



U N I V E R S I T Y O F  

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**SOUTH CAROLINA**

**Career Center**

**Experience it.**

Live it.

Experience it.

Decide it.

The **mission**  
of the University of  
South Carolina Career  
Center is to **educate** and  
**empower** students in  
their development of  
lifelong career  
management  
skills.



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# Our Location

The College of Engineering & Computing has its **very own** Career Center located in 1A01E Swearingen!

Stop by & see us during on-call hours:

**Monday – Friday: 1-4pm**

**NO appointment necessary!**



# Meet the Staff

## CAREER CENTER

### COLLEGE OF ENGINEERING AND COMPUTING



**Helen Fields Powers**  
Associate Director

**Primary Role:** Manages and directs office operations, conducts employer outreach and consultations with employers regarding recruiting services and strategies.



**Ray Davis**  
Career Development Coach

**Primary Role:** Guides and advises students regarding career related topics, assists with student development through one on one,



**Kati Jennings**  
Reception Coordinator

**Primary Role:** Provides administrative support, assists with office operations, customer service and client relations.



**Erin Mullen**  
Program Coordinator,  
Experiential Education

**Primary Role:** Works directly with employers to cultivate job shadowing, externship, internship and co-op opportunities for students.



**Doreen Lund**  
Employer Relationship Manager,  
Engineering & Computing

**Primary Role:** Works directly with employers to cultivate job shadowing, externship, internship and co-op opportunities for students.

**Live it.**

# What does the Career Center help with?

**Experience it.**

- Resume Reviews
- Company Research
- Mock Interviews
- SET Fair Prep
- Salary Negotiations
- JobMate Full Access
- Professional Development
- Internship and Co-op Search

**Decide it.**



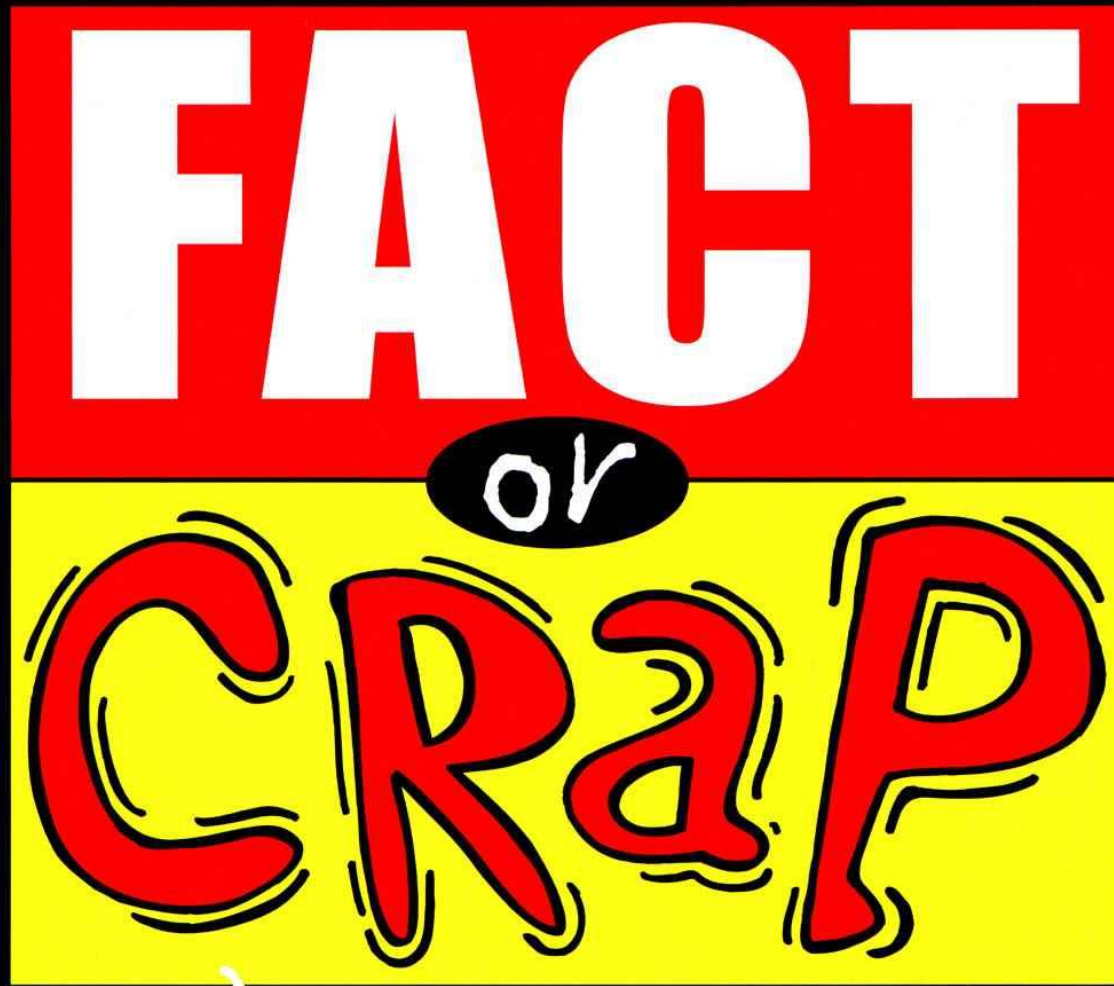
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Decide it.

Experience it.

Live it.

Quiz!



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Decide it.

Experience it.

Live it.

**According to a  
survey by PwC  
millennials will  
have 12 to 15  
jobs.**



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Decide it.

Experience it.

Live it.

**FAST**



Decide it.

Experience it.

Live it.

**Market demand  
should determine  
my choice of  
major and career.**



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Decide it.

Experience it.

Live it.

**CRAP**

Decide it.

Experience it.

Live it.

**Employers  
expect students  
to have 2 or more  
career-related  
experiences  
before they  
graduate.**



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Decide it.

Experience it.

Live it.

**FAST**

**Students who participated in an internship/co-op had starting salaries that were \$7K higher than their peers.**



Decide it.

Experience it.

Live it.

**FAST**

Decide it.

Experience it.

Live it.

**Computing  
majors who  
graduated in 2014  
reported starting  
salaries that  
averaged  
\$50-65K.**



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Decide it.

Experience it.

Live it.

**FAST**



# S.E.T. Fair

For students and alumni interested in technical internship, co-op, or full-time opportunities in the fields of Science, Engineering, and Technology.



**TUESDAY**

September

Columbia Metropolitan  
Convention Center  
12 p.m. - 4 p.m.

**22**

Visit the Career Center at:  
[www.sc.edu/career](http://www.sc.edu/career)  
[facebook.com/UofSCCareers](https://facebook.com/UofSCCareers)  
[twitter.com/UofSCCareers](https://twitter.com/UofSCCareers)



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# Job Fair Prep Week

.....  
..... SEPTTEMBER 14th-21st

- **Monday, September 14:** 9-12PM- Mock Interviews with Shaw Industries (Sign up through JobMate, schedule ID [#3402](#))  
1-3:30PM- Resume Reviews with Shaw Industries
- **Tuesday, September 15:** 1-4PM- Resume Reviews with International Paper and Nucor
- **Wednesday, September 16:** 9-12PM- Mock Interviews with Nucor (Sign up through JobMate)  
1-4PM- Resume Reviews with Nucor and Boeing
- **Thursday, September 17:** 9-12PM- Mock Interviews with Technetics Group (Sign up through JobMate, schedule ID [#3403](#))  
1-4PM- Resume Reviews with Nucor, SCANA and SEFA Group
- **Friday, September 18:** 9-12PM- Mock Interviews with International Paper (Sign up through JobMate, schedule ID [#3404](#))  
1-4PM- Resume Reviews with SCDOT and Nucor
- **Monday, September 21:** 1-4PM- Resume Reviews with Fluor and Nestle

**Special Event:**

Wednesday, September 16: 5:30pm- Nucor Networking Night: Job Fair Tips & Tricks

Sponsored by



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EMAIL: [CAREER@SC.EDU](mailto:CAREER@SC.EDU) • WEBSITE: [WWW.SC.EDU/CAREER](http://WWW.SC.EDU/CAREER)

  @UofSCCAREERS

# What is a Resume?

- *Summary of your Qualifications*

*Education  
Experiences  
Skills*

# General Resume Review: Resume Appearance

- Use light colored resume paper.
- Keep font size between 10.5 and 14 pt
- Use common fonts
- You may use simple graphics such as lines to create a border, but don't overdo it.
- Maintain reasonable margins. ( In general, 1 inch margins are preferable)

# Specific Parts of a Resume

- Identifying Information/Heading
- Objective
- Education
- Experience
- Skills
- Related Coursework
- Volunteer/Community Service
- Professional Organizations
- Activities
- Honors

# Identifying Information/Heading:

- Cap the top of your resume with:
  - Full name
  - Complete address
  - Phone numbers
  - E-mail address
  - Personal website (if appropriate)

# Objective

- The objective is an *optional* category that indicates the type of work you are seeking
- Employers prefer objectives that are specific and concise. If you know the exact position you are pursuing or field that you are considering, you may include an objective. Otherwise, you may omit this category

# Example Objectives

## OBJECTIVE

An internship at Computer Sciences Corporation in computer programming.

OR

A management training position at Bank of America.

**Good**

## OBJECTIVE

An internship utilizing my skills and training.

OR

A position in financial services where I can learn and progress in my career.

**Bad**



# Education

- Degrees should be listed in reverse chronological order
- Include only those schools in which you earned a degree
- Names and locations of schools or programs
- Graduation date
- Degrees or certificates
- Major, minor or cognate
- Grade point average (if 3.0 or above)
- Awards/Honors/Scholarships (consider a separate section if more than 3)
- Study abroad experiences

# Example of How to Show Your Education

**University of South Carolina, Columbia, SC**

Bachelor of Science in Computer Engineering, May 2016

GPA: 3.6/4.0

**Universidad de las Americas, Puebla, Mexico**

Summer 2014

Enrolled in language, cultural and science courses

# Related Coursework

- This category is optional and can also be part of the Education section
- Mainly used when you are lacking related experience but want to demonstrate specific knowledge
- List the titles of courses you've taken that relate to the position for which you are applying

**You know, like nunchuck skills,  
bowhunting skills, computer hacking  
skills... Girls only want boyfriends who  
have great skills.**



**Live It.**

# Skills Section

- This section is optional, but valuable
- Some Categories include: computer, technology, language
- List product names and version numbers if possible
- Students seeking positions specifically in technology should break this list down (programming languages, hardware, software, operating systems, databases, peripherals)

# Skills Example

## SKILLS

### **Computer**

- Languages: C++, java, HTML, CSS
- Applications: Eclipse, Microsoft Office, Putty, MATHLAB
- Machines: Unix, Linux, Solaris

### **Languages**

- Fluent in French and Spanish, Basic knowledge of German

# Experience

- Can be labeled as/broken-up into:
  - Experience, Work Experience, Relevant Experience, Research Experience
- Always include in this section:
  - Employer Name & Location
  - Dates of Employment
  - Your position/title
  - A bulleted list of accomplishments/contributions that you achieved; each bullet should begin *WITH AN ACTION VERB*
  - *Include Skills with Tasks!*

# Experience

- **When developing the action bullet points, consider:**
  - Describing the tasks which you did
  - Describing the soft or transferrable skills (communication, teamwork, handling difficult customers) which you utilized
  - Describing the meaning & takeaway you exited the experience with
  - Describing how you can utilize the skills you learned/developed in future schoolwork &/or classes



## Experience Examples

You say:

“But all I did over the summer was work at a restaurant.... “

We say:

Let's make meaning  
out of this. →

- Here's how to make that experience look awesome on your resume:
  - Brainstorm transferable skills that you used
    - Did you communicate with your crew-mates?
      - #1 skill employers are looking for is Communication
    - Did you manage your time well?
    - Did you adapt to a fast paced environment?
  - Then Create Entry
    - Communicated with a diverse customer base in order to ensure customer satisfaction
    - Managed time effectively in order to balance work and school life

# DESCRIBE A WAITER

## DO NOT DESCRIBE IT THIS WAY.....

- Served food
- Took care of customers
- Bussed tables
- Took money from patrons
- Learned the nightly menu specials
- Kept dining space clean

# DESCRIBE A WAITER

## SOME BETTER OPTIONS MIGHT BE.....

- Managed time efficiently and effectively while providing dining service for 70-covers
- Monitored, controlled and successfully handled food and beverage operations
- Forged strong relationships with customers, staff members, guests and team organizers
- Commended by patrons and supervisors for developing excellent dining ambience and providing exceptional customer service
- Developed interpersonal, verbal and written communication skills.
- Demonstrated adaptability and problem-solving capabilities when dealing with kitchen issues, customer complaints and understaffing
- Assisted with the training of new staff hires

# Let's Practice

- Think of a resume entry for someone who bags groceries at Publix.
- What tasks would you include?
- What skills would you include?
- Can you quantify?
- Or qualify?

0:30

**Stop**

# Additional Categories

- HONORS, ACTIVITIES, RESEARCH, PROFESSIONAL AFFILIATIONS
  - You may specifically want to list:
    - Activities or leadership positions that demonstrate job related skills
    - Honors or awards (Scholarships may or may not be relevant)

# To Review

- **A resume is composed of 8 main headings:**
  - **Identifying Information/Heading**
  - **Objective**
  - **Education**
  - **Experience**
  - **Skills**
  - **Related Coursework**
  - **Volunteer/Community Service/Professional Organizations**
  - **Activities/Honors**

Live it.

If you need help, USC offers Resume Writing Tools at:

[www.sc.edu/career](http://www.sc.edu/career)

Experience it.

Go to RESUME/LETTER WRITING

More great resources under TIP SHEETS & VIDEOS

Or check out the FEATURED LINKS



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Decide it.



# What is JobMate?



The USC JobMate database allows students to search for **jobs**, **internships**, **co-ops**, and **research employers**.

You can search for **CIP** internships too!!!



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Live it.

Experience it.

Decide it.

# Basic Access vs. Full Access

- Look at job postings but cannot apply for **ANYTHING**

- Can apply for **ANY** position posted
- Sign up for mock interviews and on-campus interviews
- Upload resume, cover letters, and other documents
- Employers can search for **YOU**

**\*To obtain Full Access to JobMate, your resume will need to be reviewed by a Career Center staff member during drop in hours or by scheduling an appointment!**



Live it.

Experience it.

Decide it.



Live it.

Experience it.

Decide it.

# Network with Confidence!

## “Working the Room....”

- Personal Introduction
- 30 Second Commercial or Elevator Pitch
  - In 30 seconds or less....
    - Who you are...
    - What you want to do...
    - What you can offer...
- Practice, practice, practice!

# Network with Confidence!

## “Working the Room....”

- Appearance
- Proper Handshake
- Eye Contact & Body Language
- Active Listening
- Ask Questions
- Resumes
- Collect Business Cards
- Never ASK for a job
- Follow Up Appropriately
- Know What Topics to Avoid

Live it.

Experience it.

Decide it.

# RESEARCH EMPLOYERS ATTENDING THE FAIR

Live it.

Review list of employers attending the fair via JobMate (accessible from [www.sc.edu/career](http://www.sc.edu/career))

Experience it.

Visit employer web sites and use employer research sites found on the Career Center's web resources page

Use Company/Organization Information tip sheet to organize your research

Decide it.

Narrow and prioritize number of employers to whom you will focus your attention

Live it.

Experience it.

Decide it.

# PREPARE TO MAKE A GOOD IMPRESSION

Have a well-written, critiqued resume – bring 20+ copies

Develop a list of questions for employers based on research

Prepare to speak a “skills” language

Know how to express your qualifications and goals

Know how to express what you are looking for and what you want

Prepare a Career Fair Employer Log to use for note-taking during the fair

# MAKE A GOOD IMPRESSION

Live it.

Arrive early and give yourself enough time to not rush through the fair

Experience it.

Dress and act professionally

Establish rapport with the recruiters

Remember your body language

LISTEN to the recruiter

Don't ramble

Decide it.

Ask at least TWO intelligent questions of each organization



Decide it.

Experience it.

Live it.

# SUIT UP!



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# What Do I Wear?

Live it.

First impression do matter

Experience it.

Dress as if the career fair or your set meeting were an interview

A suit is always safe

Little to no cologne/perfume

Make sure your clothes are clean and pressed

Avoid excessive jewelry or make up

Decide it.

Avoid clothing that is too short or revealing

Live it.

Experience it.

Decide it.

**Before**

# Extreme Interview Makeover

**After**

- No Research  
- No Questions

- Researched Company & Industry  
- Prepared Questions

Unshaven,  
"Scruffy"

New Haircut

Confidence Shows  
Practiced Interviewing

Clean Shaven

Appropriate Tie

Unprofessional  
Tie

Pressed Suit  
and Shirt

Portfolio, Resume  
References, Pen,  
and Transcripts

No Jacket

No Watch  
- LATE!!

Dirty Fingernails

Sloppy

Clean, Clipped  
Nails - Handshake  
Ready

Arrived 15 minutes  
before Interview

No Portfolio -  
Wrinkled Resume

Wrinkled Pants

No Socks

Wrong  
Shoes

Shined  
Shoes

Matching Socks

Live it.

Experience it.

Decide it.

**Before**

# Extreme Interview Makeover

**After**

- No Research  
- No Questions

- Researched Company & Industry  
- Prepared Questions



# What Do I Bring?

Live it.

20 Copies of your resume on nice paper

Experience it.

A list of questions to ask employers based on your research of their organization

Pen and notepad to take notes

A portfolio to keep resumes, business cards, notes, brochures, etc. organized

Decide it.

Anticipate mishaps: bring umbrella/rain coat, sewing kit, lint brush, comb, etc.

# Importance of Networking

80% of job vacancies are never advertised.

Most employers would prefer to hire a person referred by a colleague, peer or friend and believe they will be exposed to a higher quality candidate in this manner.

The overall time needed to find a job can be drastically reduced.

- 4-6 months if networking
- 6-9 months without networking

You can learn more about your field of interest and occupations within it, as well as specific organizations



# Verbal Communication

Live it.

Know your resume and goals

Experience it.

When targeting a specific company:

- Research the company so that you can engage in discussion
- Match yourself to the company (abilities, interests and values)

Be able to talk intelligently about yourself if questions are asked.

Know how to express what you are looking for and what skills you have.

Know *why* you are networking and be prepared to be honest about that with the people with whom you network.

Decide it.

Live it.

# Non-verbal Communication

Experience it.

Maintain good eye contact

Smile 😊

Relaxed, yet confident, posture

A firm, friendly handshake

Remember body language

Listen to what the recruiter has to say: act focused, interested and enthusiastic

Decide it.



**Live it.**

# Sample Questions To Ask Employers

**What unique factors set this organization apart from others?**

**Experience it.**

**What type of entry level positions exist in this field?**

**How did you personally get interested in this field?**

**What attracted you to this organization?**

**What is the typical career path of someone in this organization/field?**

**Decide it.**

**What values or philosophies does this organization claim to have?**

# Fall 2015/Spring 2016– Important Dates

Monday, August 17– Part Time Job Fair

Thursday, August 20– Classes Begin

Wednesday, August 26– CIP/Co-op Enrollment Deadline-Report Your Hire!

Monday, September 14–21– Job Fair Prep Week

Tuesday, September 22– SET Fair

Tuesday, October 13– Etiquette Dinner

Monday, October 19– Health Professions Fair

Thursday– Friday, October 22-23– Fall Break

Thursday, November 12– Graduate and Professional School Fair

Friday, November 13– STEM Power Conference

(A conference for disadvantaged students majoring in the Science, Technology, Engineering & Mathematics fields)

Monday, January 11– Classes Begin

Tuesday, January 19–CIP/Co-op Enrollment Deadline-Report Your Hire!

Tuesday, January 19–26– Job Fair Prep Week

Wednesday, January 27– SET Fair

Sunday - Saturday February 21-27– Engineering Week

Friday, February 26– STEM Power Conference

(A conference for disadvantaged students majoring in the Science, Technology, Engineering & Mathematics fields)

Friday, March 18 and 25– International Student Employment Series

thank  
thank  
you!