



# RESUME, COVER LETTER, AND INTERVIEW GUIDE



**Tabor College**  
Decidedly Christian

| Career Services



# ABOUT TABOR COLLEGE CAREER SERVICES

## EVENTS

- Teacher Interview Day
- Career Fair
- On-Campus Job Fair
- Mock Interview Day
- Photo Friday
- Slice of Success
- Resume Café
- Majors Fair

## JOB OPPORTUNITIES

- Apply for on-campus jobs
- Part-time jobs
- Full-time jobs
- Internships
- Volunteer opportunities
- Job Blog ([tabor.edu/jobs](http://tabor.edu/jobs))

## MAJOR/CAREER EXPLORATION

- Take free career assessments
- Research careers
- Find careers to fit your major

## CAREER ADVISING

- Develop your resume and cover letter
- Strategize job search
- Mock Interviews
- Refine grad school applications

## CONTACT INFORMATION

### Sydney Fountain –

Career Services Coordinator

- [sydneyfountain@tabor.edu](mailto:sydneyfountain@tabor.edu)
- (620)-947-3121 ext. 1222
- Located in the Student Success office in the Library

Career Services Department

- [careerservices@tabor.edu](mailto:careerservices@tabor.edu)
- (620)-947-3121 ext. 1221
- Located in the Student Success office in the Library

# Table of Contents

Resume Writing – How to get Started	3
Tailor Your Resume	4
Resume Content	5
Resume Formatting	7
Building Bullet Points	9
Bullet Point Practice	10
List of Action Verbs	11
Resume Checklist	14
Resume Examples	16
Bad Resume Example	24
Cover Letter Information	25
Organizing Cover Letters	26
Cover Letter Examples	27
Interviewing	29
What to Wear?	31
Interview Formats	32
Interview Questions	33
Sample Interview Questions	34
After the Interview	36
Thank You Note Example	37

# Resume Writing – How to get Started

Did you know that employers usually only spend around 15-30 seconds looking at a resume? This means that your resume needs to be clear, concise, and to the point. You have to effectively demonstrate how your skills and experiences can contribute to the company/organization. A resume is the most powerful marketing tool to help you land an interview. It should highlight your skills, strengths, and professional experiences.

So, you know you need a resume, but where do you even start!? You want to brainstorm things you have done that will make you stand out. Here are some questions you could ask yourself to get started.

Have you:

- Identified/solved any problems?
- Created a more effective way to do something?
- Demonstrated leadership skills?
- Received any special awards or honors?
- Encouraged/motivated others?
- Coordinated a project or event?
- Tutored anyone?
- Served as a team captain or president of a club?
- Increased sales, participation, or membership?
- Implemented a new process and achieved?

Once you are done brainstorming, you need to think of specific examples of what you did and what the outcome was. This can come from internships, volunteer work, clubs and organizations, work experience, sports, research projects, etc.

## Emphasize the Results

Employers want to know what you did and exactly what the outcome was. If you can assign a quantitative value to something you accomplished, do it! Numbers speak volumes.

For example:

Bad	Good
Tutored Psychology.	Led weekly psychology tutoring sessions that resulted in every student receiving at least a B in the course.

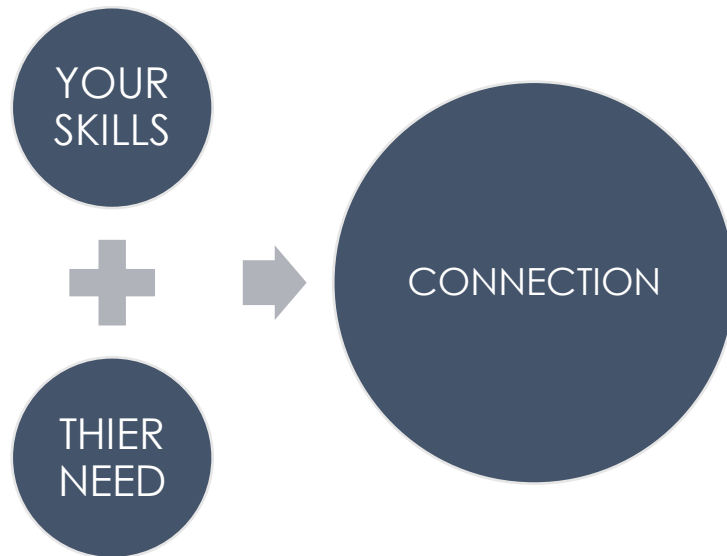
See the difference? The bad example did not give any quantifying information. It doesn't mean anything to the employer that you were a tutor. However, in the good example, employers are able to see that you were a good tutor because of the numbers you included (a B for a grade is indicative of a number).

Qualifying your skills is also important because it allows employers to see the impact of what you did. Referring back to the example above, you provided an end result that showed the impact your tutoring had on the student.

Once you have brainstormed the different skills and accomplishments you want to highlight on your resume, you are ready to begin drafting it!

# Tailor your Resume – ONE SIZE DOES NOT FIT ALL

It is important to match your skills with the needs of the employer. You need to tailor your resume to the position you are applying for. This means you read the job description and identify key skills the employer is looking for. Then determine if you possess any skills the employer is looking for and if you do, then construct your resume to highlight those skills. Remember, do not just state you have those skills, SHOW how you have demonstrated them. Use action verbs!



## Tips for targeting your resume:

- Thoroughly read the job description
- Look for common themes or skills mentioned
- Underline/highlight/circle words or phrases that stand out to you on the job description or that appear a lot
- Underline/highlight/circle skills mentioned in the job description that match the skills and experiences you possess
- Take note of your skills and experiences that align with the job description

# Resume Content

## **ESSENTIAL CATEGORIES**

### *Contact Information*

- Name (16-18 pt font)
- Address
- Phone number
- Email
- Make sure email address and phone voicemail are professional

### *Education*

- Name of school, degree earned or expected (BS, BA, MS, MA, PhD)
- Major and minor
- Graduation date (expected; month and year)
- GPA (only if 3.0 and above)
- List highest degree first; do not include high school

### *Experience*

- Job title, company name, location (city, state)
- Dates of experience
- Bullet points describing your actions, duties, skills, and accomplishments at that job
- May include any relevant experience: volunteer, internships, leadership roles, military service, etc.

## **ADDITIONAL CATEGORIES (include only those that best represent your qualifications for the position)**

### *Objective Statement*

- A specific and concise *one-sentence* description of your desired position
- For a specific position, include the title and company name
- For general use, such as at a career fair, mention the type of work you are seeking

### *Qualifications Summary*

- List all of the related qualifications you have for the position
- Place toward the top, after the education section

### *Skills*

- Categorize the relevant skills you have, categories could include: languages, computer, laboratory
- List only the skills you can perform with little or no supervision
- State your proficiency level (fluent, advance, etc.)

### *Honors & Awards*

- Students and recent graduates can include academic awards, honors, and scholarships
- May be listed separately or as a subsection under education
- Include the date or number of semesters you receive(d) each honor/award

### *Research*

- List the research project, department/lab/organization names, dates, and description of the project, methods, and findings
- Use the same format as the experience section

### *Publications*

- Cite publications using the correct format for your discipline (MLA, APA, etc.)
- Identify if still in submitted status
- Consider identifying if it is peer-reviewed

### *Leadership*

- List office(s) held, organization, dates, and a brief description of accomplishments
- Use the same format as the experience section

### *Activities/Volunteer*

- List memberships of any clubs, sports, or community service experiences
- Optional to include a description of the activity, depends on the depth of involvement

### *Certifications/Licenses*

- List if applicable to the position

### *Create Your Own Targeted Heading(s)*

- Consider creating headings relevant to the experience the specific employer is seeking. For example, management experience or leadership experience

### *Interests*

- List outside hobbies, interests, and talents
- Only include those that are unique, specific, or require skill/dedication
- Acceptable: Jiu-Jitsu; Not acceptable: reading, math

## **DO NOT INCLUDE**

### *References*

- Do not state “references are available upon request” – this is assumed
- Type your reference list on a separate page and take with you to the interview – use the same format as cover letter and resume for header

### *Personal Information*

- In the United States, it is not appropriate to include marital status, citizenship, or date of birth

### *Pictures*

- Do not include a photo of yourself
- May be appropriate for an acting or modeling position or if applying in a different country where it is customary to include a photo

# Resume Format

Writing a stand out resume goes beyond the content; the format is very important. A resume should be clear, concise, and easy to read and understand.

## *Name & Contact Information*

- This should be at the very top, centered or justified to the left or right
- Name should be larger by **at least four points**
- If you have a preferred name, include it in parentheses between your first and last name
- May include contact information on one line, but separate your address, phone number, and email somehow (this can be done with a bullet point (▪) or a line ( | ) or something along those lines)

## *Margins & Spacing*

- 0.5" – 1" margins on all sides
- Include white space between different sections (the space should go before each section header, not after the section header)

## *Font Format*

- Use a font size of 10 – 12 points
- Use any font that is easy to read (Arial, Calibri, Times New Roma, Cambria, Helvetica, etc.)
- Use the same font throughout the entire resume
- Use black font – color can be difficult to see and is not always appropriate
- Typical items to bold: name and headings
- You may bold whatever content is most relevant to the position (the university and degree, position title, company name, etc.)

## *Bullets*

- Experience descriptions should be in bullet list format
- Use either ▪ or ●
- Avoid using arrows, dashes, checkboxes, or diamonds

## *Dates*

- List all dates along the same margin (right side of the page is preferred)
- Best to include months and years for each experience (instead of year only or season only)
- You may format dates as numbers (10/2020), words (October 2020), or abbreviate (Oct, 2020)
- Whatever you do you must BE CONSISTENT

## *Category Headings*

- Left justified (preferred) or centered
- All CAPS and bolded (preferred)
- May include a bottom border line



*Tables & Text Boxes*

- Avoid these and other complex formatting, these make it harder to scan for keywords

*Length*

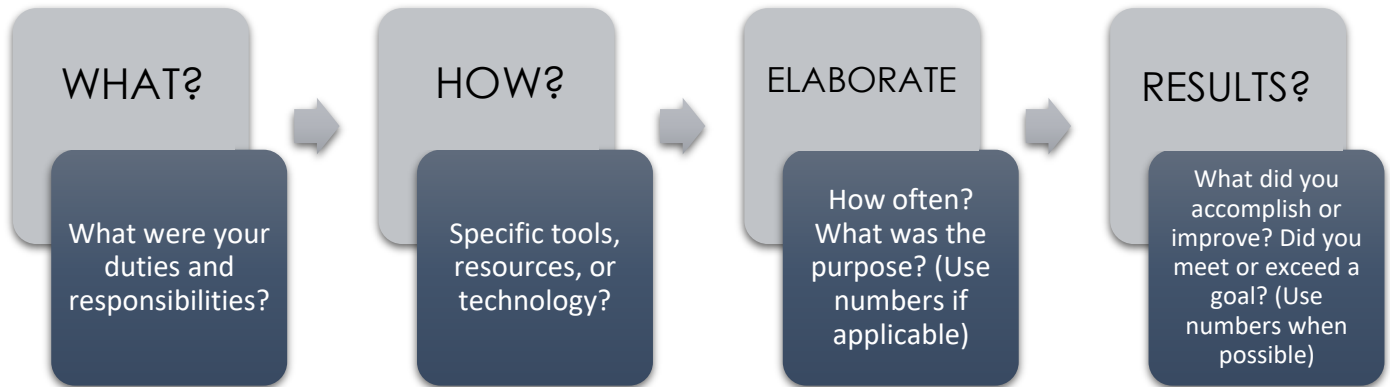
- 1 page filled completely
- 2 pages may be acceptable for graduate students and people with extensive experience

*Paper*

- When printing your resume (always use printed copies to interview) use 8-1/2" x 11" white paper (cardstock preferred)

# Building Bullet Points

Below is a formula for creating detailed bullet points. Do NOT use the word "I". You want to use action verbs to begin your bullet points. Use the examples below to practice creating your own.



WHAT	HOW	ELABORATE	RESULTS
Fed various zoo animals daily	Organized all food materials in separate bins before feeding	Created a more organized feeding schedule and created different bins to put all supplies in by animal and areas of the zoo	Increased feeding productivity by 45%; all feeding was done by mid-morning instead of mid-afternoon

**FINAL BULLET POINT:**

Developed a more strategic feeding plan for the zoo animals, that increased productivity by 45%, by organizing each animals' food/supplies into different bins and were grouped by location.

WHAT	HOW	ELABORATE	RESULTS
Tutored English	Set meeting times, used practice worksheet	Weekly to help students better grasp English, tutored 4 different students	Increased students' English performance by 30%, all students earned at least a B.

**FINAL BULLET POINT:**

Tutored four students in English which increased the students' performance by 30% and all students earned at least a B in the course.

Here are a couple blank charts for you to practice with:

WHAT	HOW	ELABORATE	RESULTS
FINAL BULLET POINT:			

WHAT	HOW	ELABORATE	RESULTS
FINAL BULLET POINT:			

WHAT	HOW	ELABORATE	RESULTS
FINAL BULLET POINT:			

# Action Verbs

Here is a list of action verbs organized by industry/skill. You want to begin your bullet statements with action verbs. DO NOT BEGIN WITH "I"

## ***ANALYTICAL / RESEARCH***

Analyzed	Critiques	Extracted	Interviewed	Researched	Summarized
Assessed	Detected	Formulated	Invented	Reviewed	Surveyed
Clarified	Diagnosed	Gathered	Investigated	Screened	Systematized
Collected	Evaluated	Identified	Located	Searched	Tested
Compared	Examined	Inspected	Measured	Specified	Validated
Conducted	Experimented	Interpreted	Observed	Solved	

## ***INTERPERSONAL / TEAMWORK***

Adapted	Clarified	Diagnosed	Initiated	Moderated	Resolved
Advised	Coached	Enabled	Insured	Motivated	Simplified
Advocated	Collaborated	Encouraged	Interacted	Negotiated	Supplied
Aided	Contributed	Ensured	Intervened	Prevented	Supported
Answered	Cooperated	Expedited	Involved	Provided	Volunteered
Arranged	Counseled	Facilitated	Listened	Referred	
Cared for	Demonstrated	Guided	Mediated	Represented	

## ***CREATIVE***

Began	Created	Drew	Founded	Invented	Photographed
Combined	Customized	Entertained	Illustrated	Modeled	Revised
Composed	Designed	Established	Initiated	Modified	Revitalized
Conceptualized	Developed	Fashioned	Integrated	Originated	Shaped
Condensed	Devised	Formulated	Introduced	Performed	

## ***FINANCIAL***

Administered	Audited	Corrected	Forecast	Programmed	Retrieved
Adjusted	Balanced	Cut	Managed	Projected	Tabulated
Allocated	Budgeted	Decreased	Marketed	Purchased	Trimmed
Analyzed	Calculated	Determined	Measured	Reconciled	
Appraised	Computed	Developed	Planned	Reduced	
Assessed	Controlled	Estimated	Prepared	Researched	

## ***SALES / MARKETING***

Achieved	Delivered	Generated	Led	Restored	Surpassed
Attained	Earned	Increased	Marketed	Saved	Transformed
Completed	Exceeded	Improved	Promoted	Shaped	
Conceived	Expanded	Launched	Resolved	Succeeded	

### ***TEACHING / TRAINING***

Adapted	Communicated	Educated	Influenced	Rehabilitated	Trained
Advised	Conducted	Evaluated	Informed	Schooled	Transmitted
Appraised	Coordinated	Explained	Instilled	Set goals	Tutored
Clarified	Critiqued	Facilitated	Instructed	Simulated	
Coached	Demonstrated	Focused	Motivated	Taught	
	Developed	Guided	Persuaded	Tested	

### ***LEADERSHIP / MANAGEMENT***

Accomplished	Contracted	Enhanced	Initiated	Pioneered	Scheduled
Acted	Controlled	Enlisted	Inspected	Planned	Secured
Advanced	Converted	Ensured	Instigated	Presided	Selected
Administered	Coordinated	Established	Integrated	Prioritized	Shaped
Analyzed	Decided	Executed	Introduced	Produced	Solidified
Appointed	Decreased	Founded	Led	Recommended	Spearheaded
Approved	Delegated	Generate	Lowered	Recruited	Stimulated
Assigned	Developed	Handled	Managed	Reorganized	Streamlined
Attained	Directed	Headed	Merged	Replaced	Strengthened
Authorized	Dispatched	Hired	Modified	Represented	Supervised
Chaired	Diversified	Hosted	Motivated	Restored	Terminated
Completed	Eliminated	Improved	Organized	Reviewed	Trimmed
Considered	Emphasized	Incorporated	Overhauled	Revitalized	Verified
Consolidated	Enforced	Increased	Oversaw	Saved	

### ***ORAL / WRITTEN COMMUNICATION***

Addressed	Consulted	Drafted	Interpreted	Presented	Specified
Advertised	Contacted	Edited	Interviewed	Promoted	Spoke
Arbitrated	Conveyed	Enlisted	Joined	Proposed	Suggested
Arranged	Convinced	Explained	Judged	Published	Summarized
Articulated	Corresponded	Expressed	Lectured	Reconciled	Synthesized
Authored	Debated	Familiarized	Listened	Recruited	Translated
Clarified	Defined	Formulated	Marketed	Referred	Wrote
Collaborated	Demonstrated	Furnished	Mediated	Reinforced	
Communicated	Described	Illustrated	Moderated	Reported	
Composed	Developed	Incorporate	Outlined	Resolved	
Condensed	Directed	Informed	Participated	Responded	
Conferred	Discussed	Influenced	Persuaded	Solicited	

**ORGANIZATION**

Approved	Contained	Filed	Operated	Reserved	Supplied
Arranged	Compiled	Generated	Organized	Responded	Standardized
Catalogued	Coordinated	Implemented	Planned	Restructured	Systematized
Categorized	Corrected	Incorporated	Prepared	Reviewed	Updated
Charted	Corresponded	Logged	Processed	Scheduled	Validated
Classified	Distributed	Maintained	Provided	Screened	Verified
Coded	Expedited	Monitored	Recorded	Set up	
Collected	Executed	Obtained	Registered	Submitted	

**TECHNICAL**

Adapted	Conserved	Developed	Installed	Programmed	Retrieved
Applied	Constructed	Diagnosed	Maintained	Rectified	Solved
Assembled	Controlled	Drafted	Monitored	Regulated	Specialized
Automated	Converted	Engineered	Operated	Remodeled	Standardized
Built	Debugged	Fabricated	Overhauled	Repaired	Studied
Calculated	Designed	Fortified	Prevented	Replaced	Upgraded
Computed	Determined	Inspected	Printed	Restored	Utilized

# Resume Checklist

## Header

- Does your header contain one email, one phone number, and one address? (LinkedIn URL optional)
- Is your email appropriate?
- Have you set up a professional voicemail message?
- Is your name slightly larger and bold?

## Experience (Not all of these will apply to you)

- Education, training, and certifications
- Research, relevant coursework, projects
- Previous employment (experience), internships
- Military experience
- International experience
- Community service, volunteer work
- Activities, campus involvement
- Leadership experience, honors, awards
- Technical skills
- Languages (not including English – if applying in the U.S.)
- Professional associations

## Ordering Your Experience

- Are your most relevant experiences (paid or unpaid) toward the top and left of your resume?
- Did you use section headers related to your experiences?
- Do you have more than one items in each section? If not, can you combine sections?
- Are your bullet points formatted correctly and professionally?
- Do your bullet points include transferable skills as well as job duties?
- Are the job duties you've included relevant to the position you are applying for?
- Have you exaggerated any of your experiences? If so, revise! Honesty is very important

## Format

- Have you used a template? If so, it is typically best to start over with your own original document.
- Have you double-checked grammar and spelling?
- Is your resume one page? This is the standard for undergraduates.
- No information from high school is included (if you are in your sophomore year of college).
- Did you use a font size of 10 or larger?
- Did you use appropriate fonts? (Arial, Calibri, Times New Roman, Cambria, Helvetica, etc.)
- Is your main font a consistent size (you can have larger header sections)?
- Are your dates aligned?
- Have you used a consistent format for all of your dates?
- Are you utilizing white or neutral paper with black font?
- Have you left off pictures, graphics, and color text/lines (if you are not in a design-oriented field)
- Major headings use capital letters, underlining, or bold?

## Proofing

- Have you had someone else review your resume?
- Have you used the Career Services Department and Resume Guide to view examples?
- Does your resume appear balanced on the page (not a lot of white space on the left or right sides)?
- Is your degree or GPA (if you wish to include – typically include if it is 3.0 or above) listed correctly?
- Have you used capitalization/punctuation/bolding/italics consistently?
- Have you used different action verbs at the beginning of each bullet point?
- Did you change your bullet points or move your sections to tailor your resume to the job description?
- Have you made sure the position doesn't ask for any unique formats?
- Are you proud to present this document to a potential employer or graduate school?
- Have you saved your resume as a PDF? This is important so that others can't accidentally make changes to your resume.
- Save the PDF as an appropriate name. Employers can see what you saved it as when you send it/upload it to them. (ex. Jay Blue Resume, or Blue Resume and Cover Letter, etc.)



# Jay Blue

(888)-444-3333 | [jayblue@tabor.edu](mailto:jayblue@tabor.edu) | 400 S. Jefferson St. Hillsboro, KS 67063

---

## **OBJECTIVE (Optional – typically only include if attending a career fair)**

Briefly and effectively, state the type of job and industry you prefer.

## **EDUCATION**

**Tabor College**, Hillsboro, KS

Bachelor of Arts in English

May 2020

GPA: 3.5 (only list if above 3.0)

## **SKILLS**

- Computer
- Languages (only if you speak a language other than English, include proficiency level)

## **EXPERIENCE (This can have a more specific heading title, such as Teaching Experience, Marketing Experience, etc.)**

Most recent Employer Name, City, State

Dates

- 3-5 bullet points
- Demonstrate your skills through results and accomplishments, use action verbs!

Employer Name, City, State

Dates

- Start each bullet with an action verb!
- This is where you can provide what kind of experience you have in the field

## **LEADERSHIP EXPERIENCE**

Club/Organization Name, City, State

Dates

Position title

(Format the same as the experience section)

## **COMMUNITY/VOLUNTEER EXPERIENCE**

- List any related community or volunteer experience

## **ACTIVITIES**

- List any related activities you are involved in

## **HONORS/AWARDS**

- List the name(s) of honor(s)/award(s)

# Jay Blue

(111)-222-3333 ▪ 400 S. Jefferson St. Hillsboro, KS 67063 ▪ [jayblue@tabor.edu](mailto:jayblue@tabor.edu)

---

**OBJECTIVE** Seeking a management position in sales.

## EDUCATION

### Tabor College, Hillsboro, KS

Bachelor of Arts in Business

May 2020 (Expected)

GPA: 3.2

Relevant Coursework: Financial Accounting, Statistics, and an independent research project

## EXPERIENCE

### Sales Manager

Bluejay Furniture Shop, Hillsboro, KS

August 2018 – Present

- Schedule a staff of ten employees to ensure two employees are always present at the store
- Increased sales by 15% in one year through enhanced knowledge of products and effective communication

### Office Assistant

Tabor College Student Success Department, Hillsboro, KS

August 2017 – May 2018

- Proficient in Word, Excel, and PowerPoint
- Enhanced administrative skills
- Practiced excellent oral and written communication skills with alumni and students

## CAMPUS INVOLVEMENT

- Student Senate, *Member*, Tabor College Fall 2019 – Present
- Multicultural Club, *Member*, Tabor College Spring 2018 – Present
- Business Club, *Member*, Tabor College Fall 2017 – Present
- Social Justice Club, *Member*, Tabor College Fall 2017 – Present

## HONORS AND AWARDS

- Presidential Scholarship, *Recipient*, Tabor College Spring 2020
- Blue Jay Scholarship, *Recipient*, Tabor College Fall 2017, Spring 2018

# Jay Blue

400 S. Jefferson St, Hillsboro, KS 67063  
(111) -222-3333  
[jayblue@tabor.edu](mailto:jayblue@tabor.edu)

## EDUCATION

---

Bachelor of Arts in Psychology, Tabor College May 2020 (Expected)  
GPA: 3.2

## EXPERIENCE

---

Mental Health Week Project Coordinator September 2019 – Present  
*Tabor College, Hillsboro, KS*

- Recruit students to for the Mental Health Week Project Committee
- Increase members of the committee by 50% from previous years
- Create five different events that all help students better understand mental health and to help reduce any stigma that follows mental health disorders
- Provide students with resources to gain more information about mental health
- Collaborate with local mental health professional to ensure correct information is delivered

Camp Counselor May 2018 – August 2019  
*BlueJay Summer Camp, Hillsboro, KS*

- Facilitated group activities for children with a focus on moral development
- Led devotional once a week for all the camp counselors
- Developed a more efficient check-in/check-out process by implementing a new system that was entirely online

Intern May 2017 – July 2017  
*Helping Hands Counseling Center, Wichita, KS*

- Learned the processes of a private counseling practice
- Referred clients to the counselor that would best suit their needs
- Demonstrated confidentiality by taking initial assessments for clients and following the protocol for FERPA
- Assisted with moving all client files from paper copies to online client profiles

## RESEARCH EXPERIENCE

---

Research Assistant, Tabor College Present

- Collect and code data
- Distribute surveys to participants

## PROFESSIONAL MEMBERSHIPS

---

- Southwestern Psychological Association, *Member*
- Psi Chi, *Member*

# Jay Blue

400 S. Jefferson St  
Hillsboro, KS 67063

(111)-222-3333  
[jayblue@tabor.edu](mailto:jayblue@tabor.edu)

## Education

Tabor College, Hillsboro, KS  
Bachelor of Arts in History

May 2020 (expected)  
GPA: 3.5

## Leadership Experience

Captain, Tabor College Soccer Team

2018 – 2019

- Developed relationship with teammates
- Served as a role model to younger players
- Encouraged teammates to participate in college community events
- Acted as a liaison between the team and the coaches
- Attended weekly meetings with the coaching staff as the team representative

President, Student-Athlete Leadership Team

2018 - 2019

- Researched various well-known leadership speakers and invited them to speak at chapel
- Assisted with planning multiple leadership workshops for students
- Served as the student-athlete spokesperson in all board meetings
- Encouraged student-athletes to get involved in campus activities
- Planned a community service opportunity for all athletic teams on campus

## Skills

Communication

- Met with incoming recruits to represent the soccer team by answering questions and promoting the college
- Demonstrated how to communicate professionally with invited speakers, board members, faculty, and students

Teamwork

- Collaborated with teammates, athletic department, faculty, and students to provide the best student-athlete experience
- Planned several team-building activities that enhanced the relationship between the soccer team
- Worked with people from various backgrounds through athletics and academics

## Awards and Honors

- Soccer scholarship 2016 – 2020
- Student-Athlete Leadership Team Scholarship 2016 - 2020

# Jay Blue

[jayblue@tabor.edu](mailto:jayblue@tabor.edu) | 400 S. Jefferson, Hillsboro, KS 67063 | (111)-222-3333

## EDUCATION

---

**Bachelor of Science, Exercise Science** December 2021 (expected)  
Tabor College, Hillsboro, KS  
GPA: 3.1

**Associate of Science, Business** May 2018  
Butler Community College  
GPA: 3.4

## RELATED EXPERIENCE

---

**Personal Trainer** Present  
Tabor College Campus Recreation Center, Hillsboro, KS

- Implement strength and conditioning workout plans for students
- Instruct individuals on the proper way to lift weights
- Lead a stretching class twice a week for a group of students

**Internship** Summer 2019  
Gold Physical Therapy, Wichita, KS

- Observed patient appointments
- Cleaned patient treatment areas multiple times a day
- Managed the front desk and assisted clients with completing paperwork
- Ordered supplies when needed
- Transported patients from the lobby to the treatment areas

**Observation Hours** Spring 2019  
Silver Physical Therapy, Newton, KS

- Observed three different physical therapists perform daily activities

## LEADERSHIP

---

**Orientation Leader** Present

- Organize and plan various events for incoming freshmen during orientation week
- Lead small group discussion in the Freshmen Experience class
- Supervise freshmen during a service project

**Student-Athlete Leadership Team (SALT), Member** Fall 2018 - Present

- Collaborate with members of the SALT team to provide resources for student-athletes
- Co-chair of Tabor's SALT Leadership Conference held at Tabor for the student body

# Jay Blue

---

(111)-222-3333 | [jayblue@tabor.edu](mailto:jayblue@tabor.edu) | 400 S. Jefferson St. Hillsboro, KS 67063

## OBJECTIVE

Seeking an elementary placement where I can foster a stimulating learning environment using intelligence, imagination, and organization.

## EDUCATION

Tabor College - Hillsboro, KS May 2020 (Expected)  
Bachelor of Science in Education, Elementary  
GPA 3.87

## CLASSROOM EXPERIENCE

Bluejay Elementary School - Hillsboro, KS Spring 2020  
*Student Teacher, Fourth Grade*

- Supervise and instruct approximately 20 students
- Utilize state standards and district curriculum to plan meaningful lessons, including: high level vocabulary words
- Contribute to professional growth by observing various teaching methods and styles
- Implement classroom management strategies to sustain a productive learning environment
- Incorporate new technology into the classroom, such as websites, PowerPoint, and videos

## RELATED EXPERIENCE

Camp Bluejay – Hillsboro, KS Summer 2018  
*Camp Counselor*

- Maintained the health and safety of 10 campers during different activities, field trips, and events

## PROFESSIONAL ORGANIZATIONS

- *Member*, Kansas National Education Association Fall 2018 – Present

## HONORS & ACTIVITIES

- *Tutor*, Math and English tutor - Tabor College Present
- *Recipient*, Bluejay Scholarship Fall 2019
- *Volunteer*, Child Center Spring 2018

# Jay Blue

(111) – 444 – 3333    ▪    400 S. Jefferson St. Hillsboro, KS 67063    ▪    jayblue@tabor.edu

---

## EDUCATION

---

**Bachelor of Science, Sports Management** May 2020

Tabor College, Hillsboro KS

GPA: 3.66

Minor: Marketing

## SPORTS MANAGEMENT EXPERIENCE

---

**Men's Basketball Manager** Present

Tabor College, Hillsboro, KS

- Coordinate practice schedules with other athletic teams on campus
- Prepare players lockers before games
- Organize equipment for home and away games

**Marketing and Promotion Intern** January – March 2019

Wichita Thunder Hockey Organization, Wichita, KS

- Designed weekly marketing flyers
- Organized half-time performances and National Anthem singers
- Created a marketing plan to advertise Little Thunder Hockey Camp to local schools

## LEADERSHIP AND COACHING EXPERIENCE

---

**Basketball Captain** Present

Tabor College, Hillsboro, KS

- Organize team building activities at the beginning of the season
- Served as the liaison between the team and coaches
- Hosted recruits on their campus visits

**Orientation Leader** Present

Tabor College, Hillsboro, KS

- Organize and plan events during orientation week
- Lead small group discussions during the Freshmen Experience course
- Supervised a large group of freshmen during a service project

**Youth Basketball Coach** January – March 2018

YMCA, Wichita, KS

- Coached 3<sup>rd</sup> grade boys in a basketball league
- Organized team practices and games
- Completed the season with a winning record

# Jay Blue

400 S. Jefferson St. Hillsboro, KS 67063  
(222)-444-5555 | [jayblue@tabor.edu](mailto:jayblue@tabor.edu)

## EDUCATION

---

**Bachelor of Science in Biology** (Expected) May 2020  
Tabor College, Hillsboro, KS  
Concentration: Environmental Science  
GPA: 4.0

## RELEVANT EXPERIENCE

---

**Intern**, Maxwell Wildlife Refuge Present  
Canton, KS

- Conducted educational tutors of the refuge
- Assisted with office duties daily

**Volunteer**, Hutchinson Zoo Summer 2018  
Hutchinson, KS

- Prepared food for a variety of animals, including elephants, lions, and giraffes
- Assisted with tours of the different exhibits

## LEADERSHIP AND ACTIVITIES

---

**President**, Biology Club Present  
Tabor College

- Conduct weekly meetings
- Plan one community service event every semester that aims to benefit the community and environment

## HONORS & AWARDS

---

- Student Body President Fall 2019 - Present
- Captain of the swim team Fall 2018 - Present
- Recipient of the Presidential Leadership Scholarship Fall 2016 - Present
- Recipient of an Athletic Scholarship Fall 2016 - Present

## STRENGTHS

---

- Achiever
- Developer
- Strategic
- Woo
- Relator



# JAY BLUE

400 S. Jefferson St  
Hillsboro, KS 67063

Email: [jayblue@tabor.edu](mailto:jayblue@tabor.edu)  
Phone: (111) – 333 – 8888

## EDUCATION

Tabor College, KS  
Sociology

What degree? Bachelor of Arts?  
“Will Graduate” is not concise, just put expected

Will Graduate in May 2020

## EXPERIENCE

Mental Health Week Project  
Coordinator  
Tabor College, KS

September 2019 – Present

- Recruit students for the mental health project committee
- Increase members of the committee
- I brainstormed and made 5 different events

Not very detailed bullet points and many of the bullets begin with the word “I”

Camp Counselor  
BlueJay Summer Camp, Hillsboro, KS

May 2018 – August 2019

- Facilitated group activities for children
- I led devotional
- Developed a more efficient check-in/check-out process

Intern  
Helping Hands Counseling Center, Wichita, KS

Missing dates

- Learned about the center
- Had to be confidential
- I filed papers a lot

## PROFESSIONAL MEMBERSHIPS

Southwestern Psychological Association member

Sociology Club member

Poor Aesthetics:

- Font too big and informal
- Lines too busy
- Resume very hard to read

# Cover Letters

Generally, you will always submit a cover letter along with your resume. A cover letter provides additional information about the skills and experiences you possess. However, your cover letter is not a re-statement of your resume, instead it aims to connect your skills and experiences to the specific job description (tailor your cover letter). Your cover letter should compliment your resume and convey more personality.

The cover letter is exceptionally important because it is often the first thing employers see. A well-written cover letter can make you stand out. A good starting point is to identify three important skills the employer is seeking (look at the job description for this) and explain how you have demonstrated those skills.

Here are some basic rules to follow when constructing your cover letter:

- Each cover letter should be tailored to the specific job you are applying for. This means that if you are applying for two different jobs then you should have two unique cover letters. DO NOT use a generic cover letter for every job you apply to!
- Use the same header as your resume, keep things consistent
- Address the employer by name and title. For example, “Dear Mr. Blue Jay,”
  - When addressing the employer always use the correct title, Mrs., Mr., Dr., Ms., etc.
  - If you do not know the employers name, and there is absolutely no way to find out (but, there is typically always a way) then it is acceptable to address the letter as “To Whom It May Concern,”
  -
- Keep the letter short – this helps keep the employer’s interest
- Specify that you will call to follow up on your application
- Ask someone to PROOFREAD your cover letter. This is mandatory! Ask friends, professors, career services, or all of them to look over your cover letter to check for typos and grammatical errors
- Save the cover letter as a PDF along with your resume (save it as an appropriate name)
- Do not include any of the following:
  - Personal information about yourself or family
  - Qualifications you do not possess
  - Do not mention salary
  - Do not include questions you have about the company/organization, salary, benefits, schedule, etc.
- Phrases to avoid:
  - To Whom It May Concern
  - I’m not sure if you know but...
  - Please feel free

# Organizing the Cover Letter

## Into Paragraph

- Briefly describe yourself
- Specify the role you are applying for
- Indicate why you are interested in the position and the company/organization
- Mention the skills you can contribute

## Body Paragraphs (usually 1-2 paragraphs)

- Describe why you are the best candidate
- Describe the responsibilities and projects you have been involved in and the skills you have acquired that align with the job description
- Include any accomplishments or awards you have received that are related to the job

## Closing Paragraph

- Re-emphasize why you are interested in the position your skills in a summary statement
- Indicate when you will follow up on your application
- Thank the employer for his/her time and consideration

## Signature

- Leave enough space between sincerely, and typing your name so that you can add your signature
- Tip: there are several websites online that you can make your signature and upload to a document. See Career Services if you have questions.

COVER LETTER EXAMPLES

Outline

# Jay Blue

400 S. Jefferson St. Hillsboro, KS 67063  
(222)-444-5555 | [jayblue@tabor.edu](mailto:jayblue@tabor.edu)

Use the same header as your resume. This should always include your name, phone number, email, and address.

October 23, 2019

Put the date you send the cover letter

1 space

Mr. Jay Blue  
Career Services Coordinator  
Tabor College  
400 S. Jefferson St.  
Hillsboro, KS 67063

Put the name, title, and address of the person taking the applications. You can usually find this by looking at the job posting or the company's website.

If you absolutely cannot find the person's name, then you would need to be as specific as possible, such as "Hiring Manager"

1 space

Dear Mr. Jay Blue:

1 space

**Intro paragraph:** Do not indent. Typically, around 2-4 sentences. Briefly describe yourself and the position you are applying for. Indicate why you are interested in the job and mention the skills you possess that would be an asset to the position.

**Body paragraph(s) (1-2 paragraphs):** 2-5 sentences that describe why you are the best candidate. This is where you will highlight your skills and relate them to the job description. Do not simply just restate your resume in paragraph form. Use these paragraphs to highlight the experiences you have that make you a qualified candidate.

**Closing paragraph:** 2-4 sentences that expresses your interest in the position, thanks the employer for his/her time and consideration, and indicates when you plan on following up on your application.

Sincerely,



4 spaces

Jay Blue

# Jay Blue

---

(111)-222-3333 | [jayblue@tabor.edu](mailto:jayblue@tabor.edu) | 400 S. Jefferson St. Hillsboro, KS 67063

November 2, 2019

Mrs. Sydney Fountain  
Career Services Coordinator  
Blue Jay College  
400 S. Jefferson Street  
Hillsboro, KS 67063

Dear Mrs. Fountain:

I am interested in the Career Services Assistant position at Blue Jay College. I am currently a senior at Tabor College in Hillsboro, KS. I will be graduating with my Bachelor of Arts degree in Communications in December 2019. I am confident my educational background and interpersonal skills would make me an ideal candidate for this position.

During my time at Tabor, I discovered a passion for working with students and helping them succeed. I currently work in the Student Success office and the Writing Center at Tabor College. This position has allowed me to further develop my communication and mentoring skills by making various phone calls, conducting mock interviews with students, working closely with students on their writing, and assisting with many different career related events. I have developed an understanding of all the behind-the-scenes work that occurs as an employee in a Career Services Department.

I am confident my communication skills, experience working with students, and my out-going personality would make me a perfect fit for Blue Jay College. I will reach out to you in a week to follow up on my application. Thank you for your time and consideration. I look forward to speaking with you.

Sincerely,

A handwritten signature in cursive script that reads "Jay Blue". The signature is written in black ink and is positioned below the word "Sincerely,".

Jay Blue

# Interviewing

If you are reading this section, then congratulations! You must be preparing for an interview, which means you successfully wrote a cover letter and resume. The cover letter and resume are intended to get you to this point, but now the real work begins.

To prepare for the interview you will want to research the employer, practice interviewing (you can do this with the Career Services department), and figure out an appropriate outfit. You also want to print off copies of your resume to take with you to the interview.

## Research the Employer

- It is important to know the following things about the employer so that you can answer questions to the best of your ability during the interview
  - Know their reputation
  - Major accomplishments and failures
  - Mission, vision, values
  - Competitors

## Practice Interviewing

- Do a mock interview with the Career Services department – practice in professional attire so that you feel comfortable in what you are wearing
- Practice answering interview questions in front of a mirror so that you can see your facial expressions
- Know what your strengths are (Clifton Strengths) and be able to give examples of how you have used your strengths
- Know your weaknesses and how to turn your weakness into a positive – talk to Career Services about this if you have questions

## General Tips

- Know exactly where the interview will take place and leave early so that if you get lost you have enough time to find out where you should be going
- Arrive to the interview spot 10 minutes early
- Take several copies of your resume with you
- Turn OFF your phone, not on vibrate, not on do not disturb – completely OFF
- Take a pen and notepad to take notes
- Refer to the interviewer by name, do everything you can to remember the names of people you meet during the interview and when you leave thank them all by name
- Make eye contact
- Smile and be friendly to everyone you meet or encounter
- Show your interest and excitement for the job and to be at the interview
- Come with a couple questions and ask them at the end of the interview, always have at least one or two questions, this shows your interested
- ***YOUR INTERVIEW STARTS AS SOON AS YOU ENTER THE BUILDING***

## Body Language

- Use a firm handshake
- Direct eye contact
- Relaxed facial expressions
- SMILE :)
- Pay attention and nod attentively
- Listen to the interviewer and ask questions
- Use gestures to emphasize main ideas or keywords
- Take a brief pause before you respond to each question - but not too long of a pause
- Use a positive tone of voice
- Speak clearly and at a volume everyone can hear, not too soft or not too loud

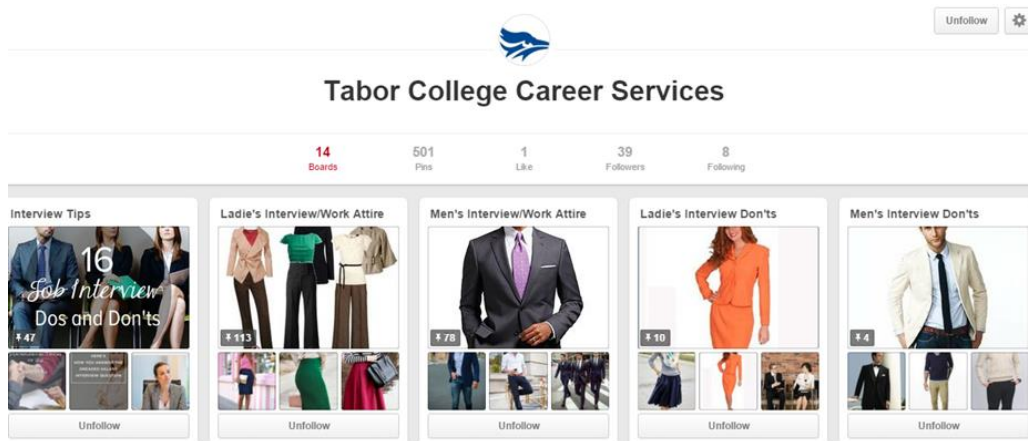
## What Not to Do

- Fold your arms across your chest
- Chew gum
- Eat/drink
- Fidget or play with objects
- Dwell on mishaps or negative things
- Inquire about salary or benefits, unless the employer brings it up
- Share negative stories about other employers or co-workers
- Be clueless about the company
- Lack enthusiasm
- Talk too much or too little
- Lie
- Appear arrogant or entitled
- Ignore other employees of the company if they are not in your interview
- Look at your watch

# What to Wear?

You want to make a good impression during the interview and that includes what you wear. First impressions are important and first impressions are often derived from physical appearance. Please visit the Career Services department if you need help on what to wear or if you do not have appropriate attire.

Tabor's Career Services has a Pinterest page that can help you spark ideas on what to wear.



General tips for appropriate attire:

- Make sure you are clean and well-groomed (trim nails, clean shaven, etc.)
- Carry a professional bag or portfolio – don't carry a distracting bag
- Avoid excessive perfume or cologne – smells linger and if the interviewers don't like the scent then it could lead them to think negatively about you
- Avoid excessive jewelry
- Dress one step above the office culture

Tips for appropriate men attire:

- Wear a dark-colored, two-piece suit (dark blue, gray, brown, black)
- Wear a light-colored button-down shirt with a collar
  - Wear a plain white t-shirt under light colored dress shirts
- Wear a tie
- Wear brown or black dress shoes
- Wear dress socks – not athletic socks

Tips for appropriate women attire:

- Wear a neutral colored pant or skirt suit
  - Skirt should be at least knee-length
- Shirts/blouses should not be flashy, low-cut, or strapless
- You may wear heels but make sure you can walk in them – try to avoid super high heels, around 2 inches is good



# Interview Formats

## Phone Interview

- Make sure you clear your throat before answering the phone
- Answer the phone in a professional manner, “Hello, this is Jay Blue.”
- Speak directly into the phone
- Make sure you have good service
- Make sure you are in a quiet space that you can comfortably have a conversation in and not get distracted or distract the interviewer with sounds in the background
- Try to be in an office, not in the car driving or at a loud coffee shop
- Have a notepad and pen next to you so that you can take notes
- Have your resume and the job description printed out and with you so that you can refer back to it when needed
- Have questions written down beforehand so that you remember to ask them when there is time for you to ask questions
- You can still dress professionally – when you feel confident that can be portrayed through the phone

## Virtual Interview (Skype/Zoom)

- Make sure you are in a clean, well-lit space
- Make sure you are in a place that has good WIFI
- Check your connection and make sure you are logged in to the appropriate outlet at least 10 minutes in advance
- Dress professionally – just as you would at a face-to-face interview, this allows you to feel confident and if you have to get up for any reason you look professional and don’t accidentally show the interviewers your pajama pants 😊
- Maintain eye contact with the camera, not the screen
- Speak clearly
- Make sure you are connected to a power source, you don't want your computer to shut down in the middle of the interview
- Place sticky notes on your computer to help you remember certain things, such as names or questions you want to ask
- Act as you would in a face-to-face interview

## Face-to-Face Interview

- Typically at the company’s location
- Dress professionally
- It is okay to ask who you will be meeting with and what activities will be scheduled
- You may experience a couple different kinds of face-to-face interviews, group interviews and panel interviews:
  - Group Interview
    - There are many other candidates present
    - This allows employers to observe how you interact in group settings
    - Always treat the other candidates with respect, be kind, be a leader, include others
  - Panel Interview
    - Multiple interviewers are present interviewing you
    - Ask and remember the names of every interviewer
    - Shake everyone’s hand
    - Offer copies of your resume to each interviewer
    - If a specific interviewer asks you a question, respond by making eye contact with that person but don’t neglect the other interviewers, also make eye contact with them at different points while answer the question(s)
    - Thank them all at the end and use their name(s)
    - Send individual thank you notes to all interviewers, either by mail or email

# Interview Questions

You will be asked a variety of questions in your interview. Most questions will require you to elaborate on a given topic or question. You can use the STAR (L) method to help guide your answers.

<b>Situation</b>	<ul style="list-style-type: none"><li>• What is the scene? Provide a brief context.</li></ul>
<b>Task</b>	<ul style="list-style-type: none"><li>• Describe the task in more detail</li></ul>
<b>Action</b>	<ul style="list-style-type: none"><li>• What did YOU do? What was YOUR role?</li></ul>
<b>Result</b>	<ul style="list-style-type: none"><li>• What was the outcome?</li></ul>
<b>Learned</b>	<ul style="list-style-type: none"><li>• What did you learn from it?</li></ul>

For example, Jay Blue was asked the following question, “Tell me about a time you had to work in a group.” Here is how he used STAR (L):

<b>Situation</b>	<ul style="list-style-type: none"><li>• Last semester, I had to complete a project about the bystander bias with 4 other people that was worth 50% of our grade.</li></ul>
<b>Task</b>	<ul style="list-style-type: none"><li>• Each week we met and worked on different aspects of the project - I had to find relevant research from the past 5 years.</li></ul>
<b>Action</b>	<ul style="list-style-type: none"><li>• I looked through hundreds of journal articles and took notes on them for the team.</li></ul>
<b>Result</b>	<ul style="list-style-type: none"><li>• We completed a wonderful project and were even asked to present to the entire faculty.</li></ul>
<b>Learned</b>	<ul style="list-style-type: none"><li>• I learned how to effectively work with a group when we were all in charge of different aspects and had to put everything together</li></ul>

# Sample Interview Questions

## General Interview Questions

1. Can you tell me a little about yourself?
2. What made you apply for this position?
3. How many years of experience do you have in \_\_\_\_\_?
4. What are the top duties you perform in your current position?
5. What do you know about this company/position?
6. What is the most important thing you are looking for in a company/job?
7. What accomplishments are you most proud of?
8. What are your strengths?
9. What are your weaknesses?
10. Do you work better under pressure or with time to plan and organize?
11. How well do you handle stress?
12. How would you rate your communication skills?
13. Why should we consider you for this job?
14. How would your friends/family/co-workers describe you?
15. What three words would you use to describe yourself?
16. What are your short-term/long-term goals?
17. Why should we hire you?
18. What do you think determines an individual's success in a work situation?

## Behavioral Interview Questions (Use STAR-L)

1. Give an example of how you've dealt with conflict with another person.
2. Tell me a story either personal or professional that paints a picture of who you are.
3. Describe a situation where your judgement proved to be an invaluable contribution to the team.
4. How do you handle meeting tight deadlines?
5. Give an example of how you set goals and achieve them.
6. What do you do when your schedule is interrupted? Give an example of how you handle this.
7. Give an example of how you work with a team.
8. Can you remember a time when you handled a difficult situation with another student or co-worker? What did you do?
9. Share an example of how you have motivated team members.
10. Describe how you would handle a difficult relationship that you felt was holding you back on the job.
11. Describe a situation where you had to adapt to an uncomfortable environment.
12. Give an example of a time you tried to accomplish something and failed.
13. Describe a time when you were faced with a stressful situation that demonstrated your coping skills.
14. Describe the most significant technical report or presentation you have completed.
15. Give an example of a time when you had to make a split second decision.
16. Give a specific example of a time when you had to conform to a policy with which you did not agree.

## Questions You Can Ask

1. What specific skills or personality characteristics do you think are important for successful performance in this role?
2. What is the work environment like here?
3. What are the opportunities for advancement?
4. What qualifications are most important to a person's advancement in this company?
5. What is a typical day like?
6. What is your vision for your department over the next couple years?
7. How do you usually make a decision?
8. What would you consider to be exceptional performance from someone in their first 3 months of employment in this position?
9. What are the company's values?
10. What characteristics do you look for in employees in order to represent those values?
11. What is your favorite thing about working here?
12. What does success look like in this position and how do you measure it?
13. Who will I be working most closely with?
14. What do you see as the most challenging aspect of this job?
15. What does it look like during the busiest and toughest times for this role?
16. Is overtime expected/allowed?
17. If I were hired for this position, what would be the ideal starting date?
18. Do you expect the responsibilities for this role to change in the near future?
19. What model of reinforcement do you use to correct and instruct?
20. How does the company take an idea from inception to completion?
21. When can I expect to hear from you on your decision?

## Questions Employers Should Not Ask

1. Questions related to race
2. Questions related to religion (unless it is a religion-based company/organization)
3. Questions related to national origin/citizenship questions
4. Questions about disabilities or health conditions that do not relate to job performance
5. Questions about family obligations (marital status, family plans, children, etc.)

# After the Interview

After you have completed the interview, take a big deep breath! You did it! However, you are still not done yet. You need to follow up with a thank you letter. You can do this by email or mail. Typically, whatever form of contact you had before the interview determines the way you may send a thank you. For example, if you exchanged emails several times, then an email is an appropriate way to send the thank you. However, if you mailed in your application materials and everything else was done by phone call, then you should mail a thank you. You should send a thank you note within 1-2 business days of your interview. Below is an outline you may use for a thank you note:

---

Date

Employers name (use appropriate title, Mr., Mrs., Dr., etc.)

Employers title

Company/organization name

Address

City, state, zip code

Dear [Employers name]:

1<sup>st</sup> paragraph: thank the employer for their time, mention a couple things you really liked about the company/organization, say why you would like the opportunity to work at the company/organization

2<sup>nd</sup> paragraph: remind the employer why you are a good candidate again

3<sup>rd</sup> paragraph: indicate that you look forward to hearing from them soon and if they have any questions to please contact you

Sincerely,

[Insert signature here]

Your name

Your address

City, state, zip code

Phone number

Email

THANK YOU NOTE EXAMPLE

April 12, 2020

Mrs. Sydney Fountain  
Career Services Coordinator  
Tabor College  
400 S. Jefferson Street  
Hillsboro, KS 67063

Thank you note example.

If emailing the note, please save as a PDF and email to the respective person(s).

Dear Mrs. Fountain:

Thank you for the opportunity to interview for the Career Services Assistant position at Tabor College yesterday. It was nice to meet you, Aimee Hennigh, and Jessa Kliewer. I enjoyed learning about Tabor College and the direction the college hopes to go with hiring a Career Services Assistant. I particularly liked learning more about Tabor's core values and how the entire campus staff puts emphasis on carrying them out in their every day duties.

As we discussed, I am confident that my previous experience working in a Student Success office and my education background make me an ideal candidate for the job. Additionally, I believe that my own personal values align with Tabor's values. I believe that I can specifically contribute to the learning core value by working with students and teaching career-readiness skills.

I look forward to hearing from you soon. Please do not hesitate to call me at (111) – 333 – 4444 if you have any further questions.

Sincerely,



Jay Blue  
400 S. Jefferson St.  
Hillsboro, KS 67063  
(111) – 222 – 5555  
[jayblue@tabor.edu](mailto:jayblue@tabor.edu)

**Please visit Career Services if you  
have any questions!**

Adapted from Kansas State University and University of California, Los Angeles Resume Guides  
<https://www.k-state.edu/careercenter/pdfs/ResumeGuide18.pdf>  
<https://www.career.ucla.edu/>