

Career Services can help you:

- Cultivate a professional network via LinkedIn, Career Services events and professional associations.
- Brainstorm job search engines.
- Prioritize your interests, abilities, values, and skills.

NONTADITIONAL STUDENTS

- Conduct a mock interview to polish your interviewing skills.
- Reflect on your previous employment experiences and develop a list of environmental or position “must haves” and “cannot haves” to prioritize your search criteria.

Career Services can help you:

- Develop and implement a job or graduate/professional school search plan.
- Conduct a career clinics.
- Conduct a mock interview to polish your interviewing skills.
- Update your Roo Career Network account.

TRANSITION

- Meet with Career Services staff about your career or job search plan.
- Meet with Career Services staff about your career or job search plan.
- Identify post-graduation options.
- Conduct searches for internships or related opportunities to gain real-life experience.

Career Services can help you:

- Revisit your career interests, skills and values. How have they changed?
- Discuss major/minor decisions with your faculty and academic advisor.

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A MAJOR is a subject or field of study chosen by the student to represent his or her principal interest, and upon which a large share of his or her efforts are concentrated. It is part of the academic process that leads to earning a degree. Most majors, however, are not designed with a career in mind. Unlike engineering, education and nursing, most majors do not have a direct correlation with a specific career path. Therefore, many students find it advantageous to identify a career interest first and then determine the major that best helps them reach that goal.

WHAT STEPS DO I TAKE TO CHOOSE A MAJOR?

This process can take time. There will be books to read, professors, supervisors and advisors to question, internships to try and Internet sites to explore. Ask yourself the following questions:

1. WHAT DO I ENJOY?
   Think about the classes you enjoy most, what they involve and why you enjoy them.

2. WHAT DO I DO WELL?
   This is no time to be humble. Identify your skills. Are they technical? Adventurous? Intellectual?

3. WHAT IS THE MOST INTERESTING JOB I CAN IMAGINE?
   Describe it specifically and seek people in this area to ask how they got there.

4. DO I NEED TO TAKE A CAREER ASSESSMENT TO BETTER ASSESS MY SKILLS, INTERESTS AND VALUES AS THEY RELATE TO THE WORLD OF WORK?
   Consider the feasibility of pursuing more than one major and/or adding a minor.

5. WHAT FACTORS BLOCK MAJOR/CAREER CHOICES?
   Here are some of the most common factors that get in the way of making a career or major choice:

   EXTERNAL FACTORS
   - You don’t know what to do with a particular major, but you like the idea of studying a topic.
   - You lack information and aren’t comfortable making an uninformed decision.
   - You’re overwhelmed by all the options.

   INTERNAL FACTORS
   - You lack self-confidence in making critical decisions.
   - You feel fear/anxiety.
   - You have many interests and abilities and feel it is impossible to narrow your options.
   - Your values are in conflict.
   - Others are causing internal conflict (e.g. parents have ideas about your career choice that conflict with yours).

GATHER INFORMATION AND EXPLORE OPTIONS

EXAMINE majors available to you and eliminate those that do not interest you.

REVIEW Pathways and review the courses that interest you most in majors you like. Do the courses match your interests, skills and values?

ASSESS additional information about the majors on your short list: review Career Services’ resources, visit department web pages and visit with academic advisors, faculty members and students already involved in these areas.

RESEARCH and verify majors you’re interested in to be sure that field of study will prepare you for the career in which you’re interested.

TAKE ACTION

Sample courses in the majors you are considering.

Choose activities, internships, volunteer work and/or part-time jobs to develop skills in these areas.

Talk to people already in these career fields.

Declare a major.

EVALUATE AND MAKE YOUR MAJOR DECISION

Put the information you have gathered together and consider what you have learned.

Weigh the pros and cons of each option and narrow your list down to two or three majors.

UNDERGRADUATE MAJOR MAPS

Finding a major that offers classes you’ll enjoy will make college fulfilling. With some exceptions, your major may lead to many diverse career options. Therefore, you should select majors not only with potential careers in mind but also with the kinds of classes you will need to complete.

UMKC’s Major Maps are detailed, undergraduate four-year course outlines that help you see the classes you should take and when you should take them. The outlines are updated yearly. Graduate students should visit their program’s individual school for program outlines. You may download the current version of your Major Map at umkc.edu/majormaps. If you’d like more information about this resource, contact Career Services or your academic adviser.
RESEARCHING YOUR FUTURE

Students and alumni may find a large amount of career-related information online. To help highlight some of the best resources available, Career Services has provided a list below.

Disclaimer: The websites listed are not maintained by Career Services but are provided as a service to students.

COLLEGE INFORMATION
- collegeboard.org
- petersons.com

KANSAS CITY JOBS
- ncpconnect.org
- jobnewskc.com
- kansascity.craigslist.org
- kansaworks.com

COMPANY INFORMATION
- quintcareers.com/researching_companies.html
- hoovers.com
- vault.com
- linkedin.com

COLLEGE INFORMATION
- usajobs.gov
- pse-net.com
- usa.gov/Agencies/Federal/All_Agencies/index.shtml

KANSAS CITY JOBS
- career.umkc.edu
- over seasjobs.com
- escapeartist.com

COMPANY INFORMATION
- salary.com
- salaryexpert.com
- jobstar.org/tools/salary
- glassdoor.com

AVOID THE FOLLOWING:
1. Wordy and poorly written sentences.
2. Confusing and complex language.
3. Long sentences and paragraphs.
4. Passive writing (e.g., verbs such as "to be" or "to do").
5. Starting every sentence with "I" or "my."
Tina Song  
1111 Wacolote St. B1N  
Kansas City, MO 64112

May 4, 2013

Mr. Eric E. Roo, Psy.D.  
Central Chicago Veterans Affairs Healthcare Center  
2111 Green Bay Road  
Chicago, IL 60664

Dear Dr. Roo,

It is with great interest that I submit my application for an internship at the Central Chicago Veterans Affairs Healthcare Center. I am currently a fifth-year clinical psychology doctoral candidate at the University of Missouri-Kansas City (UMKC). After reviewing your program, I am confident your training site will provide me experiences to best prepare me in becoming a psychologist serving the veteran population.

My experiences have challenged my clinical work and increased my desire in working with veterans presenting with substance abuse and previous trauma. Currently, I facilitate a variety of substance abuse treatment groups with aims to provide veterans psychoeducation on the Stages of Change, dual diagnosis, cognitive strategies and impulse control, and provide short-term therapy to veterans enrolled in the Psychiatry and Addiction Recovery Treatment.

Your site also provides unique training opportunities in group therapy. In the past, I have predominantly facilitated substance abuse psychoeducational groups consisting of males. Your site will provide me with a more thorough training experience in group psychotherapy and enhance my clinical skills in working on varying concerns.

As I hope to end my internship year with a breadth of experiences that will enable me to become a generalist scientist-practitioner, I think this program uniquely suits my needs and will solidify my training and deep desire to become immersed in working with the veteran population. Thank you, in advance, for your time and consideration. If you have any further questions for me, I can be reached at (555) 555-5555 or tinos@email.umkc.edu.

Sincerely,

Tina Song

Robert Guide  
1234 Robinhood Ave.  
Kansas City, MO 64123

September 16, 2015

Mary Jones  
Director of Student Involvement  
Saint James College  
550 Botanical Way  
Sacramento, CA 94203

Dear Ms. Jones,

I am applying for the position of Student Involvement Coordinator, which I learned about while searching University of Missouri-Kansas City’s Roo Career Network. I am interested in the position because it offers me the opportunity to support students as they progress throughout their education. As a recent graduate, I was offered a great deal of support by the faculty and staff of my alma mater and I would like to help other students have a fulfilling collegiate experience as well.

During my junior year, I was a member of the Inter Campus Council and served as a UMKC Campus Ambassador. In addition to my student involvement, I was also nominated to serve on the Vice Chancellor of Diversity and Inclusion Search Committee where I provided student representation for a college-wide search process. These opportunities have enabled me to develop strong communication, interpersonal, organizational and leadership skills, which will help me in cultivating a supportive learning environment as Student Involvement Coordinator.

I enjoyed and participated in the residential life experience and came to know many of my classmates and faculty both in and out of the classroom. I am confident these experiences have prepared me to make a strong contribution to your institution. I also possess the work ethic, attitude and determination required to succeed within the field of higher education.

I welcome the opportunity to put the above mentioned skills, experience and passion to work for Saint James College. I look forward to further discussing my qualifications with you in person. I can be reached at 999-999-9999 or by email at robert.guide@email.com. Thank you for your time and consideration.

Sincerely,

Robert Guide
CREATING AN EFFECTIVE RESUME

POSSIBLE HEADINGS

Objective  Professional Experience  Areas of Expertise
Summary  Additional Experience  Professional Skills
Profile  Study Abroad Experience  Professional Affiliations
Awards and Recognition  Other Experience  Professional Memberships
Honor  Relevant Skills  Professional Experience
Honors and Awards  Computer Skills  Leadership Experience
Education  Technical Skills  Projects
Certifications, Licenses  Languages  Course Projects
Licenses  Professional Certifications  Internships
Awards  Professional Experience  Employment History
Activities  Related Experience  International Experience
Relevant Experience  Internships  Volunteer Experience
Related Experience  Employment History  Summary of Qualifications
Internships  International Experience  Profile
Employment History  Volunteer Experience  Summary
International Experience  Volunteer Experience  Objective
Volunteer Experience  Summary  EDUCATION

KEYWORDS OR POWER WORDS

Keywords are words within a job description that highlight the skills and experiences an employer is looking for in candidates. These words are often specific to the job or industry as well. Read through the job description and the company’s mission statement to mark those words and then make sure you’ve properly represented on your resume.

REMEMBER /////////////////////////////////////////////////////////

Power words (action verbs) should start every description in your resume. Directed, programmed, developed or institutional are examples of power words that emphasize how the keywords from the job description relate to your experiences.

Please note: The focus is on the power words in the job description, not words such as team player or good communication skills.

DESCRIPTION OF EXPERIENCES

NOT GOOD | BETTER | BEST
--- | --- | ---
Responsible for publicity | Interacted successfully with public affairs representatives and local media. | Interacted successfully with public affairs representatives and local media, increasing community awareness of agency by 25%.
Duties included handling customer complaints | Resolved service and billing problems. | Resolved service and billing problems. Recognized consistently for promptness and professionalism.
Responsibilities included adhering to safety policies and ensuring other lifeguards know policies | Carried out safety precautions and instructed life-guard staff in the proper use of equipment. | Carried out safety precautions and instructed life-guard staff in the proper use of equipment, resulting in a 50% reduction of injury accidents over the summer.

EXPERIENCE

Present experience in reverse chronological order (most recent job/position listed first). Indicate the name, city and state of the organization or company. Distinguish markers such as bold, italics, underline, hyphens, punctuation and indentation. Use descriptive, bulleted statements demonstrating skills, accomplishments and specific responsibilities. Each statement starts with an action verb, not an “I” statement. Full sentences are not used on the resume. Use past tense verbs for past experiences and present tense verbs for current experiences.

CONTACT INFORMATION

First and last name, address, phone number and professional email address displayed clearly at the top of the page.
Name is 14 to 16 point font size.

OBJECTIVE (OPTIONAL)/SUMMARY (OPTIONAL)

No first-person pronouns are used (I, me, my).
Objective statement only included if it enhances the resume by making career goal clear to the recipient.
Objective statement is brief and specific, stating interest in the field and/or position.
In lieu of an objective statement, you may include a summary section to list your job related skills.

EDUCATION

Schools attended are listed in reverse chronological order.
Full name of the university (University of Missouri-Kansas City) spelled out and the city and state of its location listed.
Use the official degree name (Bachelor of Arts in English Literature, Bachelor of Science in Computer Science).
Major, minor, concentration and emphasis (if applicable) spelled out.
Include GPA if above a 3.00, listed to the hundredths place.

HONORS AND AWARDS (OPTIONAL)

Include dates on the right side of the page (recommended).

ACTIVITIES (OPTIONAL)

Specify the complete name for each relevant award or honor, the granting organization and the month/year of receipt.

SKILLS (OPTIONAL)

Include a brief list of computer skills such as Word, Excel, PowerPoint, QuickBooks, etc. Only list if proficient.
Include a brief list of computer skills such as Word, Excel, PowerPoint, QuickBooks, etc. Only list if proficient.
List any languages spoken (other than English) and level of proficiency.
If applicable, list laboratory skills or additional field-specific skills.
If applicable, list proficiency in social media, blogging and/or Klout Score.

ADDITIONAL INFORMATION

Do not include any of the following personal items: photograph, marital status, date of birth, Social Security number, citizenship status, gender, ethnicity, religion or political affiliation.
References are not to be included within the resume. Resume should NOT say “References available upon request.”

TARGETING YOUR RESUME

Developing a standard resume and sending it out with every job application will only get you so far and, unfortunately, it’s always an interview. To be most effective, target your resume to the job you want.
Organize and create a first draft: As you prepare your content, it should communicate what you accomplished in current and past experiences. Use the “Description of Experiences” table for suggestions on how to create the best accomplishment statements for work, leadership or related experiences.

Brainstorm: Write down all of your best experiences. Use the “Description of Experiences” table for suggestions on how to create the best accomplishment statements for work, leadership or related experiences.
COMMUNICATION SKILLS
adapted, addressed, arranged, authored, collaborated, convinced, corresponded, directed, drafted, edited, enforced, enlisted, explained, expressed, formulated, influenced, interpreted, lectured, mediated, moderated, negotiated, persuaded, presented, promoted, publicized, reconciled, responded, revised, spoke, translated, wrote

CREATIVE/INNOVATIVE SKILLS
acted, composed, conceptualized, conducted, created, customized, designed, developed, directed, dramatized, established, fashioned, founded, initiated, invented, originated, performed, planned, published, revitalized, shaped

FINANCIAL SKILLS
administered, allocated, analyzed, appraised, audited, balanced, budgeted, calculated, computed, developed, estimated, forecasted, managed, marketed, merchandised, planned, projected, reported, researched, solicited, sponsored

HELPING SKILLS
aided, assessed, assisted, clarified, coached, counseled, delivered, demonstrated, diagnosed, educated, expedited, facilitated, familiarized, gathered, guided, handled, headed, helped, motivated, referred, rehabilitated, represented, served, supplied

MANAGEMENT SKILLS
administered, analyzed, anticipated, assigned, attained, authorized, chaired, consolidated, contracted, controlled, converted, coordinated, delegated, designated, developed, directed, evaluated, executed, improved, incorporated, increased, launched, measured, organized, oversaw, planned, prioritized, produced, proposed, recommended, recruited, reviewed, scheduled, strengthened, supervised, trained

ORGANIZATIONAL SKILLS
acquired, appointed, approved, arranged, assembled, catalogued, categorized, coordinated, customized, documented, implemented, formalized, maintained, monitored, summarized, supported, taught, verified

RESEARCH SKILLS
analyzed, collected, conducted, critiqued, determined, diagnosed, evaluated, examined, experimented, explored, inspected, investigated, measured, reviewed, routed, scheduled, screened, submitted, tabulated, validated, verified

SALES SKILLS
arbitrated, convinced, dissuaded, explained, marketed mediated, negotiated, persuaded, promoted, publicized, presented, promoted, publicized, revised, spoken, translated, wrote

TECHNICAL SKILLS
adapted, applied, assembled, built, computed, conserved, constructed, converted, designed, determined, developed, devised, distributed, engineered, fabricated, fortified, installed, maintained, operated, overhauled, printed, programmed, rectified, regulated, remedied, repaired, replaced, restored, solved, specialized, standardized, studied, upgraded, utilized

TEACHING SKILLS
adapted, advised, clarified, coached, communicated, conducted, coordinated, critiqued, demystified, developed, enabled, encouraged, evaluated, explained, served, sold, solicited

ADDITIONAL VERBS
accelerated, achieved, adjusted, confirmed, contracted, created, decided, defined, displayed, empowered, endorsed, exceeded, expanded, inspected, integrated, justified, led, mentored, nominated, offered, pioneered, provided, reengineered, reorganized, replaced, represented, resolved, revised, secured, selected, spearheaded, succeeded, supported, surpassed, synthesized, teamed, tested, transformed, tutored, verified, won

Individuals must start their resume achievement statements with an action verb. The following is a brief list of some commonly used action verbs you could incorporate into your resume.

COMMUNICATION SKILLS
adapted, addressed, arranged, authored, collaborated, convinced, corresponded, directed, drafted, edited, enforced, enlisted, explained, expressed, formulated, influenced, interpreted, lectured, mediated, moderated, negotiated, persuaded, presented, promoted, publicized, reconciled, responded, revised, spoke, translated, wrote

CREATIVE/INNOVATIVE SKILLS
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administered, allocated, analyzed, appraised, audited, balanced, budgeted, calculated, computed, developed, estimated, forecasted, managed, marketed, merchandised, planned, projected, reported, researched, solicited, sponsored

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ORGANIZATIONAL SKILLS
acquired, appointed, approved, arranged, assembled, catalogued, categorized, coordinated, customized, documented, implemented, formalized, maintained, monitored, summarized, supported, taught, verified

RESEARCH SKILLS
analyzed, collected, conducted, critiqued, determined, diagnosed, evaluated, examined, experimented, explored, inspected, investigated, measured, reviewed, routed, scheduled, screened, submitted, tabulated, validated, verified

SALES SKILLS
arbitrated, convinced, dissuaded, explained, marketed mediated, negotiated, persuaded, promoted, publicized, presented, promoted, publicized, revised, spoken, translated, wrote

TECHNICAL SKILLS
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TEACHING SKILLS
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ADDITIONAL VERBS
accelerated, achieved, adjusted, confirmed, contracted, created, decided, defined, displayed, empowered, endorsed, exceeded, expanded, inspected, integrated, justified, led, mentored, nominated, offered, pioneered, provided, reengineered, reorganized, replaced, represented, resolved, revised, secured, selected, spearheaded, succeeded, supported, surpassed, synthesized, teamed, tested, transformed, tutored, verified, won
KNOW THE DIFFERENCE BETWEEN A CURRICULUM VITAE AND A RESUME

The primary differences between a resume and a curriculum vitae (CV) are the length, what’s included and what each is used for.

A resume is brief and concise — no more than a page or two. It’s a summary of your skills, experience and education as it relates to the position(s) for which you are applying. A CV is a more detailed document. It includes a summary of your educational and academic backgrounds as well as teaching and research experience, publications, presentations, awards, honors, affiliations and other details. In Europe, the Middle East, Africa or Asia, employers may expect to receive a CV. In the United States, a CV is used primarily when applying for academic, education, scientific or research positions. It’s also applicable when applying for fellowships or grants.

IDENTIFYING YOUR REFERENCES

Choose wisely. If an individual has minimal knowledge of your professional experience, do not ask him or her to serve as your reference. You would be better represented if you selected an individual who knows you well and can speak of your skills than if you selected a well-respected professional in your field who knows very little about you.

If the person seems hesitant to serve as your reference, ask someone else. Do not settle.

REQUESTING REFERENCES

Personally contact each person to ask if he or she will serve as your reference. If possible, schedule time to speak with each individual to share the types of positions you are interested in applying for and how you see your qualifications fitting with those positions.

Ask early and be respectful. Ask individuals to serve as a reference and/or write letters of recommendation for you well in advance of the date they will be contacted and/or need to turn in their letters.

BUILD YOUR RECOMMENDATION PORTFOLIO by asking your employer to write you a letter whenever you leave or complete your job if you left on good terms. If you have great interactions with a professor and did well in class, you may ask the professor to write a letter for you at the end of the semester.

PROVIDING YOUR REFERENCES WITH INFORMATION

Provide your references with your current resume, summary of goals and any other document (e.g., transcript) you feel is necessary for them to provide thorough and positive information for your candidacy.

Include a list of the graduate schools or employers for which you are requesting letters to be sent (if applicable) and provide the appropriate number of addressed and stamped envelopes.

THANKING YOUR REFERENCES

Send a thank-you card after you know the letter has been sent out or that he or she has spoken with the employer/school.

You may also consider contacting your references to update them of your outcome.

FORMATTING AND CITING YOUR REFERENCE PAGE

Be sure to use your same resume contact heading and information on your reference page in case both documents are separated. Use the same font and font size that you used for your resume.

While there are some exceptions, your reference page should be a separate page from your resume. The following is an example of how you may list your reference’s contact information.

Be sure that you have the correct contact information for your reference.

References verify your experience and confirm your credibility. Employers and graduate/professional schools use references to increase their confidence that your skills, abilities, past job performance, academic performance and accomplishments make you a good fit for the position and/or program.
Wear a pair that you think you could offer the employer or job possibilities and express interest in the employer or job possibilities. It allows you to introduce yourself, demonstrate knowledge of the organization or company, express interest in the employer or job possibilities, and offer a brief statement of what you think you could offer the organization or company. A two-piece matched suit is the professional standard for all genders. Size is also important not only for your comfort, but also presentation. Clothing that is too small or tight can be revealing and clothing that is too big can appear disheveled. Remember to get your suit pressed for every interview for a fresh appearance.

40-SECOND INFOMERCIAL EXAMPLE
Hello, my name is Kasey Kangaro. I will graduate in May with a degree in finance. While attending UMKC, I worked 20 to 25 hours a week with FedEx. During this past semester, I was able to gain hands-on experience in cost accounting, cash-flow analysis, budget developing and I assisted in preparing client proposals. Because of this experience, I was able to gain hands-on experience in cost accounting, cash-flow analysis, budget developing and I assisted in preparing client proposals. I’m interested in learning more about your opportunities and how I may be able to apply my skills and experiences.

INTERVIEW ATTIRE
First impressions are important, so make sure you can make the best one by presenting yourself in a clean and professional fashion. Wearing appropriate attire will help visually support your skills and responses to interview questions. How you present yourself in a professional setting is a big factor in interviews and it not only includes how you speak, but also how you dress.

A two-piece matched suit is the professional standard for all genders. Size is also important not only for your comfort, but also presentation. Clothing that is too small or tight can be revealing and clothing that is too big can appear disheveled. Remember to get your suit pressed for every interview for a fresh appearance.

CORPORATE POSITIONS

It is advised to cover visible tattoos with cosmetics or bandages. When it comes to piercing, limit jewelry to one piece per ear. Neutral shades will also work.

JEWELRY/ACCESSORIES

As not to distract from the most important component of the interview — yourself, try and limit accessories to a few pieces.

SHIRTS

Pick a long-sleeved button-up in white, light blue or conservative stripes.

BELTS

Select one with a color that match your skin tone and how it not only includes how you speak, but also how you dress.

SHOES

Wear a pair that you will be comfortable in. The style should be professional and can range in design: flats, heels, boots and lace-ups. Now shoes are ideal, but a good shine to an older shoe will also work.

TIES

Solid ties can be in shades of blue, navy, gray, black and deep red. Stripes or small dots are good when choosing a patterned tie.

COLOR

Navy, dark gray and black suits convey a more professional tone but beige, light gray and slate blue are also acceptable.

HAIR

Keep it neat and groomed.

HOISIERS

Neutral shades that match your skin tone work best but a color that works into the palette of your suit is also acceptable.

BAG

Bring along a small purse or handbag. Briefcases or simple totes are acceptable as well.

SHIRT/SWEATER

Wear a conservatively cut blouse in a complimentary color to your suit. Low cut tops that are too revealing or tops that have too many frills are discouraged. A sweater is also acceptable to wear underneath the jacket.

For more professional dress examples, visit our Pinterest page: pinterest.com/umkroscareers

RESEARCH

Visit Career Services’ website and Roo Career Network prior to the event to review the list of attending companies. Visit the employers’ websites and LinkedIn profiles to learn about their employment opportunities.

WHY SHOULD YOU ATTEND CAREER FAIRS?

- Find out about specific employers.
- Learn about specific employment opportunities.
- Learn about careers in general and to research companies.
- Meet employers and make contacts that can lead to employment.
- Practice networking and communication skills.

WHY DO EMPLOYERS ATTEND CAREER FAIRS?

- Advertise and gain exposure for their company.
- Meet students in person and make contacts.
- Advertise and gain exposure for their company.
- Meet students in person and make contacts.

REHEARSE

Prepare your “60-second infomercial.” A strong introduction gives a positive first impression. This infomercial allows you to introduce yourself, demonstrate knowledge of the organization or company, express interest in the employer or job possibilities and offer a brief statement of what you think you could offer the organization or company.

READY YOUR RESUME

You can’t tell what an employer has to offer simply by looking at the company name or product. Most companies have needs to meet in multiple areas. The most successful candidate will find a match regardless of what positions a company currently has advertised. Clarify your goals before this career fair so you’ll leave with meaningful contacts and information.

REFINE

Dress to impress. Great everyone with a smile and a firm handshake. Be confident, enthusiastic and polite. Don’t only take goodies from the company’s table. Use the person’s name and say thank you. Know when to move on if there is a line of students waiting. Collect business cards and ask who is the main point of contact. Make notes about your conversation with each representative and use this information in follow-up letters and phone calls. Send thank you letters within 24 to 48 hours.

For more professional dress examples, visit our Pinterest page: pinterest.com/umkroscareers
The interview process can be intimidating if you don’t know what to expect. While each interview may differ, it’s important to remember they all share some common characteristics. Here are tips to help you prepare:

**BEFORE**
- You can’t fool an employer. Prepare for the interview by researching the position and the company. Anticipate potential questions and plan questions you want to ask the employer.
- Be on time for the interview. Fifteen minutes early is on time. Call ahead if you will be late.
- Plan to dress appropriately in business professional attire unless otherwise specified by the employer. A rule of thumb is to dress one step above the traditional attire for the office.
- Turn off or silence your cell phone before heading into the interview.

**DURING**
- Make a positive first impression. Dress in business professional attire, bring extra copies of your resume and have a firm handshake. Treat everyone as if they are interviewing you. They are.
- Formulate answers beforehand. Provide clear, specific and concrete examples of your skills and experiences — especially for the behavioral-based questions. This takes practice. Schedule a mock interview with Career Services to practice this step.
- At the end of the interview ask the interviewer(s) questions about the position or company, reiterate your interest in the position and shake hands with the employer. Ask for business cards so you can follow up.
- Be mindful of your body language and the non-verbal messages you may be sending to the employer. Be confident and enthusiastic.

**AFTER**
- Thank the interviewer for the chance to discuss the job and see the premises. Make some reference to your positive impressions of the company and your strong interest in the job.
- Offer new information or an additional reason for the employer to be interested in you for that job, perhaps something you didn’t mention in the interview.
- Let the employer know (graciously) that you expect to hear from them again and “plant” the idea in his or her mind of a phone call to you. Make it clear you’re willing to come in and discuss the job further, if needed.

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**SUCCEED IN THE INTERVIEW**

**INTERVIEW SUCCESS STRATEGIES: BEFORE, DURING AND AFTER**

**BEFORE**
- You can’t fool an employer. Prepare for the interview by researching the position and the company. Anticipate potential questions and plan questions you want to ask the employer.
- Be on time for the interview. Fifteen minutes early is on time. Call ahead if you will be late.
- Plan to dress appropriately in business professional attire unless otherwise specified by the employer. A rule of thumb is to dress one step above the traditional attire for the office.
- Turn off or silence your cell phone before heading into the interview.

**DURING**
- Make a positive first impression. Dress in business professional attire, bring extra copies of your resume and have a firm handshake. Treat everyone as if they are interviewing you. They are.
- Formulate answers beforehand. Provide clear, specific and concrete examples of your skills and experiences — especially for the behavioral-based questions. This takes practice. Schedule a mock interview with Career Services to practice this step.
- At the end of the interview ask the interviewer(s) questions about the position or company, reiterate your interest in the position and shake hands with the employer. Ask for business cards so you can follow up.
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**POSSIBLE INTERVIEW QUESTIONS**

**PERSONAL**
- Tell me about yourself.
- What are some of your strengths? Weaknesses?
- Why do you want to work here?
- What is your greatest accomplishment?
- How can you make a contribution to our organization?

**LEADERSHIP**
- Tell me about a time when you were in a leadership position.
- Give me an example of a time you worked in a team relationship.
- Define success.
- How are you best supervised?

**EXPERIENCE/Behavioral**
- Give an example of a situation in which you provided a solution to an employer.
- What skills do you feel you have gained through your past work experiences and school that will help you in this position?
- Give an example of a time when you worked with a difficult person.
- How did you handle that situation?

**GRADUATE/PROFESSIONAL SCHOOLS QUESTIONS**
- Why do you want to be a _________ (doctor, pharmacist, dentist, lawyer, psychologist)?
- What specialty interests you?
- What will you contribute to the profession?
- What is the most difficult situation you have been in and how did you overcome these difficulties?
- How do you deal with problems or disappointments?
- What will you do if you are not accepted to a program this year?
WHERE TO START

GRADUATE OR PROFESSIONAL SCHOOL

EVALUATE YOUR OPTIONS
18-24 months prior to deadline

- Assess your interests, values, abilities and motivation for attending graduate or professional school. Does your career path require an advanced degree?
- Talk with faculty, advisers, family and friends for recommendations, suggestions and support.
- Contact the schools you are interested in to request catalog, application and financial aid information.
- Review and research relevant graduate school websites such as petersons.com, graduateguide.com and usnews.com.

NARROW YOUR CHOICES
12-18 months prior to deadline

- Read the school’s materials to learn about class sizes, specialties, requirements and faculty research areas.
- Review your qualifications and the school’s admission criteria. Will you meet, exceed or fall below their admission guidelines?
- If you have any concerns, the graduate school will give you a good indication of how competitive your test scores and GPA will be with the other applicants.
- Consider personal and professional fit rather than rankings to select your top choice. A No. 1 ranked program may not always be the best fit.
- Narrow your choices of schools and programs to approximately three to 10. Apply early in your senior year.
- Visit your top two or three selections. Speaking with faculty and students gives you an accurate picture of the program and if you would thrive in that academic environment. If it’s not possible to visit, ask if you may schedule a phone appointment to speak with faculty and current students in the program.

APPLY TO SCHOOLS
6-12 months prior to deadline

- Prepare for the appropriate test. Depending on the program, you may be required to take one or more exams based on your program selections.
- Free materials are available for most graduate or professional admissions tests if you register early; they are also available at UMKC libraries.
- Visit the admissions websites for more information on how to register, prepare and take the test.
- Contact your faculty members or previous supervisors for letters of reference.
- Develop back-up plans.

WHERE TO START

GRADUATE OR PROFESSIONAL SCHOOL

Personal statements, letters of reference, GRE/GMAT/MCAT/LSAT, first-choice school — if you’re a student, deciding where to go to graduate or professional school can be daunting. Here’s some information to help you sort it all out.
STRENGTHEN YOUR APPLICATION

- Graduate or professional schools look at more than your entrance exam scores and GPA.
- Involvement in undergraduate research, internships, co-ops, a study abroad program, student organizations and leadership positions are all value-added experiences that will strengthen your candidacy.
- Select references who can speak of your abilities and accomplishments.
- Your personal essay must be perfect. Ask faculty, friends and career services to proofread it before sending.
- Send all materials two to three weeks in advance of the deadline.

Research your program and tailor your statement to each school. Show that you are a good fit.

Rewrite, rewrite, rewrite. The statement should be perfect and a good personal statement will not be written in one sitting.

Begin with a distinctive opening to gain the reader's attention. Faculty are reviewing hundreds of applications, so make sure your statement stands out. Connect your experience and career objective to the program.

Address the specific questions from the application. Use your outline to convince the committee of your qualifications and compatibility with the program. Highlight your accomplishments and experiences as it relates to your career goals and the program. Remember you need to show that you're a good fit.

Link all of your qualifications presented in earlier paragraphs. You want to tie everything together. Show how you will fit the program and how the program will direct you in your long term goals. —smsu.edu

IF YOU HAVE NOT BEEN ACCEPTED TO A PROGRAM:

- Don't give up. There are many reasons why a student may not be accepted into a graduate or professional school. Learn from the experience to help make your second application process a success.
- Ask an admissions counselor or faculty member at the graduate school(s) why you weren't selected and what you can do to strengthen your application.
- If your GPA or test scores kept you from being accepted, consider retaking your admission test or taking additional undergraduate courses to raise your GPA or fulfill missing entrance requirements.
- Apply to a larger number of schools to improve your chances of admission.
- Step out of school for a year or two. Get a job in the area you wish to pursue or participate in a year-of-service program. The real-life experience will help you the next time you apply for graduate school.

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A strong personal statement is reflective — it demonstrates that you’ve thought about and gained a clear perspective on your experiences and what you want in your future. It doesn’t simply tell a reader what you think he or she wants to know. Instead, it gives the reader a vivid and compelling picture of you — in essence, telling the reader what he or she should know about you. Remember that the focus of the essay is you, your achievements, your obstacles, your goals and your values.

A good essay contains a catchy introduction that will keep the reader interested.

It’s important to recognize that essay readers will read hundreds, maybe even thousands, of essays during the application review period. That means that an essay with a catchy introduction — one that gets right to the point and uses precise language and vivid imagery — is going to stand our more than an essay that is predictable and conventional in its opener. —berkeley.edu

IF YOU HAVE BEEN ACCEPTED TO MORE THAN ONE PROGRAM:

- Re-evaluate the programs and review your career goals. How does each program fit?
- Discuss career goals with the faculty of the graduate programs to see if their curriculum fits your needs. They will be honest with you.
- Compare the number of applicants to the number of acceptances. This can tell you the competitiveness and popularity of the program. Also, you may use this information to gauge if your cohort will be large or small.

Re-evaluate the programs and review your career goals. How does each program fit?

Research your program and tailor your statement to each school. Show that you are a good fit.

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Make Your Decision

2-3 months after deadline

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Tips for the Personal Statement

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- Rewrite, rewrite, rewrite. The statement should be perfect and a good personal statement will not be written in one sitting.
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LinkedIn is the most professional of the social networking sites. More than 2.9 million companies (and counting) have profiles on LinkedIn. Create your LinkedIn profile using the following recommendations:

- **Create an informative profile headline** (i.e.: “Student at the University of Missouri-Kansas City” or “Recent honors graduate seeking marketing position”).

- **Pick an appropriate photo.** LinkedIn is unlike other social media sites and we recommend that you choose a photo that reflects your professional style. Make sure it is a headshot of you alone, and preferably one where you are wearing interview attire or professional dress.

- **Show off your education.** Unlike a resume which is restricted by space, on LinkedIn you have the ability to list all your organizations, honors, awards and other accomplishments.

- **Enter your skills.** Skills should be relevant to the job market you wish to enter but can also show off your versatility. Connections you make on LinkedIn can endorse your various skills, which shows the confidence others have in your abilities.

- **Join groups that relate to your professional desires.** These can be a great way to connect with individuals in the LinkedIn network, and a great way to display to recruiters that you are “in the know” of your industry.

- **To increase the professional results that appear when people search for your name in a search engine, set your LinkedIn profile to “public.” Claim a unique URL for your profile.**

- **Share your work.** Consider using LinkedIn to act as a profile by including examples of your writing, design work, or other accomplishments by displaying URL’s or adding LinkedIn Applications. You can direct people to your website, blog or Twitter feed but make sure that these are professional outlets only.

As the job market continues to change, it becomes more important to use multiple tools and resources in a job search. Any job search should incorporate one or more social networking tools.
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DIVISION OF STUDENT AFFAIRS
MISSION STATEMENT
To enrich the lives of students and others through quality educational services and purposeful co-curricular programming.

CAREER SERVICES MISSION STATEMENT
To provide leadership in attracting and developing a diverse student population through a vibrant and engaging collegiate experience that supports students in defining and achieving their personal and educational goals.

Search for UMKC Career Services on Facebook, Twitter, Youtube, Pinterest and LinkedIn.