

# Career Design Center



*Dropping In*

**UtahStateUniversity®**

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# Crafting Success Statements

Create success statements for your resume, cover letter, and to help you successfully answer questions in an interview.

## **Action Verb + Skill/Responsibility + Actions/Tools + Benefit/Result = Success Statement**

Scope & Scale- Use numbers/data to illustrate your success

No periods- success statements are not complete sentences

## **RELEVANT SKILLS & EXPERIENCE**

### Planning & Organizational

- Meet deadlines and manage time effectively as a Division I student athlete in tennis to successfully balance academics and athletics
- Assess needs for staffing and create weekly work schedules for 12 employees ensuring efficiency and complete coverage of office
- Manage multiple demands at work and school successfully while maintaining a 3.5 GPA

### Leadership & Teamwork

- Led and collaborated with executive council of Social Work Club to develop programs for 37 members
- Oversaw annual inventory for 100,000 square foot production facility as a night manager
- Worked effectively with other students to achieve a 50% increase in recycling in campus housing

### Communication

- Organize and present ideas effectively using technology and writing skills for presentations to large and small groups
- Write and speak French fluently
- Wrote articles and columns for a bi-monthly arts and entertainment publication to increase awareness of events taking place on campus

### Computer & Technical

- Used iMovie to create a 90-second social marketing campaign on childhood vaccines
- Procured, installed, and maintained hardware and software for 60 users

### Engineering

- Applied knowledge of thermodynamics and reactor design to complete simulation from preliminary coding
- Developed 2D rocket trajectory simulator using MATLAB

### Customer Service & Sales

- Contacted vendors to rent booths and sent promotional materials to potential buyers, increasing festival sponsors by 80%
- Sold home security systems door-to-door earning over \$25,000 in 3 months

### Science

- Developed laboratory microcomputer systems for instrument automation and custom test equipment
- Conducted more than 500 manual and computerized assays of steroids and fibrogens in a hospital lab

**Your Success Statements should be more than just a list of duties and tasks. They should be focused on your responsibilities and quantifiable accomplishments.**

**A resume and cover letter should be tailored to a job description. A general resume or cover letter will not be as effective. Use the job description to guide how you tailor the documents.**

The following verbs will help you best describe your experience in an “action-oriented” fashion. Use these words in conjunction with nouns; the nouns are what will be picked up by the scanner. NOTE: The items in bold could be subheadings on a Skills Resume.

### Leadership & Teamwork

Advocated	Formed	Mentored	Recruited
Approved	Founded	Moderated	Represented
Authorized	Governed	Monitored	Responded
Counseled	Guided	Motivated	Reviewed
Determined	Headed	Negotiated	Spearheaded
Developed	Hired	Operated	Sponsored
Diagnosed	Influenced	Originated	Staged
Directed	Initiated	Oversaw	Started
Disseminated	Inspired	Pioneered	Streamlined
Elected	Installed	Presided	Strengthened
Enforced	Instituted	Prioritized	Supervised
Enlisted	Instructed	Processed	Taught
Ensured	Integrated	Produced	Trained
Examined	Led	Promoted	
Explained	Managed	Recommended	

### Creative & Innovative

Arranged	Developed	Initiated	Presented
Authored	Devised	Invented	Produced
Composed	Directed	Launched	Revitalized
Conceived	Edited	Modernized	Restored
Conceptualized	Established	Originated	Shaped
Created	Fashioned	Performed	Stimulated
Designed	Formulated	Planned	

### Counseling & Helping

Aided	Contributed	Helped	Supported
Assisted	Counseled	Instilled	Treated
Attended	Facilitated	Mentored	Tutored
Collaborated	Fostered	Provided	
Comforted	Guided	Settled	

### Marketing & Sales

Arbitrated	Educated	Increased	Proposed
Attained	Ensured	Influenced	Publicized
Augmented	Established	Integrated	Published
Boosted	Exceeded	Launched	Purchased
Broadened	Excelled	Led	Researched
Calculated	Expanded	Maintained	Resolved
Centralized	Expedited	Marketed	Revamped
Consulted	Familiarized	Mediated	Revitalized
Convinced	Gained	Negotiated	Secured
Decreased	Generated	Performed	Sold
Developed	Identified	Persuaded	Solicited
Dissuaded	Implemented	Produced	Strengthened
Documented	Improved	Promoted	Supplemented

### Planning & Organizational

Arranged	Ensured	Maintained	Reorganized
Assembled	Examined	Monitored	Reviewed
Catalogued	Executed	Operated	Routed
Collected	Explained	Organized	Scheduled
Coordinated	Formalized	Planned	Streamlined
Disseminated	Initiated	Processed	Updated
Distributed	Installed	Recorded	

### Communication

Advised	Corresponded	Interpreted	Recruited
Answered	Demonstrated	Interviewed	Reported
Apprised	Drafted	Introduced	Responded
Assessed	Edited	Lectured	Scheduled
Authored	Educated	Planned	Screened
Briefed	Explained	Presented	Spoke
Clarified	Facilitated	Projected	Summarized
Composed	Familiarized	Proofread	Taught
Conducted	Handled	Publicized	Trained
Constructed	Informed	Published	Translated
Contacted	Instructed	Reconciled	Wrote

### Technical & Analytical

Administered	Developed	Generated	Maintained
Analyzed	Devised	Identified	Operated
Assessed	Discovered	Improved	Programmed
Audited	Documented	Increased	Reduced
Charted	Drafted	Inspected	Researched
Classified	Edited	Installed	Restored
Compiled	Evaluated	Instituted	Searched
Computed	Examined	Integrated	Streamlined
Conducted	Expanded	Interfaced	Surveyed
Consulted	Forecast	Interpreted	Systematized
Designed	Formed	Interviewed	Tested
Detected	Gathered	Launched	Wrote

### Skills/Qualities Employers Want (Based on a 5-point scale; 5 = extremely important)

- **Critical Thinking/Problem Solving** **4.66**
- **Teamwork/Collaboration** **4.48**
- **Professionalism/Work Ethic** **4.41**
- **Oral/Written Communication** **4.30**
- **Digital Technology** **3.84**
- **Leadership** **3.65**
- **Career Management** **3.38**
- **Global/Multi-cultural Fluency** **2.78**

Source: Job Outlook 2019, National Association of Colleges & Employers

## Elements of a Successful Cover Letter

	<i>Elements of a Successful Cover Letter</i>
<b>Format</b>	<ul style="list-style-type: none"> <li>• <i>Use consistent format</i></li> <li>• <i>Clear, concise writing</i></li> <li>• <i>Correct grammar and spelling</i></li> <li>• <i>Omit address if sending as an email</i></li> </ul>
<b>1st Paragraph</b> <b>Why them?</b> <hr/> <b>Mission? Values? Culture?</b>	<ul style="list-style-type: none"> <li>• <i>Identify the <b>position</b> you are applying for</i></li> <li>• <i>If possible, name any <b>referral or contact</b></i></li> <li>• <i>Link your <b>education</b> and work experience to the job</i></li> <li>• <i>State why you are <b>interested</b> and a <b>good fit</b> for this organization</i></li> </ul>
<b>2nd Paragraph</b> <b>Why you?</b> <hr/> <b>Success Numbers Connect!</b>	<ul style="list-style-type: none"> <li>• <i>Identify your 2-3 strongest <b>qualifications</b> as they relate to the job</i></li> <li>• <i>Build on <b>applicable</b> work, education, or service accomplishments</i></li> <li>• <i>Include results-oriented success statements – using specific examples</i></li> <li>• <i>Can be paragraph or bullet point format</i></li> </ul>
<b>3rd Paragraph</b> <b>Thank you</b>	<ul style="list-style-type: none"> <li>• <i><b>Thank</b> the employer</i></li> <li>• <i><b>Request</b> an interview</i></li> <li>• <i>Discuss how and when you will <b>follow-up</b></i></li> </ul>

### AMBER CRANE

435.555.xxxx amber.crane@aggiemail.usu.edu

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February 27, 2016

**INTERPRETIVE PARK RANGER INTERN**

My love for wildlife and our national parks coupled with experience in Grand Teton National Park, has me very excited about sharing knowledge about this park to visitors with the National Park Service. Last summer I worked as an interpreter and first mate on Colter Bay Scenic Cruises. I enjoyed sharing information about landscapes, wildlife, and history in a fun and educational way with up to 40 guests on Jackson Lake. As a junior in Wildlife Science, I am prepared and excited to again work with guests in my favorite national park.

I am prepared to present short guided talks at visitor centers or on the trails I have hiked so often. The exposure to other divisions will allow me to apply my field and communication skills while learning to help manage this "National Treasure." Additionally, my love for the outdoors and commitment to preserving parks and wildlife is enhanced when I have the opportunity to share my passions with people of all ages from across the world.

After completing my degree in Wildlife Science, I hope to launch my career with the National Park Service; this chance to work with your team is an unmatched opportunity for me. I am confident that I will be able to provide the park with an informed, enthusiastic, and hard-working, interpretive attitude. I look forward to hearing back from you by next week!

Sincerely,

Amber Crane

## Chronological Resume—Sample A

VANESSA MILLER

(839) 738-4938

vanessa@aggiemail.usu.edu

Seeking a position in the management training program at Target

### EDUCATION

**Bachelor of Science, Marketing** May 20xx  
Utah State University, Logan, UT GPA 3.45

- Spent fall semester 20xx studying in Barcelona; wrote research paper comparing customer service practices in the US and Spain

### MARKETING SKILLS

Survey Research	Graphic Design
Retail Sales	Marketing Audits
Social Media Analytics	Campaign Management
Report Writing	Internet Research

### RETAIL & SALES WORK EXPERIENCE

Account Manager, Enterprise Rent-a-Car, Chicago, IL May 20xx- present

- Frequently served as store supervisor in the manager's absence
- Developed 26 new corporate accounts, retaining 76% of new clients, averaging a \$20,000 annual rate
- Trained 12 employees in rental procedures and liability issues
- Created Access database to track frequency of customer usage

Retail Associate Intern, The Buckle, Logan, UT May 20xx – August 20xx

- Provide excellent customer service by phone and in person
- Resolve customer complaints including tracking lost items
- Selected to lead inventory team

### LEADERSHIP & SERVICE

Member, Spanish Club, USU, Logan, UT mm/yy - Present

- Traveled to Mexico City to perform service at a local orphanage

Volunteer, Non-Profit Organization, Irvine, CA mm/yy - mm/yy

- Developed strong work ethic by working 12 hours a day to meet for key weekly goals
- Supervised up to 10 volunteers directly, improving teaching tactics
- Fluent in reading/writing in Spanish; refined public speaking skills

Volunteer, Boys & Girls Club of America, Logan, UT mm/yy - mm/yy

- Planned activities and assisted with homework for 24 elementary students

Translator, Valley Hispanic Center, Logan, UT mm/yy - mm/yy

- Translated documents into English for native Spanish speakers
- Developed relationships with inter-community agencies

**Willing to Relocate \* [linkedin.com/in/vmiller](https://www.linkedin.com/in/vmiller)**

## Chronological Resume—Sample B

BRADY SMITH

[linkedin.com/in/bsmith](https://www.linkedin.com/in/bsmith)

(801) 435-3988

[bsmith@gmail.com](mailto:bsmith@gmail.com)

### ENTRY-LEVEL AEROSPACE ENGINEER

#### EDUCATION

Utah State University Logan, UT  
**M.S., Aerospace Engineering** May 20xx  
GPA 3.7

**B.S., Mechanical Engineering** May 20xx  
GPA 3.4

- Passed FE Exam, November 20xx

#### ENGINEERING PROJECTS

- Participated on team of four to design flight mechanics of aircraft that took first place in NASA national student competition
- Served as team leader for group project analyzing incompressible flow over finite wings
- Completed a conceptual design and technical report of a theoretical imaging satellite

#### AEROSPACE WORK EXPERIENCE

**Tool Design Intern** mm/yy - mm/yy  
ATK Thiokol Propulsion Promontory, UT

- Researched and selected flight camera optimized for resolution and weight
- Performed extensive modeling and finite element analysis
- Developed a 2D rocket trajectory simulator using MATLAB

**Engineering Assistant** mm/yy - mm/yy  
Space Dynamics Lab Logan, UT

- Completed thermal/structural modeling and finite element analysis
- Conducted research on various launch requirements; coordinated the drawing package on a satellite
- Assisted with the Incident Energy Magnitude and Direction Sensor project

#### COMPUTER SKILLS

MathCAD	Solid Edge	Solid Works
C+	Fortran	MATLAB
Lab VIEW	Mathematica	Advanced Excel (Macros, Vlookup)

#### ACHIEVEMENTS & ACTIVITIES

Engineering Ambassador, Utah State University

Activities Committee Chairperson, AIAA

Recipient, Science Academic Achievement Award, Utah State University

Volunteer Math Tutor, Utah State University

## Skills Resume—Sample C

### JENNIFER WHARTON

(435) 755-3948

jenn123@gmail.com

## Experienced feature writer seeks Wall Street Journal Internship

### EDUCATION

**B.S., Communications, Print Journalism; French Minor** May 20xx  
Utah State University (USU), Logan, UT GPA 3.5

### RELEVANT SKILLS & EXPERIENCE

#### Writing & Editing

- Revised the text and design for a 125-page student handbook distributed to 2,500 freshmen annually
- Contributed article monthly as feature writer for 16,000 circulation campus newspaper
- Organized a staff of 10 proofreaders and copy editors
- Designed layout and oversaw final production of monthly student housing newsletter

#### Research

- Performed statistical analysis using SPSS, including cross-tabs and regression analysis
- Constructed, administered, and interpreted questionnaires in Qualtrics for research

#### Communication & Interpersonal

- Created and taught 10 weekly classes on “Internet Research” to adult groups of up to 40 people
- Worked well under pressure and demonstrated strong customer relations skills while working as a server
- Spoke to large and small groups while a volunteer in France
- French tutor for USU students and local high school students

#### Computer

- Designed an Access database for community literacy program to track participant and volunteer hours
- Used ezPlug to re-design and maintain webpage for the USU French Student Club ([www.usu.edu/clubs](http://www.usu.edu/clubs))
- Proficient in: ezPlug, InDesign, HTML, SPSS, and Microsoft Office

### WORK & LEADERSHIP HISTORY

Feature Writer, USU Statesman, Logan, UT mm/yy – mm/yy  
News Editor, USU Biology Department, Logan, UT mm/yy – mm/yy  
President, USU Biology Student Club, Logan, UT mm/yy – mm/yy  
Server, Café Sabor, Logan, UT mm/yy – mm/yy  
French-Speaking Volunteer, Non-Profit Organization, France mm/yy – mm/yy

## Hybrid Resume—Sample D

### TONG CHEN

tongchen9999@gmail.com | (435) 234-3948

## HEALTH AND SAFETY POSITION WITH MONSANTO

### EDUCATION

**BA, Public Health, Industrial Hygiene Emphasis** May 20xx  
Minor: Chemistry Logan, UT  
Utah State University

- Maintained 3.0 GPA while working part-time and participating in campus leadership positions

### INTERNSHIP EXPERIENCE

**Industrial Hygiene Intern** Summers 20xx and 20xx  
Hitachi Global Storage Technologies, Ventura, CA

- Identified, evaluated, and controlled workplace hazards for corporate headquarters and research center
- Conducted air sampling projects, non-ionizing radiation surveys, and completed Qualitative Exposure Assessments for laboratory and clean room procedures and tools
- Performed internal safety audits
- Assisted in teaching ergonomic classes, performed PPE hazard assessments, and participated in regular safety department meetings and activities
- Wrote professional reports for OSHA compliance and documented all activities in Excel
- Used fluent Mandarin skills to communicate with international clients and vendors

### LEADERSHIP & SERVICE

**Vice President of Activities**, Student Alumni Association 20xx - 20xx  
**Fundraising Committee Chair**, Industrial Hygiene Student Club 20xx - 20xx  
**Doctors Without Borders**, USU Chapter 20xx - 20xx

### WORK EXPERIENCE

**Telephone Interviewer** mm/yy - Present  
Information Alliance, Logan, UT

- Conducted telephone surveys to 30 clients daily
- Consistently exceeded call volume goals

**Server** mm/yy - mm/yy  
Village Inn, Logan, UT

- Served large groups efficiently in a fast-paced environment
- Learned to multi-task, problem-solve, and pay attention to detail
- Improved language skills

*Willing to Relocate Internationally – Work Permit Eligible*



## Early Resume—Sample E

### AMBER CRANE

435.555.xxxx

amber.crane@aggiemail.usu.edu

#### EDUCATION

B.S Wildlife Science, Quinney College of Natural Resources December 2017  
Utah State University (USU), Logan, UT GPA 3.71

- Member, Wildlife Society
- Academic Scholarship Recipient
- Dean's List
- Tutor, GIS course

#### WORK EXPERIENCE

First Mate/Interpreter, Colter Bay Marina, 5/15-8/15  
Grand Teton Lodge Company, Vail Resorts, Moran, WY

- Interpreter for Jackson Lake meal and scenic lake cruises
- Educate 35-40 guests about flora, fauna, and geological formations
- Operated and serviced 40 ft. diesel twin engine cruise boat

Deck Hand/Elk Island Wrangler, Colter Bay Marina 5/14 - 8/14  
Grand Teton Lodge Company, Vail Resorts, Moran, WY

- Create "an experience of a lifetime" for each guest by providing outstanding customer service increasing guest satisfaction to a 98 out of 100 ranking
- Selected to serve up to 120 guests on lake cruises to Elk Island
- Checked out kayaks, canoes, and motorboats while providing safety instructions to guests of all ages

Catering Server 5/13 - 4/14  
USU Catering, Logan, UT

- Served large and small groups up to 500+ table side and buffets
- Paid attention to detail while providing outstanding customer service

#### RELEVANT SKILLS

Field: **Orienteering & GPS**, stand exam and forest fuels analysis, range and vegetation analysis, **radio-telemetry**

Computer: **ArcGIS**, Microsoft Office & **Access**

Resort Rentals & Guest Services: Boat safety, cleaning and maintenance, effective communication, CPR certified

Volunteer: **Wildlife technician** for Rocky Mountain Amphibian Project in the Bridger-Teton National Forest, Cache Humane Society

Projects: **Urban deer survey** for the Mayor of Logan, UT

Interests: Research, backpacking, hiking, rock climbing, swimming, boating,

## Freshman Resume—Sample F

### Gracee Cisanaro

#### Experienced College Freshman seeking summer employment

435 555 XXXX

g.c@aggiemail.usu.edu

#### EDUCATION

**B.S. International Studies** May 20XX  
Utah State University (USU), Logan, UT GPA 3.98

- Languages: French and Arabic

#### H.S. Diploma

Grace High School (GHS), Grace, UT May 20XX  
GPA 4.0  
Rank 1/484

- AP Courses: European History (4/5), US History (5/5),
- Calculus (4/5)

#### WORK EXPERIENCE

**Grader** November 20XX—Present  
Grace School District Grace, UT

- Grade AP history papers giving feedback and assigning scores for students
- Keep detailed records of student grades in PowerSchool
- Assessed student understanding of content by grading over 150 documents

**Server** May 20XX—February 20XX  
Olive Garden Grace, UT

- Serve customers in a fast-paced work environment as a member of wait staff
- Managed flow of customers as hostess while seating guests including bus duty
- Stayed organized, industrious, and presentable at all times inspiring professionalism in the workplace

#### LEADERSHIP INVOLVEMENT & ATHLETICS

**FBLA Vice President & Secretary** 20XX—20XX, 20XX—20XX

- Selected to manage the March of Dimes annual fundraiser Spring 20XX
- 2<sup>nd</sup> place in Job Interview competition, State FBLA Competition Spring 20XX

**Smile Club President**, Service to Elementary Schools 20XX

**Varsity Golf**, GHS, Varsity MC Letter Award 20XX—20XX

**Academic Olympiad**, received two 1<sup>st</sup> place awards in Utah Invitational Fall 20XX

**Providence City Youth Council** 20XX—20XX

**Air-Bound Angels**, 2 years competitive cheer 20XX—20XX

#### SELECTED ACHIEVEMENTS

**Key Club**, Varsity Letter Award in Service 20XX—20XX

**National Honor Society** 20XX—20XX

**Model United Nations**, Honorable Mention at Regional Competition Fall 20XX

**AAA Award**, Amazing Academic Achievement 20XX – 20XX, 20XX – 20XX

**Honor Roll**, All Four Years

## Important Tips for a Reference Sheet

- Always ask your references if they are prepared to give you a good recommendation. Provide your references with a resume, job description, and type(s) of job you are applying for so they can speak about your qualifications effectively.
- Provide three to five references.
- Use at least one (more is better) employment-related reference. Good sources include previous supervisors, co-workers, faculty, advisors, or community/service leaders.
- References should not be included on a resume
- Keep personal references to a minimum.
- Use the same color and quality of paper for the reference sheet as you do for your resume.
- Only submit your references when requested. Otherwise, take your reference sheet with you to the interview.
- Thank your references and anyone else instrumental in your job search when you accept a job offer.
- As your career builds, keep your reference list up-to-date.

### Sample Reference Sheet

**YOUR NAME**  
(repeat the header from your resume)

#### REFERENCES

**Mr. George Hildall**  
Manager of Production  
ACME Company  
1234 Address Avenue  
City, UT 87888  
801-752-9999  
georgeh@acme.com  
**Former Supervisor**

**Ms. Gale Strong**  
Training Supervisor  
XYZ Company  
9444 Southwest Street  
City, UT 87888  
435-752-9898  
gale@xyz.com  
**Former Supervisor**

**Dr. Carla Porter**  
Finance Professor  
Business Administration Department  
Utah State University  
Logan, UT 84322-9999  
435-797-0008  
carla.porter@usu.edu  
**Current Professor**

**Mr. Cal Vale**  
Vice President  
Big Firm  
987 Avenue Way  
City, UT 88888  
801-987-9999  
calvale@bigfirmusa.com  
**Community Leader**

## Are Your Attachments Getting Read?

Save and send your cover letter, references, and resume as separate documents where the job requires – this ensures your application is read using complimentary, personal, marketing tools.

# Social Media: Your Online Presence

Social Media is becoming a factor in employability more and more. Your social media presence should be a positive factor in your employability. Here are some tips on “professionalizing” your online presence:

- Periodically search your name; online information can be inaccurate, out-of-date, or worse, embarrassing. Remove questionable pictures, blog entries, or comments.
- Fill your profiles with keywords. All of your social media profiles should include key words/phrases that describe your skills and what you can do for an employer. Use job posting sites, like Aggie Handshake, to view job listings. Look at social media profiles of people in positions of interest to you to help you brainstorm keywords.
- Expand your social networks via Facebook, LinkedIn, and Twitter with people engaged in your field of interest. Once a member, comment on discussions, network with people who share common interests/career goals and find job listings.
- Blog about your career interests, campus life, travel, sports, activities, etc. Blogging can demonstrate your knowledge and enthusiasm to a potential employer. You can also comment on the posts of industry bloggers.
- Update your social networks by sharing articles that are relevant to the industry you want to work in.

## LinkedIn

LinkedIn is a social networking site used for PROFESSIONAL networking. It is a great way to stay connected to individuals that can support you on your career path and to share your personal brand. LinkedIn also provides information regarding job opportunities, industry news, company research and much more. Below are some general tips.

- Write an informative profile headline**  
*(short, memorable, professional slogan- check out the profiles of professionals and recent alumni)*
- Use a professional photo**  
*(this is not Facebook- use a high-quality photo of you alone)*
- Show off your education**  
*(include all your schools, majors, minors, courses, GPA, study abroad, etc. Don't be shy!)*
- Develop a professional summary**  
*(this is similar to a cover letter- be concise, confident, personable, and talk about your goals)*
- Fill “skills & expertise” with keywords**  
*(this is the place to use keywords that employers search for- find relevant contacts and look at their skills section)*
- Regularly share meaningful content**  
*(stay on your network's radar and build your professional image- mention articles, authors, etc.-recruiters read your posts!)*
- Show your connectedness**  
*(join groups related to your goals and interests- stay updated on current news and learn the lingo start with your university)*
- Collect diverse recommendations**  
*(the best profiles have recommendations from various work experiences- they are very impressive from the recruiter perspective)*
- Claim your unique LinkedIn URL**  
*(set your LinkedIn to “public” and create a unique URL that is easier to include on your resume)*
- Update your profile cover photo**  
*(Include a cover photo that is relevant to the industry you currently, or would like to work in. This allows for people to connect with you personally)*



**AGGIE Handshake is your exclusive online resource to:**

- View jobs & events based on your interests
- Apply for student employment, work-study, internship, and career positions
- Network with employers, alumni
- Schedule interviews with regional/global employers

*The following headings reflect options on the toolbar <these>*

**1. Completing Your Profile**

- a. In the <My Profile> tab you will be able to fill in important information such as, your name, grade, work experience, extracurricular activities, courses taken, projects, skills, personal information, and write a short biography for employers to see. You also will be able to see if any employers have viewed your profile.
- b. Make sure to upload a resume and any other important documents in the <Documents> tab.
- c. Also fill out the <Career Interests> survey, this will affect the jobs you will see later on when you begin your search.

**2. Searching for Jobs**

- a. Go to the <Jobs & Internships> tab, here you can see jobs that have been posted that go along with your career interest. Also you can narrow the search with the filters on the side. If you have work study the information should already be in so you should be able to see those jobs as well.
- b. If you are looking to work under a certain employer, you can go to the <Search Employers> tab and find the employer and any open positions that way.

**Access AGGIE Handshake:**

- Go to: [usu.joinhandshake.com](http://usu.joinhandshake.com)
- Select the Students/Alumni login option
- You will login with your USU SSO Login

**3. Applying for jobs and On-Campus interviews**

- a. Begin by clicking on the job you are interested in applying for. If you match the employer's preferences, you should see a button in the middle of the screen approximately that will say <Apply Now> upon clicking that button you will need to choose the proper documents to upload. If you do not have any uploaded, you can do so in the <Documents> tab.
- b. If you have applied for a job and need to schedule an interview that will take place on campus you will need to go in the <On-campus Interviews> tab and find a time and date that works for you. If you must cancel be sure to be responsible and contact the employer to tell them you are doing that.

**4. Viewing past Job Applications**

- a. To view jobs you have applied for go to the <Applications> tab. Here you can view the jobs you have applied for.

**5. To find upcoming events**

- a. Go to the <Events> tab. This will show all upcoming events that have been posted on AGGIE Handshake.

If you are looking for a certain event or fair go to the <Search Events> or the <Search Fairs> tab

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*How 13: A Handbook for Office Professionals* Clark, James L, and Lyn R. Clark, 2013

