



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

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**SOUTH CAROLINA**

**Career Center**

**Experience it.**

Live it.

# Our Mission

Experience 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

Decide it.



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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.**



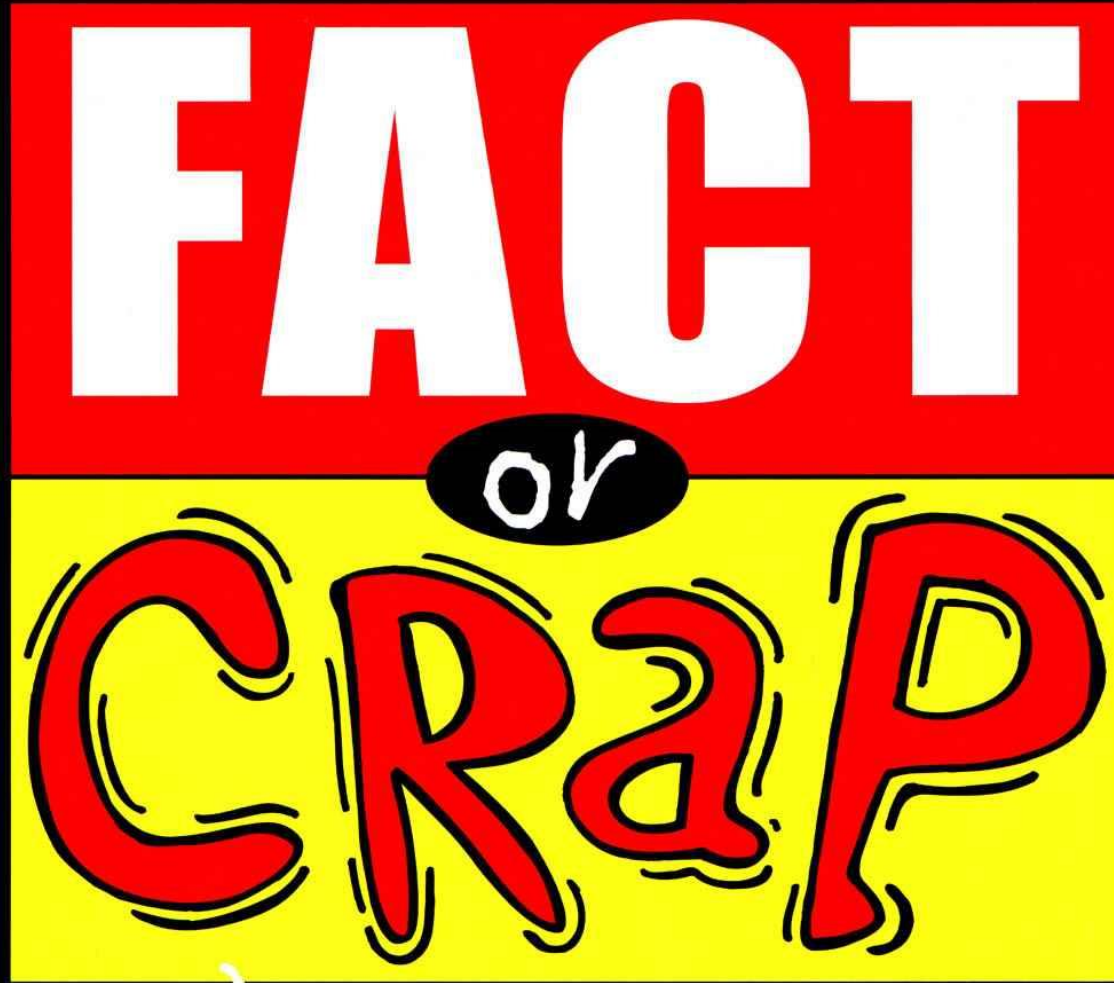
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Decide it.

Experience it.

Live it.

Quiz!



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Decide it.

Experience it.

Live it.

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



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Decide it.

Experience it.

Live it.

**FAAST**



**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.

**FAAST**

# 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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# General Resume Review:

## WHAT IS A RESUME?

- It summarizes your qualifications and experience.
- It is a living document that where content will grow and change but a good format will persist.
- Ideally, it's one page!
- What employers are looking at on a resume
  - Lay-Out/Appearance
  - Content

**Decide it.**



# 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)

**Decide it.**

# Specific Parts of a Resume

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

**Decide it.**

# 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**

**Decide it.**

# 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

**Decide it.**

# 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.**

•



# 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)

**Decide it.**

# 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!*

**Decide it.**

# 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

**Decide it.**

0:30

**Stop**

# Other Important Things to Note about Experience

- **It's OK if you haven't worked at your Dream Job just yet!**
- **It's a great opportunity to network!**
  - Make a contact sheet with the name and contact information of every supervisor you have
    - Great for reference contacts and letters of recommendation
  - Remember other professionals you met while on the job
    - And stay in contact with them so if a job comes up in the future they will think of you first
  - Take the time to job shadow someone who is doing what you want to be doing in 5, 10 or even 15 years
    - Gives great insight as to if this is the long-term career for you
- **Even if you didn't love the position, it still holds valuable experience**
  - It's just as important to figure out what you don't want to do as it is to figure out what you do want to do

**Decide it.**

# 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)





# *Experiential Education*

Any type of hands-on experience in which you can **apply ideas and theory from classroom knowledge to real world situations**. Additionally, experiential education engages students in **deliberate reflection** through learning objectives.

**Experience it.**

# how i met my mentor

Job shadowing &  
Informational  
Interviews

## Why?

- Learn more about your field of interest
- Develop Professional Relationships
- Expand your Professional Network



## How Can the Career Center Help?

**Spur Connections:** Premiering in Fall 2013!

**Experience it.**

**8/11**

Students who attended the **Verizon** externship last year were offered positions



## Pathways to Professions

- Full day visit to employer
- Shadowing & Tours
- Overview of organization & opportunities

## How Can the Career Center Help?

Every Externship is planned in Jobmate

- Create a Job Agent for events & get notified anytime a CC event is scheduled.

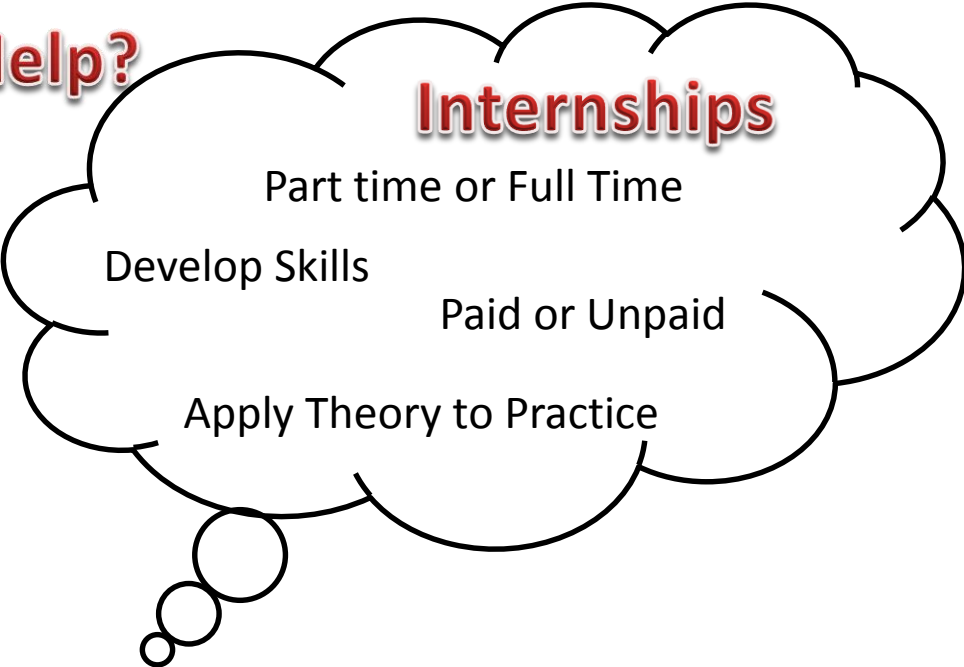
**The  
Externship**



**Experience it.**

# How Can the Career Center Help?

- Community Internship Program
  - Realities & Rewards
  - Thinking It Through
  - Recognition Luncheon
- Jobmate



**138%**  
Increase in internship  
postings on Jobmate  
over the last year





# the **BIG** **CO-OP** **THEORY**

## Co-ops

Apply Theory to Practice

Practical Hands-on Experience

Multiple Work Terms

**PAID**

## Why?

Work full time while maintaining student status

Goes on your transcript

In-depth professional experience

## How Can the Career Center Help?

- Enrollment Meetings
- Jobmate
  - Report Your Hire

**Experience 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.

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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!



Live it.

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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

Decide it.

Experience it.

Live it.

# SUIT UP!



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Live it.

Experience it.

Decide it.

**Before**

# Extreme

**Interview Makeover**

**After**

- No Research  
- No Questions



- Researched Company & Industry  
- Prepared Questions



Prepared by the Career Services Office at The University of Tennessee, Knoxville (2016)  
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Live it.

Experience it.

Decide it.

**Before**

# Extreme Interview Makeover

**After**

- No Research  
- No Questions

- Researched Company & Industry  
- Prepared Questions



**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!