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CSCE 390 Career Center Presentation



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CEC Experiential Education Manager

Agenda

What is the **Career Center**?

What is **Handshake**?

How Do I Write A **Professional Resume**?

How Do I Prepare for the **Gamecocks Get Hired: STEM Majors Fair**?



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What is the Career Center?




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College of Engineering & Computing Satellite Career Center

Swearingen 3A57 | 803-777-1949



Drop-Ins: Monday-Friday, 1 to 4PM
Appointments: Sign up through  **handshake**



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Myth

What does the Career Center do?

Myth Buster



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**We educate and
empower students
and alumni in their
development of
lifelong career
management skills.**



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CREATE YOUR CAREER

Experience it.

Decide it.

Live it.



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DECIDE IT.

Make informed career decisions

Career Planning | Academic Subject Knowledge

EXPERIENCE IT.

Gain relevant experience before graduation

Relationships | Experience

LIVE IT.

Prepare for the “college to work” transition

Transferrable Skills | Emotional Intelligence



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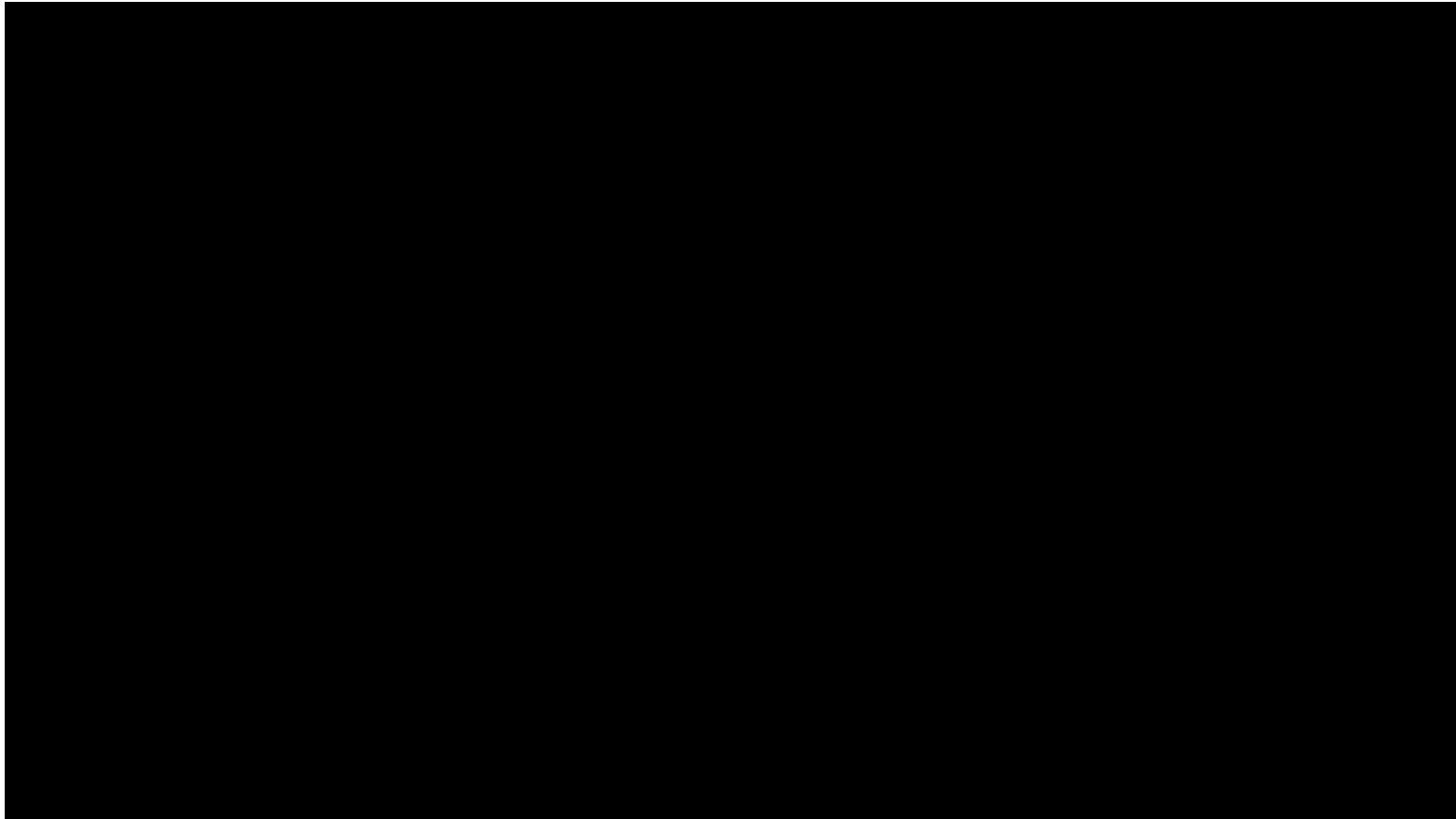
What is Handshake?



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handshake



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Handshake Resume Approval

Approved

- Can look at posted positions
- Can be searched for by employers
- **Can apply for any position posted**

Not Approved

- Can look at posted positions
- Can be searched for by employers
- **Cannot apply for ANYTHING**

* To obtain *Approved* access to Handshake, you will need to upload your resume to your Handshake profile. **Please do this early!**



How Do I Write a Professional Resume?



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What is a resume?

A summary of your qualifications:

- Education
- Experiences
- Skills

WHAT'S
THE
POINT?

To connect your skills, knowledge, and relevant experience to the employer's needs.



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Resume Appearance

Page length: 1 page

Margins: 0.5-1 inch

Font Style: Times New Roman, Arial, Calibri

Font Size: 10-12 pt

Spacing:

Single-spacing between bullets

Double-spacing between headings

Emphasis: **Bold**, *italics*, UPPER CASE, underline



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Resume Components

- Header (Your identifying information)
- Education
- Experience
- Skills



Contact Information

Cap the top of your resume with...

- Full name
- Phone numbers
- Email address

Optional:

- Your address (home or local)
- Personal website (if appropriate)

Anita Job

Columbia, SC 29206 | (803) 555-1212 | Anita.job@sc.edu



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Education

MUST INCLUDE:

- **Name of the school or university** where you earned a degree
- **City and state** in which the school is located
- **Expected graduate date** (Month Year)
- **Degree** (Bachelor of...)
- **Major, minor, or concentration**
- **GPA** if above a 3.0 (cumulative or major)

MAY ALSO INCLUDE:

- Awards/Honors/Scholarships (consider a separate section if ≥ 2)
 - Dean's List, President's List, Scholarship Programs, Honors College, Capstone Scholars
- Study abroad experiences
- Relevant coursework



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University of South Carolina: Columbia, SC

May 2018

Bachelor of Science in Engineering: Chemical Engineering

Concentration: Materials

GPA: 3.72; Dean's List: 2 semesters

Universidad Pompeu Fabra: Barcelona, Spain

June-August 2016

IES Abroad: Advanced Chemical Engineering Program

Relevant Courses:

- Organic Chemistry
- Materials Chemistry
- Chemical Process Principles



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Skills

Focus on technical skills

Subcategorize, if necessary:

- Programming Languages
- Networking
- Design Software
- Web Systems & Technologies
- Laboratory Equipment/Procedures
- Platform Technologies



SKILLS

- Worked extensively with computer software such as **AutoCAD, MathCAD, and Creo Parametric**
- Professionally trained to use **IR Spectroscopy** to determine functional groups in molecules
- Accurately maintained Database Management systems using **CMSTAT**

SKILLS

- **Languages:** Java, C++, Python
- **Operating Systems:** Windows, Linux
- **Applications:** AutoCAD/Inventor, Eclipse, Scratch

Experience

Ask yourself...

- What experiences support my goals?
- What experiences have I had that are relevant to this position?

Can be labeled as...

**Work
Experience**

**Relevant
Experience**

**Research
Experience**

**Volunteer
Experience**

Always include:

- Employer Name
- Employer Location (City, State OR School)
- Your position title
- Dates of employment
- Bulleted list of accomplishments/contributions **beginning with a VERB**
 - Analyzed, implemented, administered, resolved...



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Building Your Bullet Points...

Describe your accomplishments

Use short, concise sentences (no more than 1-2 lines per bullet point)

3-6 bullets per experience

Describe “soft” (transferrable) skills you utilized

- Communication
- Teamwork
- Customer service



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The Formula for Effective Bullet Points

Skill

- What knowledge, skills, or abilities did you demonstrate?

Task

- What was required of you?

Scope

- Quantity (e.g. 10)
- Frequency (e.g. daily)
- Outcome/the “why” (e.g. to improve customer satisfaction)

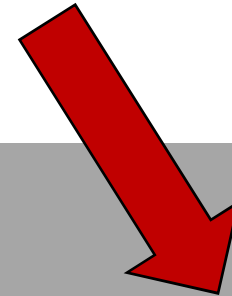


Skill



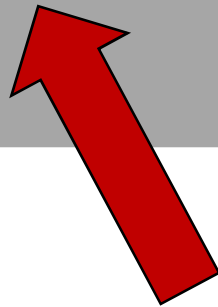
Best: **Facilitated and directed** weekly meetings for 25 team members and invited guests.

Task



Best: Facilitated and directed weekly **meetings** for 25 team members and invited guests.

Best: Facilitated and directed **weekly** meetings **for**
25 team members and invited guests.



Scope

RELATED EXPERIENCE

Degree Capstone Project: Columbia, SC

July 2017-Present

Project Leader

- Partnered with Rhythmlink to create a subdural grid electrode prototype
- Completed research on manufacturing cost analysis to assist Rhythmlink in entering the manufacture market with grid electrodes

LEADERSHIP EXPERIENCE

American Institute of Chemical Engineers: Columbia, SC

August 2017-Present

Student Organization President

- Facilitated and directed weekly meetings for 25 team members and invited guests

WORK EXPERIENCE

Russell House Dining Commons: Columbia, SC

March 2016-April 2017

Dining Hall Attendant

- Maintained sanitary conditions to management standards within the cafeteria area

What about...

A References Section?

- Better to create a separate document that lists references

An Objective?

- Optional - when in doubt, leave it out!

An Honors and Awards Section?

- Include in the Education section (<3)
- Include in a separate Honors & Awards section (>3)



General Resume Tips

- Tailor your resume to each position description
- **Proofread, proofread, proofread**, and then have it reviewed by other people multiple times
- Save your resume as a PDF
- Name your file professionally (e.g. MosichResume)



How Do I Prepare for the Gamecocks Get Hired: STEM Majors Fair?



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Gamecocks Get Hired: STEM Majors Fair?



**Tuesday, September 25, 2018
Columbia Metropolitan
Convention Center Exhibit Hall
12:00pm - 5:00pm**



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Research Employers

- Review the list of employers attending the fair
 - Handshake
 - Fairs app
- Visit employer web sites and complete research on open position and company facts
- Narrow your focus and prioritize the number of employers you want to connect with



Career Fair Employer Log

Pre-Fair Research

Company: _____

Company's purpose: _____

Mission & Vision: _____

History: _____

Organization culture: _____

Has the company been in the news lately? For what? _____

Why are you interested in this company/ position? _____

Fair Conversation

Recruiter name(s): _____

Position(s) open: _____

Location(s): _____

Application closing date: _____

Position date range: _____

Notes: _____



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Before the Fair

Prepare to Make a Good Impression

- Bring 20+ copies of well-written, critiqued resumes
- Develop a list of questions for employers *based on your research*
- Prepare a “Career Fair Employer Log” to use for note-taking during the fair
- Practice your elevator pitch until it sounds natural



Prepare your Pitch

- Elevator Pitch: Marketing message for your professional self
- Your qualifications + Your interests/goals = Your Pitch
- 30-60 seconds
- Practice, practice, practice!



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Before the Fair

Think Ahead!

- Be prepared for potential bad weather
- Consider time for travel/parking
 - Allow ample time for delays!
- Talk to professors about class conflicts



Make a Good Impression

- Arrive early
- Behave professionally
- Establish rapport with the recruiters
- Remember your body language
- LISTEN to the recruiter
- Don't ramble
- Ask at least **TWO** intelligent questions of each organization



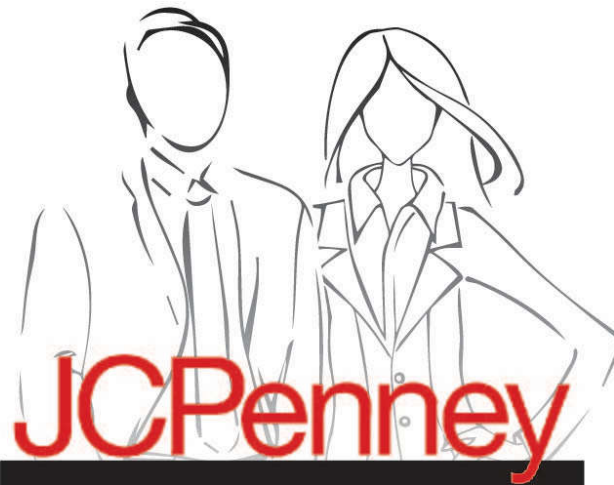
Suit Up!



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Before the Fair

Suit Up!



JCPenney

Sept. 23

6:30-9:30pm
Columbiana Centre

40% off

career dress
apparel & shoes

SUIT-UP event



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Before the Fair

Always Follow Up

- If conducting **Day-After Interviews**, submit your application materials **well before the deadline!**
- Mail or email **thank-you note** (and resume) to selected employers as soon as possible
- **Follow up** with a phone call approximately 2 weeks later



CEC Workshops

11 SEPT.
5-6:30pm

CREATING YOUR INTERNSHIP/ CO-OP SEARCH

Resources, strategies, & skills
for your internship search

12 SEPT.
2-4pm

RESUME WORKSHOP

Get resume advice
from UPS

13 SEPT.
5-6:30pm

RESUME LAB

Bring your laptop and
revamp your resume

17 SEPT.
6-7:30pm

CRUSHING YOUR CODING INTERVIEW AT **facebook**

Facebook is here to prepare
you to crush your upcoming
coding interviews

18 SEPT.
5-6:30pm

MAKING THE MOST OF THE FAIR

A crash-course in maximizing
your career fair experience

19 SEPT.
5-6:30pm

ACE THE INTERVIEW

Preparing to ace your
upcoming interviews

→ Career Fair Prep Events →

20 SEPT.
5-6:30pm

NETWORKING 101

Craft your elevator pitch and
learn to network with
confidence

21 SEPT.
11:30am-1pm

RESUME LAB

Bring your laptop and
revamp your resume

preview of
OCTOBER

1 OCT.
RESUME LAB

2 OCT.
CREATING YOUR
INTERNSHIP/
CO-OP SEARCH



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CEC Employer Events

<p>11 SEPT.</p> <p>INTERNATIONAL  PAPER</p> <p>INFO TABLE 10am-1pm</p> <p>INFO SESSION 6-8pm</p>	<p>12 SEPT.</p> <p></p> <p>INFO TABLE 10am-1pm</p>	<p>13 SEPT.</p> <p></p> <p>INFO TABLE 10am-3pm</p> <p>INFO SESSION 5-7:30pm</p>	<p>18 SEPT.</p> <p></p> <p>CAREER CONSULTS 1-4pm</p> <p>→</p>
<p>19 SEPT.</p> <p></p> <p>INFO TABLE 10am-1pm</p> <p>CAREER CONSULTS 1-4pm</p>	<p>20 SEPT.</p> <p> Vanguard</p> <p>MOCK INTERVIEWS 1-4pm</p>	<p>24 SEPT.</p> <p>INTERNATIONAL  PAPER.</p> <p>CAREER CONSULTS 1-4pm</p>	<p>24 SEPT.</p> <p> BOEING</p> <p>INFO SESSION 5-8pm</p>
<p>→ Career Fair Prep Events ←</p>			



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Ready to Show What You Know?



In your web browser, go to:

kahoot.it



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CEC Experiential Education Manager

► Connect With Us

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Email: career@sc.edu

Instagram: @UofSCCareers

Twitter: @UofSCCareers

Facebook : @University of
South Carolina Career Center

Questions?



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