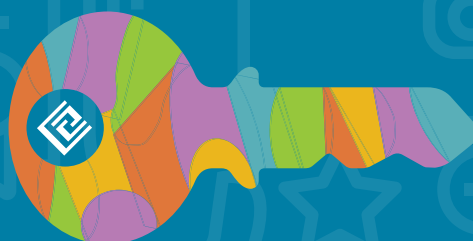


CALHOUN COMMUNITY COLLEGE

CAREER GUIDE

FROM JOB HUNT TO JOB OFFER
A HELPFUL RESOURCE FOR CAREER SEEKERS



CALHOUN
Career Services



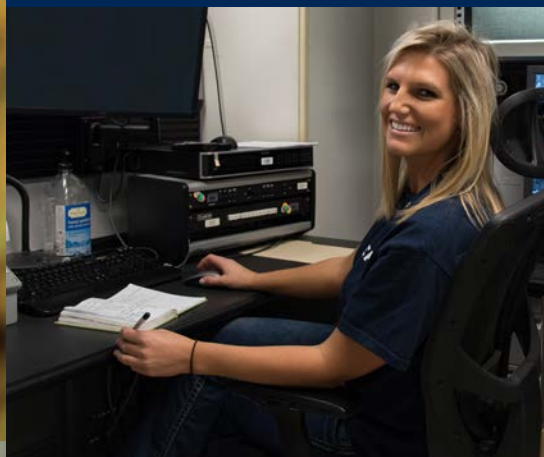
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MISSION + SERVICES

THE MISSION of Calhoun Career Services is to guide and direct students in navigating college and career pathways through classroom presentations, individual appointments, and on-campus events as well as facilitate experiential learning through co-op and apprenticeship programs, in addition to equipping alumni to successfully navigate the employment process while tracking their progress.



OUR SERVICES INCLUDE:

CAREER ADVISING

COOPERATIVE LEARNING AND APPRENTICESHIPS

JOB SEARCH STRATEGIES

PROFESSIONAL READINESS – RESUMÉ BUILDING & MOCK INTERVIEWS

NETWORKING OPPORTUNITIES

PROFESSIONAL ATTIRE CLOSETS



DEFINING A DIRECTION

It's totally normal for students to enter college with apprehension over choosing a major. We are glad you chose to attend Calhoun, and Career Services is here to help.

FOCUS 2 CAREER is an interactive, online, self-guided career and education planning system designed to help you make decisions about your future goals. Focus 2 Career is **free** to Calhoun students and community members.

*There are three useful phases of **Focus 2 Career**:*

SELF-ASSESSMENT | CAREER EXPLORATION | CAREER PLANNING

Focus 2 Career includes five different assessment tools:

1. Work Interest Assessment – *highly recommended*
2. Personality Assessment
3. Skills Assessment
4. Values Assessment – *highly recommended*
5. Leisure Assessment

GET STARTED TODAY! CALHOUN.EDU/FOCUS

- Create your account using the passcode **Warhawks**
- Download the **Career & Education Student Planning Workbook**

WHAT'S YOUR **HOLLAND CODE**?

WHAT **WORK VALUES** ARE MOST IMPORTANT TO YOU?

FOCUS **LOGIN** INFORMATION

USERNAME

PASSWORD

Our **CAREER COACH** tool is another resource available to you. This website includes local employment data and allows you to take a career assessment, explore careers within certain industries, and research majors that will best prepare you for that career field. No login is necessary.

CALHOUN.EMSICC.COM



RESEARCHING FOR SUCCESS

CAREER EXPLORATION

can feel like a **job**; however, there are three things you do not want to waste while here at Calhoun: time, money, and effort. Researching careers is important for not only understanding the end goal but also the expectations of what it takes to get there.

Now that you have completed the FOCUS, let's see how your results translate to different careers while also considering the needed skills, required education, salary, and the demand for those occupations. Utilizing the websites below can assist with that research.



In addition to talking with your **career advisor**, these websites may be useful as you research careers:

OCCUPATIONAL OUTLOOK HANDBOOK

[BLS.GOV/OOH/](https://www.bls.gov/oooh/)

O*NET ONLINE

[ONETONLINE.ORG](https://www.onetonline.org/)

After you have narrowed down your career choices, completing an **informational interview** is crucial in making a final decision. Having the opportunity to sit down with an industry member to gather insight on their pathway to success is more effective than what you may find on the internet.

Completing this research lays out your pathway for your time at Calhoun and helps you understand the expectations needed for when you graduate. Contact Career Services for assistance along the way.

Schedule an appointment with your career advisor today:

[WWW.CALHOUN.EDU/CAREERAPPT](https://www.calhoun.edu/careerappt)



PREPARING FOR EMPLOYMENT

PROFESSIONAL SKILLS

Professional skills differ from technical skills, but both are important. Technical skills are developed through education and can be easily verified (degree, licensure, certifications, etc.). These skills are often the gateway to a career. Without meeting the basic qualifications, you will be overlooked by employers.

On the other hand, professional skills, or soft skills, are often mentioned on a resumé (good communicator, fast learner, etc.) but must be observed to be proven true. Technical skills might lead to an interview, but the professional skills typically translate to a job offer--and most certainly a promotion.

*Take some time to identify the professional skills you need to improve and **make an action plan** to hold yourself accountable. Your career will thank you!*

Communication Do you show respect as well as empathize with others? Communication is conveyed in written or verbal words, facial expressions, and even tone. Be tactful even when you disagree.

Teamwork How do you approach teamwork? Effective collaboration often involves listening, delegating, and assuming accountability.

Adaptability Are you flexible when it comes to your work day? Adaptability is associated with being organized, calm, and optimistic.

Problem-Solving Do you complain about problems more than you present solutions? To address a problem, you must observe the entire process, identify potential barriers, and suggest alternatives to your management.

Creativity What type of insight do you bring to the workplace? Innovation often involves trial and error. Don't be afraid to recommend creative solutions in the workplace.

Work Ethic Are you a self-starter who holds yourself accountable to deadlines and given responsibilities? Employers are consistently seeking an employee with patience, sensitivity, and the ability to get along with other people.

Time Management Where does the time go? Spend your time wisely at work by prioritizing, planning, and organizing your tasks and deadlines. Keeping a calendar and setting specific times during the day for email can help you stay on track.

Leadership Leadership isn't tied to a job title. Demonstrating characteristics such as generosity, trustworthiness, sensitivity, and authenticity prove that you have the potential to move up in the organization.

Attention to Detail Do you double-check your work before submitting it? Listen to instructions, ask questions when needed, and analyze the assignment for completion and correctness before sending to your boss or customer.



GAINING EXPERIENCE THROUGH WORK-BASED LEARNING

Are you seeking part-time work in your field of study?
There are several ways Career Services can help through work-based learning.

COOPERATIVE LEARNING:

Calhoun's co-op program offers students the opportunity to work on a part-time basis (a minimum of 20 hours per week) in paid positions directly related to their academic majors while attending school on a full-time or part-time basis. Review the qualifications and complete the application!

www.calhoun.edu/coop

INTERNSHIPS:

Similar to co-op, interns work in a position directly related to their field of study for a limited time period. Internships tend to be unpaid, but the experience is invaluable and helps to build a resumé.

APPRENTICESHIPS:

Apprenticeships are industry-driven and initiated by an employer who is seeking additional skills for the current or future workforce. A specific curriculum is followed so that work responsibilities mimic classroom instruction.

Work-based learning also happens in the classroom. Industry tours, guest speakers, networking events, and service learning are just a few examples of other ways to gain real-world exposure while still in college.

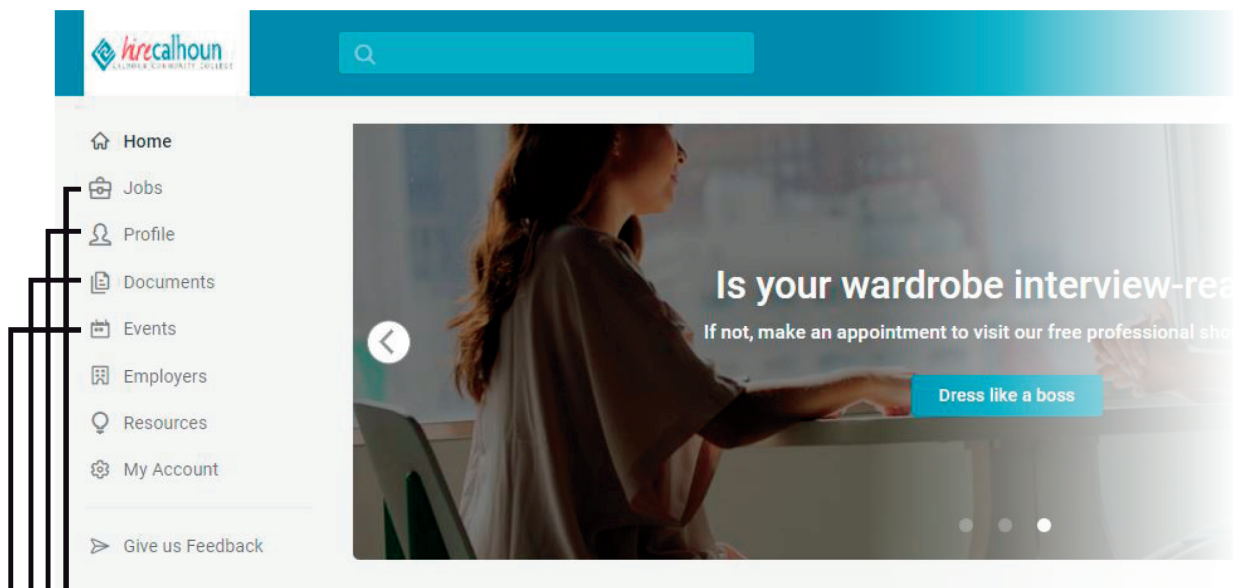
INTERESTED IN A CO-OP POSITION?

- ✓ Be mindful of your GPA
- ✓ Review the co-op guidelines for your major
- ✓ Get your resumé ready
- ✓ Let your advisor know you would like to qualify for the co-op program

CALHOUN'S CAREER PORTAL: HIRECALHOUN

GETTING STARTED IS EASY!

- 1** Access your account through your MyCalhoun portal by clicking on the hireCalhoun quick link
- 2** Create your Student Profile
- 3** Upload your resume for review
Once your resume is approved, you are ready to apply for positions!



Jobs Search and apply for jobs

Profile Enter and edit information on your background and the type of positions you are seeking

Documents Upload and manage multiple resumes and cover letters

Events View career fair and workshop information



Need Help?

Access the Student User Guide:

CALHOUN.EDU/HIRECALHOUN



New job ads

All job ads

SEARCHING SMART

Unfortunately, not all job postings are legitimate. Unscrupulous people may pose as hiring companies, using online job banks and classified ads to take advantage of trusting job seekers. For this reason, it is important to exercise caution and common sense when conducting your job search.

FOLLOW THESE TIPS TO PROTECT YOUR IDENTITY, FINANCES, AND WELLBEING:

1. Avoid job postings that sound too good to be true

Beware of job announcements requiring no experience or skills, but offering large salaries. If it sounds too good to be true, it probably is.

2. Steer clear of unprofessional listings

Absence of a professional job title, lack of specific job tasks, frequent misspellings, and grammatical errors may be signs of a fraudulent posting.

3. Beware of job postings that ask you to pay a fee

Legitimate recruiters are paid by employers, not by job seekers. While you may be required to pay union dues or licensing fees once you acquire a job, there should be no fees associated with applying for a position.

4. Protect your identity

Never disclose your birth date, social security number, or mother's maiden name until you've received a job offer. These details may be required for a background check, but scammers request this information immediately in an attempt to steal your identity.

5. Watch out for money wiring scams

Do not provide bank, Paypal, or credit card information to an employer. Be leery of an employer you have never met or a virtual job that requires you to wire money or mail checks.

6. Always do your research

Conduct a Google search, verify the company exists, look for blog entries reporting misconduct or associated scams. Look for a valid direct phone number associated with the organization, not just a cell number. Look for a physical location, not just a P.O. Box. Addresses can be verified using Google Maps. Question email addresses that are linked to a free email provider rather than a corporate account.

7. Beware of unsolicited contact from an employer

Be careful when posting your resumé to an online job board which may inadvertently disclose your personal information. Take note of the site's privacy policy, how long your resumé will be posted, and who will have access to it. Fraudulent employers often utilize resumé posting systems to identify their victims.

8. Protect your social networking presence

Consider information posted by or about you on all social media sites. Maintain a profile that presents positive and accurate content. Do not share contact information or post disparaging photos.

9. Do not provide employers with referrals

Do not provide employers or recruiters with referrals of friends that might be interested in an opportunity. Should you believe a friend would be interested in an opportunity, forward the recruiter's name and information to the friend, allowing them to contact the employer if they choose.

10. Be careful when meeting employers

The majority of interviews take place at the business or on-campus. On occasion, an employer might invite you to a lunch or dinner interview. Only agree to meet in a public place you are familiar with.

PROFESSIONAL SUMMARY | EDUCATION
EXPERIENCE | REFERENCES | SKILLS
HONORS & AWARDS

BUILDING A RESUMÉ



PROFESSIONAL SUMMARY:

A professional summary (also known as an objective, profile, or overview) is a short paragraph located below your resumé header. The purpose of a summary is to provide an engaging introduction to your information while showcasing your skills and career goal. This section can be easily updated to reflect the specific position you are applying for. The items mentioned in the summary may be elaborated on in other sections.

EDUCATION:

Education might be the most relevant section of your resumé! This section should include:

1. College/University name
2. City and state of the college
3. Degree earned or pursuing, along with major and concentration *(if applicable)*
4. Expected graduation date
5. Honors programs or GPA if above 3.5 *(optional)*
6. Certifications

If you are unsure of this information, you can refer to your academic transcript. High school information does not need to be included as part of the education section. However, if you completed technical coursework relevant to your major, it can be included.

EXPERIENCE:

This section refers to paid, volunteer, or clinical experience. If you have an extensive work history, focus on related and/or recent opportunities. As a rule of thumb, list your most recent experience first.

This section should include:

1. Employer name
2. City and state of employer
3. Dates of employment (month & year)
4. Job title
5. List of accomplishments/responsibilities

CRAFTING ACCOMPLISHMENT STATEMENTS: THE STAR FORMULA

By using the right action verbs and statements in your resumé, you can demonstrate not only your job duties, but what you have accomplished. Here's an example of the **STAR** (Situation, Task, Action, Result) formula:

Skill verb * What you did * What you accomplished *(adding statistics when applicable)*

Marketed launch of our new mobile app using **daily** Instagram posts and radio interviews, **increasing downloads by 320%** in the first month

BASIC STATEMENT

Responsible for recruiting volunteer medical professionals

BETTER STATEMENT

Coordinated volunteer training and scheduling at free weekly health clinic

BEST STATEMENT

Coordinated volunteer training and scheduling at free weekly health clinic, increasing participation by 150%

BUILDING A RESUMÉ

(CONTINUED)



REFERENCES:

All job applicants need to prepare a list of 3-5 professional references who will speak positively on their behalf. Now is a great time to receive permission from several managers, co-workers, mentors, instructors, etc. to utilize them as a reference. You will need to list the following information on a separate page from your resumé.

- Full name
- Job title
- Phone
- Email

ADDITIONAL SECTIONS:

There's a myriad of other sections that are included on some templates and can be included, if appropriate and relevant.

Hobbies – not applicable unless directly related to the responsibilities of the position you are applying for

Skills – great to include but stick to specific technical skills rather than broad personality traits

Honors & Awards – fine to include if you have several recent and notable accomplishments; however, another option is to combine into the Education section

Volunteer – only deserves a dedicated section if the volunteer experiences are long-term and recent. Make sure to include the number of hours and your responsibilities as a volunteer

Activities – seems vague and is typically unrelated

Leadership – instead of having a dedicated section for leadership, note leadership roles and accomplishments within job responsibilities

Communication – it's not necessary to have an entire section for communication. Instead, focus on technical skills and education that relate to the job description for the position you are applying for

Once you have completed your resumé draft, submit it to Career Services for a FREE review!

WWW.CALHOUN.EDU/CAREERAPPT

TRANSFERABLE SKILLS:

Include transferable skills are abilities that are relevant and helpful across different areas of life. They are “portable skills” meant to be carried with you. The exciting news is that you already have transferable skills. They have been developing throughout your life; at school, at home and in your social life as well as through any experience in the workplace.

It is important that you are able to identify and give examples of these in which you have developed.

When applying for a job you should remember that the type of transferable skills you highlight in a resume should be relevant to the position for which you are applying.

TRANSFERABLE SKILLS:

- | | | |
|--------------------------|-------------------------|--------------------------|
| 1. Teamwork | 7. Computer Literacy | 13. Troubleshooting |
| 2. Leadership | 8. Numeracy | 14. Organizational |
| 3. Time Management | 9. Creativity | 15. Interpersonal Skills |
| 4. Listening | 10. Attention to Detail | 16. Dependability |
| 5. Written Communication | 11. Analytical Skills | 17. Adaptability |
| 6. Verbal Communication | 12. Critical Thinking | 18. Multitasking |

TAILORING YOUR RESUME TO THE JOB DESCRIPTION

ONE VERY EFFECTIVE WAY TO GET YOUR RESUME NOTICED IS TO TAILOR IT TO THE JOB DESCRIPTION OF THE POSITION YOU ARE SEEKING.

Do this *every single time* you submit a resume.

It may sound like a lot of trouble, but it’s really not.

1. Begin by carefully reading the job description and **highlighting keywords** that jump out at you. These can be nouns as well as verbs. Be sure to note words or phrases that are used multiple times.

2. Look at your resume and determine how you can emphasize and highlight your own skills and/or experience using those keywords. For hard skills, such as specific certifications or degrees, make sure you use the exact wording that is in the job description. For softer skills, such as “customer service” and “detail-orientation”, rephrase some of your bullet points to include these terms.

3. Do not invent skills that match. Contrary to popular belief, you never want to be dishonest about your experience. However, you can find skills that match what they are looking for and rephrase your descriptions to highlight how you fit the position.

Another benefit of this strategy is that it can help your resume pass through any **Applicant Tracking System (ATS)** being used by an employer. These systems look for certain keywords and phrases to send job applicants through to the recruiter or hiring manager.

Mirroring the language of the job description in your resume can help the employer visualize you in the position.

10 TIPS TO MAKE YOUR RESUME ATS-FRIENDLY

Applicant Tracking Systems (ATS) are becoming more and more common as the job application process grows increasingly more digitized. Companies can use an ATS to collect applications, resumes, and other materials and screen them before they even reach a person. Here are some tips to make your resume ATS-friendly and increase your chances of passing the screening process!

1. SIMPLIFY YOUR FORMATTING AND AVOID TEMPLATES.

The ATS has trouble reading complicated formats like tables and images, so it's best to avoid them and go for a simpler, more traditional resume style.

2. TAILOR YOUR RESUME TO THE JOB DESCRIPTION WITH KEYWORDS.

The ATS will search for keywords from the job description to determine whether your resume is a good match. However, don't overuse keywords in an unnatural way. Only include the keywords that are truly relevant to you and to your desired position.

3. CHECK YOUR RESUME FOR SPELLING AND GRAMMAR ERRORS.

The ATS will not catch a keyword if it has a spelling error or an extra space in the middle. Because of this, misspelled keywords may be overlooked and rendered useless.

4. DON'T USE ACRONYMS ALONE.

If you need to list an acronym, also list the full name. The ATS may not know to search for "AAS" when it's looking for "Associate of Applied Science" and vice versa. It's best to list those kinds of keywords as "Associate of Applied Science (AAS)".

5. USE STANDARD RESUME HEADINGS LIKE "EDUCATION" AND "WORK EXPERIENCE."

The ATS scans for these to enter the relevant experience into its screening process for each section.

6. USE A CHRONOLOGICAL RESUME FORMAT.

The ATS has trouble reading "functional" or "skills-based" resumes, since they're not sorted into traditional categories.

7. USE STANDARD BULLET POINTS.

Bullet points make your resume easier to read, and standard bullet points help ensure it can be read by the ATS. Complicated or custom bullet points might be small image files. These cannot be read by the system and might scramble your text.

8. DON'T USE A FANCY FONT.

Simple, standard fonts like Times New Roman, Arial, Cambria, and Calibri are all good options for your resume.

9. MAKE SURE YOUR FORMATTING IS CONSISTENT THROUGHOUT.

This includes using the same date format, font, bullet points, and heading size and styles on your entire resume. The system uses these clues to "read" the sections and sort them into the appropriate areas. Within each section, list the information in the same order for each entry.

10. UPLOAD BOTH A WORD DOCUMENT AND A PDF OPTION IF POSSIBLE.

Some systems prefer one option over the other, thus uploading both is usually a safe bet. Additionally, ensure your file name is professional.

REVIEWING RESUMÉ EXAMPLES: HEALTHCARE

Selena Warhawk

784 Fake Street, Athens, AL 12345

(256) 823-1287

selena.warhawk@calhoun.edu

Summary of Qualifications

Motivated Registered Nurse pursuing a Bachelor of Science in Nursing. Accumulated over 1,223 hours of clinical experience to utilize in a full-time position at a hospital. A member of Calhoun's Nursing Honors Society who demonstrates excellent bedside manner and a positive attitude.

Clinical Experience

Michael's Hospital, Athens, AL

January 2020 – Present

Skills Learned – Chronic and Palliative Care

- Perform suturing, splinting, culture collection and assessment, and wound treatment for 10+ patients daily.
- Develop treatment plans and diagnose chronic healthcare problems such as illnesses, injuries, infections, high blood pressure, and diabetes.
- Operate cardiac monitors, pacemaker analyzers, catheters, suction equipment, and endoscopes.

RDF Medical Center, Athens, AL

September 2019 – December 2019

Skills Learned – Acute and Complex Care

- Executed basic cardiac life support (BLS), advanced cardiac life support (ACLS), and administered blood and intravenous infusions in a 90 bed medical center.
- Treated patients with acute conditions: heart attacks, respiratory distress, shock, and observing advanced and invasive diagnostic and therapeutic procedures.
- Learned the function and operation of the following tools: forceps, hemostats, nebulizers, otoscopes.

Franke at Seaside, Athens, AL

May 2019 – August 2019

Skills Learned – Service and Foundations of Nursing

- Conducted basic duties such as feeding and bathing, recording vital signs, measuring food and liquid intake, and detecting symptoms such as: bruises, wounds, and blood in urine.
- Assessed patient needs, treated and diagnosed minor illness and injuries, and provided therapy
- Learned the function and operation of the following tools: defibrillators, glucometers, stethoscopes, thermometers, hot and cold packs.

Education

University of Alabama in Huntsville, Huntsville, AL

Bachelor of Science in Nursing, May 2020

Calhoun Community College, Tanner, AL

Associate of Applied Science, Nursing, May 2019

Licenses & Certifications

- Registered Nurse: Alabama License # 12345678 – Expires March 2024
- Basic Life Support for Health Care Providers (BLS) – Expires July 2022
- Advanced Cardiac Life Support (ACLS) – Expires August 2022
- Mask Fit Test Certification – February 2020

EXAMPLE REFERENCE PAGE

Selena Warhawk

784 Fake Street, Athens, AL 12345

(256) 823-1287

selena.warhawk@calhoun.edu

Derek Shepherd

Franke at Seaside, Nurse Practitioner

256-123-4567

derek.shepherd@frankeseaside.org

Dr. Gregory House

Michael's Hospital, ER Doctor

256-345-6789

gregory.house@hospital.com

Jeanie Boulet

RDF Medical Center, Head Nurse

256-567-8912

jboulet@medcenter.com

Dr. Deborah Miller

Calhoun Community College, Nursing Instructor

256-234-5678

deb.miller@ccc.edu

Dr. Allison Cameron

University of Alabama in Huntsville, Clinical Associate Professor

256-456-7891

allisoncameron@uahuntsville.edu

REVIEWING RESUMÉ EXAMPLES: MANUFACTURING

Jordan Warhawk

321 Drive, Decatur, AL 35601

jordan.warhawk@calhoun.edu

(256) 457-9123

QUALIFICATIONS SUMMARY

Dedicated and proficient electrician with an AAS degree in Advanced Manufacturing along with experience in preventive and corrective maintenance of complex mechanical and electrical systems. A solid track record of troubleshooting and problem-solving skills. Easily adapts to new systems and increased responsibilities.

PROVEN EXPERTISE

- Programmable Logic Control (PLC)
- Allen-Bradley Programmable Systems
- NC & CNC Machine Control Systems
- Troubleshooting Various Equipment
- DC Drives
- VFD Drives
- Construction & Building Maintenance
- Prioritization & Time Management

PROFESSIONAL EXPERIENCE

ABC CHRYSLER

Decatur, AL

Maintenance Technician, 02/2019 – Present

- Maintain and troubleshoot production equipment and plant electrical systems.
- Respond to machine-down calls and quickly resolve issues to ensure minimum downtime.
- Train numerous apprentices and quickly learn many logic systems.
- Supervise preventive and corrective maintenance checklists.

BCD VEHICLES

Huntsville, AL

Maintenance Technician Co-Op, 11/2016 – 01/2019

- Troubleshot machine problems and electrical malfunctions of power transmission equipment for marine vehicles and trucks.
- Managed all operations as the sole electrician on the third shift.
- Helped launch a new preventive maintenance program by reviewing and learning relevant software applications.
- Diagnosed and analyzed problems for mechanical, hydraulic, and pneumatic trades.

EDUCATION

CALHOUN COMMUNITY COLLEGE

Decatur, AL

- AAS, Advanced Manufacturing – Industrial Maintenance/Electrical, 12/2018
- Machine Tool Technology Short-Term Certificate, 12/2017
- OSHA 10 Certification, 2018
- NCCER Certification, 2018

REVIEWING RESUMÉ EXAMPLES: ACCOUNTING

Andrew Warhawk

andrew.warhawk@calhoun.com 903 Warhawk Avenue, Huntsville, AL 35801 (256) 123-4567

PROFESSIONAL SUMMARY

Recent AAS Accounting graduate seeking an entry-level position to expand accounting skills and academic knowledge. Respectful, determined, and detail-oriented individual with an understanding of Quickbooks, account receivables, and financial reporting.

EDUCATION

Calhoun Community College, Tanner, AL May 2018
Associate of Science in General Studies with a Concentration in Business, Cum Laude
Phi Theta Kappa August 2016-May 2018

EXPERIENCE

- Accounting Associate – Awesome Company, Madison, AL September 2019 – Present
- Organize and carry out efficient month-end, quarterly and year-end processes
 - Prepare payments by verifying documentation and requesting disbursements
 - Maintain strict confidential financial information
 - Secured financial information by completing database backups
 - Analyze financial reports for reasonableness and accurately inputted budget data into the accounting system
 - Build and format reports in Excel from import revenue income and other financial data
- Accounting Intern – The Good Company, Athens, AL December 2018 – August 2019
- Completed financial draft statements for review
 - Kept an orderly filing system
 - Ensured all invoices and vouchers filed appropriately electronically
 - Entered transactions and reconciled account balances
 - Prepared journal entries, reconciliations, and trend analysis during month-end

SKILLS

- Detail-oriented when preparing financial information
- Proficient in QuickBooks and Asset Keeper Pro
- Analytical and critical thinker by calculating budgets into the systems
- Knowledge of Microsoft Word, Excel, and PowerPoint to prepare revenue reports
- Practice time management by completing a task before the deadline
- Utilize communication by following up with colleagues and supervisors

REVIEWING RESUMÉ EXAMPLES: CIS

Marcus Joel

(256) 987-5432

Marcus.G.Joel@gmail.com

99 Limestone Ct.
Athens, AL 35611

LinkedIn.com/in/marcusjoel

Summary of Qualifications

Computer Information Systems

A U.S. **veteran** with a prior **security clearance** seeking an entry-level IT position that offers growth and advancements opportunities. Knowledge of Windows operating systems, networking configuration, and Security+. **Bilingual** in Spanish and pursuing further education in Computer Science.

Education

Athens State University | Athens, AL

Bachelor of Science, Computer Science – Cybersecurity | Expected May 2024

Calhoun Community College | Decatur, AL

Associate of Applied Science, Computer Information Systems – Programming | May 2022

HONORS

Calhoun Community College,
Phi Theta Kappa, Member
2021- Present
Phi Theta Kappa, President
2021-2022
Most Outstanding Student,
Computer Information Systems,
May 2022

SKILLS

Cisco CCNA
CompTIA Security+
Linux
C++
Windows Server

CERTIFICATES

Cybersecurity Essentials
Expected August 2022
Programming Essentials
December 2021
Cisco CCNA Preparation
December 2021

Professional Experience

June 2021 – May 2022 IT Intern / *Calhoun Community College / Decatur, AL*

- Provided technical support to computer users across three campuses.
- Assisted with software configuration, network wiring, and PC hardware set up/repair.
- Performed administrative tasks such as data entry, filing, and scanning.
- Followed technical instructions and demonstrated troubleshooting knowledge.

July 2015 – May 2020 INFANTRYMAN / *U.S. Army / Fort Drum, NY*

- Inspected field communications equipment for defects and reported to superiors daily.
- Communicated urgent directions effectively to a team of over 100 personnel.
- Operated and maintained a variety of radio equipment and systems.
- Performed inventory checks daily of over 500 weapons.
- Delegated duties to fellow infantrymen that led to the safety of personnel and equipment.

RESUMÉ WORKSHEET

OBJECTIVE/PROFESSIONAL SUMMARY

EDUCATION

Calhoun Community College, Tanner, AL Major area of study: _____
Expected graduation date: _____ GPA: _____

WORK EXPERIENCE

Job Title: _____ Business Name, Location: _____
Dates of Employment: _____ Describe Position Duties (use at least 3 key verbs):

Job Title: _____ Business Name, Location: _____
Dates of Employment: _____ Describe Position Duties (use at least 3 key verbs):

Job Title: _____ Business Name, Location: _____
Dates of Employment: _____ Describe Position Duties (use at least 3 key verbs):

SCHOOL AND COMMUNITY ACTIVITIES *(list all recent and relevant activities)*

Activity: _____ Years of activity: _____

Activity: _____ Years of activity: _____

AWARDS *(list recent awards or special recognitions you have received)*

Title of Award: _____ Month, Year: _____

Title of Award: _____ Month, Year: _____

SKILLS

CRAFTING A COVER LETTER

Cover letters are formal business letters written to the employer as a brief and engaging introduction that outlines your objective and highlights your skills. Cover letters can be optional or required, depending on the application requirements and are included with the application packet. Employers review multiple applications for open positions, so a cover letter gives you a chance to stand out! Here are some tips for constructing a well-written cover letter.

DO:

- Research the **correct way** to construct a **formal business letter**
- Research **templates online** and in programs like **Microsoft Office**
- Use **statements** that capture the **employers' attention**
- Express your **interest in the position** and the company
- Include language** from the **job description**
- Incorporate how **your skills** fit the position
- Include data that **demonstrate your success** in a particular position
- Add credentials that **uniquely qualify you** for the position (Education, Certifications, Awards, Extraordinary GPA's, etc)



DON'T:

- Include your **picture** or **headshot**
- Include your **social media URL**
- Include your **references** (this should be on a separate, stand-alone sheet)
- Include **personal information** such as relationship status, DOB, SSN, etc.
- Use **templates** (Customize your letter as much as possible and only use templates as a reference or guide)



EXAMPLE COVER LETTER

Jordan Warhawk

256-457-9123

www.linkedin.com/jordanwarhawk

jordan.warhawk@calhoun.edu

321 Drive, Decatur, AL 35601

03/17/2020

Patricia Morris

Human Resources Director

Manufacturing USA

123 Best Fit Ave.

Madison, AL 35758

RE: Maintenance Technician

Dear Patricia Morris,

I am excited to hear that Manufacturing USA is seeking an experienced Maintenance Technician to assist with the tremendous efforts to manufacture 40,000 parts over the next year! With proven experience in manufacturing, industry certifications, and an AAS Advanced Manufacturing degree, I feel that I would be an asset to your team.

In previous roles, I maintained and troubleshooted production equipment and plant electrical systems and helped launch a new preventive maintenance program by reviewing and learning relevant software applications. In addition, I have current OSHA 10 and NCCER certifications.

I look forward to meeting you to discuss this opportunity further in an interview setting. Additional information concerning my qualifications and experience can be found in the attached resume. Thank you for your consideration.

Kind Regards,



Jordan Warhawk

Attachment: Resume

COVER LETTER TEMPLATE

Your Contact Information

NAME

STREET ADDRESS

CITY, STATE ZIP

EMAIL

DATE

Employer Contact Information

CONTACT NAME OR DEPARTMENT

COMPANY NAME

MAILING STREET ADDRESS

CITY, STATE ZIP

Salutation

Dear (NAME OR "HIRING MANAGER"),

First Paragraph:

The first paragraph of your letter should include a brief introduction, why you chose to apply for the position, and how you learned about the opening. Mention the position you are applying for. If someone referred you or you know someone who works there, include that person's name. Be clear and concise regarding your request.

Middle Paragraph(s):

The next section of your cover letter should describe what you have to offer the employer. Make strong connections between your skills and the job requirements. Mention specifically how your education and experience match the position you are applying for. Remember, you are interpreting your resume, not repeating it. Try to support each statement you make with a piece of evidence. Be careful not to have one large block of text. One to two short paragraphs are best.

Final Paragraph:

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how and when you will follow-up (one to two weeks is typical).

Complimentary Closing

Respectfully yours,

Signature

Handwritten, if possible. Typed if not.

COVER LETTER WORKSHEET

YOUR CONTACT INFORMATION

DATE _____

EMPLOYER CONTACT INFORMATION

Dear _____,

[illegible]

Respectfully yours,

MONITORING YOUR ONLINE PRESENCE

A first impression can be more than a face-to-face meeting. Employers often get to know candidates by searching the internet. It is highly encouraged that job seekers research themselves to see images, social media accounts, and articles that populate during an internet search.



LinkedIn is the most frequently used social media platform when it comes to professional connections. Creating a LinkedIn profile allows you to post your work experience and network with industry members. When reviewing and creating your account, here are a few things to keep in mind:

Keep your account clean

Create a positive impression and avoid posting negative issues that can be handled privately.

Communicate professionally

Avoid using foul language and remain respectful with your posts.

Engage with your network

Utilize your account. Interaction helps build relationships and rapport with your connections.

Provide a complete and relevant profile

Completing your account with a professional photo, details from your resumé, and career goals will encourage employers to read the content.

Highlight the details

Provide details of more than your experience on your resumé. Include your research, publications, affiliations, leadership activities, or conference presentations.

PORTFOLIO

In many career fields, a portfolio may be required as part of the application or interview process. Get started on a portfolio sooner rather than later to help keep projects organized and up to date. You need to know the work in your portfolio inside and out. Be able to explain what inspired the projects, what software or techniques were utilized, and what your favorite pieces may be.

TIPS FOR SHOWCASING YOUR BEST VISUAL SELF IN YOUR PORTFOLIO:

- Only include your best work.
- Utilize an online portfolio.
- Let your work speak for itself.
- Include class projects & independent work.
- Showcase variety.

NETWORKING EFFECTIVELY

BUILDING YOUR NETWORK

Focus on creating your built-in network through former or current classmates, colleagues, and friends. Here are other conduits for networking opportunities:



- FELLOW STUDENTS
- CO-WORKERS
- SUPERVISORS
- INSTRUCTORS
- MENTORS
- CONTACTS IN YOUR CAREER FIELD

MAKING A GOOD FIRST IMPRESSION: THE ELEVATOR PITCH



A GREAT ELEVATOR PITCH:

- Allows you to provide information about yourself
- Helps spark conversation
- Is a useful skill to develop as you progress in your career



SAMPLE ELEVATOR PITCH

“I am Andrew Warhawk, and I recently graduated from Calhoun Community College with my AS Degree in General Studies, concentrating in Business. I have two years of work experience in accounting, specifically related to month-end financial processing in Quickbooks. I look forward to beginning my career with a mid-level firm in the Huntsville area that would support me in obtaining a Bachelor’s degree in the future.”

BUILD YOUR ELEVATOR PITCH

Current Status (freshman, recent graduate, etc.): _____ Institution: _____

Major/Concentration: _____

Plans after Calhoun: _____

Long-Term Career Goals: _____

IN-PERSON NETWORKING

PREPARE

Which organizations will be at the event?

Research panel members and presenters in advance

SET GOALS

"I want to meet two new people."

"I want to find someone who works in my subject area."

FOLLOW UP

Thank you notes

Follow on social media

Connect on LinkedIn

Share noteworthy news

VIRTUAL NETWORKING goes beyond "likes" and "follows."

Take advantage of networking opportunities by joining groups and attending webinars.

MAKE A LIST OF CONTACTS	ENGAGE THROUGH SOCIAL MEDIA	JOIN GROUPS	ATTEND WEBINARS
Co-workers	Start a Conversation	Remain Current	Add to Your Knowledge Base
Classmates	Share Relevant News Trends	Post Comments	Learn About Emerging Trends & Data
Subject Matter Experts	Like, Comment, Follow	Participate in Polls & Surveys	Make New Connections in your Field
Instructors	"Public" Instead of a "Private" Profile	Be Respectful	Write Down Takeaways

CAREER AND JOB FAIRS

Job fairs can be the key to landing a job, no matter where you are on your professional journey. Job fairs present many opportunities to connect and network with employers and people in your community. They are a great way to introduce yourself and practice your own “elevator pitch.” Meeting and interacting with recruiters and employers face-to-face is still a critical part of the job search process.

HERE ARE SOME WAYS TO MAKE THE MOST OF YOUR JOB FAIR EXPERIENCE:

1. Research the companies attending
2. Dress like you would for a job interview
3. Prepare questions that you cannot find the answers to online
4. Practice answering questions about yourself beforehand
5. Be interested, engaged, and enthusiastic
6. Once you make a connection, give them your resumé or apply online
7. Grab a business card
8. Take notes
9. Follow up by email
10. Be courteous



INTERVIEWING PROFESSIONALLY

TYPES OF INTERVIEWS

Panel Interviews	Phone Interviews	Virtual Interviews	One-On-One Interviews
Panel interviews happen at companies where several members have a say in who is hired.	Phone interviews are generally the first type of interview before going forward in the interview process.	Virtual interviews are used as a convenience to the job seeker when the company is distant. It is also a way to save on travel expenses.	This is the most common type of interview. One-on-one interviews are generally conducted when candidates meet minimum requirements according to their resumé.
STRATEGY ONE			
Prepare a copy of your resumé for each member of the panel.	Take a phone interview as serious as a face-to-face interview. If you are slouching, it may come through in the interview.	Identify a quiet, well-lit place free from distractions for the interview.	Research the company, explore their website and social media page.
STRATEGY TWO			
Be ready to maintain good eye contact with the entire panel, paying a little more attention to the one asking the question.	As soon as you submit your resumé, expect a call. The first call could be a “make it or break it” situation.	Make sure your internet connection is stable and your computer’s webcam and microphone are working.	Print a copy of your resumé and place it side-by-side with the job description to compare your experience and to identify what personal qualities you have that fit the job description. Be ready to talk about yourself.
STRATEGY THREE			
It’s important to ask questions. Prepare a list of potential questions to ask the panel. Limit to 1-2 at the end of the interview.	Eliminate anything that can be distracting. Turn off the television. Get comfortable, but not too comfortable, and have your resume handy.	Dress professionally.	Keep your answers straightforward and easy to follow.



JOB INTERVIEW BASICS

Once you have polished your resumé and have been called in for an interview, the real preparation begins. Now take time to thoughtfully consider your goals and qualifications as they are relevant to the position and employer. To do so, research the company, review the job description, and understand why you are the best fit for the position. Here are some tips to succeed in your interview:

1. **Be prepared** – Write down everything you need to know ahead of time for the interview.
2. **Do your research about the company** – Who are their customers, what do they do, where are they located, and why do you want to work for this company?
3. **Manage your online footprint** – Check your online identity (social media) and be sure you know what recruiters/employers see. This is also a good opportunity for you to review your email address. What does it say about you?
4. **Leave your cell phone in the car** – We all think if we put our phone on silent, it will be fine. They still tend to make noise and be very distracting.
5. **Bring fresh copies of your resumé** – Do not assume everyone in the interview will have a copy of your resumé. Bringing a padfolio or folder makes you look professional.
6. **Dress in a clean and conservative manner** – Dress better than the job you are interviewing for. Remember to be simple, clean, and wrinkle-free. Refrain from wearing flashy jewelry or overwhelming scents.
7. **A firm handshake and eye contact** – Maintain a warm smile and don't avoid eye contact.
8. **Be polite and respectful** – Do not talk negatively about a previous job or supervisor.
9. **Focus on your career goals and accomplishments** – Be prepared to support your responses with specific examples.
10. **Finish strong** – Ask 1-2 prepared follow-up questions, thank the interviewer for the opportunity, and reiterate why you are the best fit for the position.

COMMON INTERVIEW QUESTIONS

While each employer will have specific questions related to their industry and the position itself, there are several general interview questions you can go over before your interview to help prepare. Your resumé can serve as a guide as you discuss your experience and why you are the best fit for the position. Here are some common interview questions along with tips that can help you prepare for any interview:

Tell me about yourself.

The interviewer does not need to hear your life story when making this statement. You can assume they have already read your resumé and know the basics about you. When you answer this question, connect the dots on your resumé so the interviewer understands not only what you've done, but why. Talk about how your skills are relevant to the specific position you are interviewing for.

What are your strengths?

When answering this question, provide a sharp, on-point answer and be clear and concise. If you consider yourself to be a great problem solver, be sure to provide examples to show how you are a great problem solver. It is best to come up with 2-3 strengths with supporting experiences.

What do you consider to be your greatest weakness?

Everyone gets nervous when answering this question, but the key is to transform the flaw/weakness into a strength in disguise. You can also choose a weakness that you are working to improve. No one is perfect and there is always room for improvement!

Why are you interested in working here?

This is why it is so important to research the company beforehand. While you might be interviewing for 5 jobs, you want that interviewer to know you want THIS job. Give reasons that your skill set aligns with the company and position you're interviewing for.

Where do you see yourself in five years?

This is your opportunity to discuss your professional goals. You want the interviewer to know that you are passionate, ambitious, and you've set realistic expectations for your career.

Tell me an accomplishment you are most proud of.

The goal here is to share an achievement that lets the interviewer see you succeeding in that position.

Tell me about a challenge or conflict you faced at work and how you dealt with it.

Be honest about a difficult challenge you have faced. Remember, you are not venting to a friend so do not go into too much detail. Most people are looking for evidence that you are willing to face issues head-on and make a sincere attempt at a resolution. Stay calm and professional while telling your story.

Tell me about a time you demonstrated leadership skills.

Think about a time you were the head of a project, took initiative, and helped motivate your team to get something done. When answering situational questions such as this one, use the STAR method: situation, task, action, results. It will help you stay on track and not ramble!

How would a previous supervisor or coworker describe you?

Be honest. Try to point out strengths you haven't already discussed in the interview.

Tell me about a time you made a mistake.

The key here is to be honest without pointing blame at someone else. Explain what you learned from the situation and how you made sure it wouldn't happen again. Most people want to hear that you are self-aware and open to feedback.

What do you like to do outside of work?

This is a chance to let your personality shine! It also lets employers see you as a person, not just a candidate for this job. Don't talk about something that may give the impression you're going to spend all of your time doing something besides your job.

Tell me about a time you disagreed with your supervisor or company policy.

This question relates to your ability to communicate effectively in a high-pressure situation. What you do during a conflict or disagreement says a lot about you. Focus on your skills and experiences that helped you diffuse the disagreement. Be sure to mention how this situation will help you handle disagreements in the future.

Describe your dream job.

Be relevant when answering this question. You can learn something and develop skills in every job. Be sure to identify things about the job you're interviewing for and talk about how that will help you land your dream job.

Why do you want to leave (or have left) your current job?

Focus on the positives that the move will present and talk about the ways you want to grow professionally. Don't ever complain about or bad mouth your current boss!

What questions do you have for me/us?

This is your chance to interview the interviewer! Ask smart questions to show you are a great candidate but also to see if this is a good fit for you. Come up with a few questions and have them written down in your padfolio/folder.

HERE ARE SOME GREAT QUESTIONS TO ASK AT THE END OF YOUR INTERVIEW:

1. What are the day-to-day responsibilities of the position?
2. How has this position changed over time?
3. Can you describe the working culture of the company?
4. Do you provide professional development opportunities? If so, what does that look like?
5. What are some of the challenges someone in this position might face?
6. How does the company measure success in this role?

ILLEGAL INTERVIEW QUESTIONS

Believe it or not, there is a list of questions an employer/interviewer cannot ask you in an interview. In the United States, there are certain topics that are off-limits to protect against discrimination. It is illegal for an interviewer to discriminate against an applicant based on race, color, religion, sex (including gender identity, sexual orientation or pregnancy), age, national origin, or disability. Asking questions related to these things could put the company at risk for a discrimination lawsuit.

Here are some examples of questions that are illegal for employers to ask:

- **Are you a U.S. citizen?** Employers cannot ask if you are a citizen, but they can ask if you are authorized to work in the United States. They can also only ask about other languages that you speak if it is relevant to the job.
- **Are you married? Do you have children? Are you pregnant or planning to have children soon? Have you ever been divorced? Where does your spouse work?** Interviewers can only ask questions related to relocating if the job requires it, but not in relation to your marital status/family situation.
- **How old are you? When were you born?** Employers may ask if you are at least 18 years of age due to the job requirements.
- **Do you have any disabilities or medical issues? Have you ever been diagnosed with a mental illness?** It is possible that an interviewer wants to know if you have any conditions that could hinder you from doing the job you are interviewing for. That could be a yes or no answer. Some jobs require applicants to complete a drug screen or physical to ensure that job duties can be performed with or without reasonable accommodations, but asking these questions directly is illegal.
- **Are you religious? What is your practicing religion?** Interviewers might want to know if you are able to work on weekends, but they should phrase it accordingly.

There are a few ways to respond if you think you have been asked an illegal question:

- **You can choose to answer it.** There is a chance the interviewer accidentally asked the question in an attempt to get to know you. They could be trying to make a connection, so consider the intent of why they asked the question.
- **You can go around the question** they asked while still addressing the concerns they have mentioned. They are most likely not trying to ask illegal questions on purpose, but this sometimes happens when mentioning any kind of personal information.
- If the question makes you uncomfortable and you are questioning its relevance, ask the interviewer **how it relates to the position** you are interviewing for.
- If someone is asking inappropriate questions you do not want to answer, you can always politely **try to change the subject** or ask to be excused from the interview.



DRESS FOR SUCCESS

When planning your interview outfit, strive to look professional, clean, and neat. Taking care of your appearance shows the potential employer that you are serious about your job search and that you value his/her time. Even before you greet your interviewer, the way you are dressed makes an impression.

WHAT TO WEAR

- ✓ Dress Pants
- ✓ Modest skirt or dress
- ✓ Blouse
- ✓ Jacket or cardigan
- ✓ Polo or button-up shirt
- ✓ Tie
- ✓ Closed-toe shoes
- ✓ Simple accessories

WHAT NOT TO WEAR

- ✗ Shorts
- ✗ T-Shirts
- ✗ Flashy accessories
- ✗ Perfume/cologne
- ✗ Flip-flops
- ✗ Low-cut tops
- ✗ Miniskirts
- ✗ Consider covering tattoos and piercings

INTERVIEW CHECKLIST:

Are you:

- Clean and well-groomed?
- Wearing clothing appropriate for the position?
- Wearing clothing that is clean, unwrinkled, and well-fitted?



➔ **SPRUCE UP YOUR PROFESSIONAL INTERVIEW WARDROBE** ⬅
Make an appointment **TODAY** for our **FREE Career Closet!** (Available in Decatur & Huntsville)



INTERVIEW FOLLOW-UP ETIQUETTE

The employment process doesn't end with the interview. Wherever you are in your career, following up remains an important step in the job search.

HERE ARE A FEW WAYS TO FOLLOW-UP:

- 1. Ask about a timeline before you leave your interview.** It is important for you to be clear about the next steps in the process. This will help you to know exactly when it's acceptable to follow up. Sometimes employers will tell you they hope to have interviews complete and a candidate chosen by a certain day, and sometimes it's more of a range (i.e. two weeks). Depending on what they tell you, it is more than appropriate to follow up with them according to the timeline they gave you.
- 2. Write a thank you note.** If the employer gave you a quick turn around time, you can certainly send a thank you email. But if you know you have time, sending a thank you note really speaks volumes. If you interviewed with more than one person, try to get their names during the interview so you can include them all. A thank you note/email not only shows your gratitude for the opportunity, but it reminds them of who you are and that you would be an asset to their team.
- 3. If things do take a little longer than expected, you can check in with them.** This can be a quick, brief email that doesn't really ask for anything in return. You always want them to remember you in a positive way. Be sure to remain professional.



EVALUATING JOB OFFERS

What happens after you have been offered a job? Besides celebrating and patting yourself on the back, you still need to decide whether or not you are going to accept. Make sure the position is still the right fit for you! When you start to assess the offer, you need to consider what's important to you both professionally and personally.

These are some things worth considering:

SALARY/BENEFITS

- Paid Vacation/Sick Leave
- Healthcare Coverage
- Other Insurance
- Retirement

JOB SATISFACTION

COMPATIBILITY WITH THE OFFICE CULTURE

OPPORTUNITY FOR PROFESSIONAL GROWTH

FLEXIBILITY

Will I be excited about going to work based on the day-to-day responsibilities of this job?

What does the future of the company look like?

Do I feel like the culture/environment of the company fits with my personality?

What opportunities will I have for growth in this role?

Am I okay with the work schedule, hours, and commute?

Be sure to read and reread the contract/offer letter. You want to know all of the details and expectations laid out in this job offer. The company might also allow you to speak to someone there so that you can ask some questions. Check all of the benefits offered. If your salary offer is a little less than you anticipated, see if the benefits outweigh the loss in salary. Know what you're willing to compromise on. If you know that you aren't willing to travel out of state because you have young children at home and this job requires some travel, be prepared to discuss that or possibly turn down the offer. Create a list after you interview for the job with what's important to you and your non-negotiables. Go back to that list once you have been offered the position.

Once you have talked with the company and received a final offer, it is your job to make the final assessment of whether or not it meets your expectations. If it doesn't and you turn the job down, you now know what you are really looking for in your job search.

NEGOTIATING SALARY

Salary negotiation is the process when the employer and the potential employee reach an agreement on the terms and conditions of employment.

A compensation package can be presented in writing or in person and includes a proposed salary. If you believe the offered salary doesn't align with your experience, skill set or education, you may negotiate for more money.

STARTING TIPS:

- Resist asking about pay until the employer introduces the topic.
- Thoroughly evaluate the job offer.
- Consider the company policy regarding negotiating salaries. Some state and/or federal companies do not allow negotiations and have to strictly adhere to predetermined salary range.
- Consider offering a counteroffer **after** researching the national and local average salary compensation for the type of position it is and your specific experience and/or education.

STRATEGIES ON NEGOTIATING:

1. Research the national and local average salary

It can provide you with a good baseline and justify your salary request.

2. Compare salaries

Compare the salary the hiring manager offers you to the data from your research. Make sure to compare their salary offer to the industry standard.

3. Pitch to justify your desired salary

Prepare a pitch to justify your desired salary based on your research.

You may use this time to point toward your experience, skill set, career level or education and/or a unique perspective you have in order to increase your chance at higher pay.

4. Adjust your salary expectations

Adjust your salary based on the schedule, company culture and location. If you'll be working at an inconvenient location, your schedule is inflexible or the employer asks you to travel out of town for work, the job may be worthwhile if they increase their salary offer. Likewise, if you have an easy commute, flexible hours and the company treats you well, it may be worth it for you to accept offers that are slightly under the industry standard. Take these personal preferences and elements into account when considering the pay you want.

If you are required to relocate, calculate the cost of temporary housing, moving expenses and travel or airfare. You can either ask the employer for a relocation package or a signing bonus. Also, make sure to take the geographic location and cost of living into account when assessing your worth.

5. Determine your final salary range

Effective salary negotiation requires you to know both your target amount and the lowest amount you're willing to accept. First, negotiate for your desired salary. If the employer cannot meet it, negotiate the least amount for which you would be willing to settle. If the employer still cannot meet the lowest salary you can accept, you may need to stop negotiating.

Make sure to maintain the value of your worth. Review the average salaries in your location and field, and consider what unique experiences or skills you can bring to the company that increase your worth.



6. Consider other negotiable benefits

Some companies may not offer a higher salary, but offer benefits packages or "perks," that can be negotiated as a part of the entire compensation package. Ask for a breakdown of the full compensation package, including whether you'll receive a company phone, vacation, paid time off or medical and life insurance.

7. Delay salary negotiations for as long as possible

If possible, hold off on discussing salary until after the employer has offered you the position. Wait for them to introduce the topic.

If the employer asks you to name your salary requirement in a resume or cover letter, do so. It may be the criteria used to narrow down qualified candidates. Follow the employer's directions to make sure your resume gets shortlisted.

If the hiring manager brings up salary before you're prepared to discuss it do not feel pressured to answer. You can redirect the question. You can say something like, "Before we get into that, I'd like to know more about the role." You can then ask them about the responsibilities of the position.

8. Let the hiring manager make an initial offer

If the hiring manager offers you the position, let them name a figure first to make sure you don't give a salary figure that is lower than what they could negotiate or higher than the company will consider. If the hiring manager asks you what your desired salary is, you can counter in several ways, such as:

- Asking: "What is the typical salary range for employees in the company with that position?"
- Asking: "What is the company's budget for the role?"
- Say: "I will accept any reasonable offer."
- Say: "As a hiring manager, you are better informed to estimate how much value I can add to the company than I am."

Once you receive the salary offer make a counteroffer by asking for your ideal amount. Hiring managers expect a negotiation, so their initial offer usually includes some room for them to move up. Also, be straightforward. If you want more money, then ask for it. Instead of saying something like, "Well, I just purchased a new house, so my expenses are really high," say, "I need a higher salary" or "I need more than that."

9. Disclose your previous job's salary

Disclosing the salary you received at your previous position(s) could be a useful salary negotiation tool, especially if your previous employer(s) accommodated a higher compensation than the compensation being offered by the current potential employer.

10. Discuss current job offers from other companies

Disclose information about other job offers that promise a higher salary. Make sure to discuss this information in a positive tone and emphasize your desire to work for the company with whom you currently speak.

11. Be confident and cordial

Negotiate with confidence! After you've done your research, you know that the salary you're asking for is reasonable. If the hiring manager can't meet the amount you ask for, then you may need to pass on the job. However, make sure not to issue ultimatums. For instance, instead of saying, "This is my last offer", say, "I need at least \$45,000 to make the change in jobs work for me." Repeat your unique skills or education that especially qualify you for the position. You may close the conversation with, "I look forward to working together on this." Remember: the negotiation process is still apart of what the employer learns about you! Being cordial when working through the process can have a positive impact!

*The Career Services Department at Calhoun Community College
is here to help our students through career advising, assessments,
cooperative learning, job search strategies, and employer engagement.*

Career Services

www.calhoun.edu/careers

Appointments

www.calhoun.edu/careerappt

Focus 2 Assessment

www.calhoun.edu/focus

Cooperative Learning

www.calhoun.edu/coop

hireCalhoun Career Portal

www.calhoun.edu/hirecalhoun

Undecided?

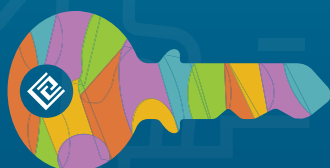
www.calhoun.edu/undecided



@unlockyourpath



@calhouncareerservices



CALHOUN
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careerservices@calhoun.edu



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