

Get a Job: From Dorms to Dollars



Essential Tips for Resume, Cover Letter, Job Search, and Interviews

Mrs. Reed/ Director of Career Development and Leadership
WesWay Day 2025

It's GameTime Let's Play OCDL BINGO



OCDLBINGO

100

Find the NCWU Student that matches the description

The first that wins 5 in a row wins!

Has attended a career fair	Has volunteered in their community	Set career goals	Follow a company on Instagram	Update your social media profiles
Create a professional website	Set personal goals for the semester	Has attended a job interview	Join a study group	Work on a team project
Join a club or organization	Create a personal budget		Develop a new skill	Engage with influencers on social media
Understand the do's and don'ts of social media	Enhance your networking skills	Watch a company's promotional videos	Has a resume and cover letter	Learn a new language
Participated in a mentorship program	Learn about a company's products or services	Practice problem-solving skills	Explore career options with your major	Take a break from technology

Agenda



**Resume and
Cover Letter
Essentials**



**Job Search
Strategies**



**Interview Tips
and
Techniques**



Q&A



Career Exploration



Career Exploration

- Explore Careers
- Career Quiz
- Scholarships



O*NET OnLine

Tool for Career Exploration and Job Analysis

- Find and Search Occupations
- Occupation Keyword Search
- Career Sites and Resources



careeronestop

your source for career exploration, training & jobs

Sponsored by the U.S. Department of Labor. A proud partner of the [americanjobcenter](#) network.

Career Development Resources

- Explore Career Options
- Finding Training and Education
- Job Search Planning
- Find Local Help and Services



idealist

Social Impact Opportunities

- Career Advice
- Jobs
- Internships



Virtual Career Development Platform

- Excel in Job Search
- Career Tools and Resources



Tool for Career Exploration and Job Analysis

- Find, Search, and Explore Occupations
- Explore Assessments, Education, and Training
- Plan My Career and Resources

CareerExplorer



Graphic Designer



Software Engineer



Business Degree



Political Science Degree



Career Advancement Platform

- Career Test
- Careers
- Degrees
- Networking Community
- Jobs

Resume Essentials

How to List Contact Information in Your Resume



Mia Brown
Illustrator

Personal Info

Address
Brooklyn, NY, 11215

Phone Number
451-125-1234

Email
miabrown@email.com

LinkedIn
linkedin.com/in/mia-brown

Website
miabrown.com

Novoresume.com

Labels: Name, Professional Title, Relevant SoMe

Contact Information



1 Specific job title

Alex Applicant

999 Main Street, New York, NY 10001
(123) 555-1234
alex.applicant@email.com

2 Objective

3 Years of experience

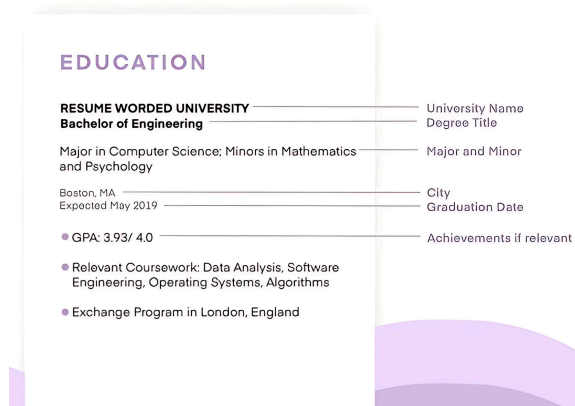
CAREER OBJECTIVE

Elementary teacher looking for a position at a small independent school, where I can apply my five years of teaching experience, STEM-oriented instruction, technology, and curriculum development skills to support student growth and success.

4 Skills keywords

CORE QUALIFICATIONS

Objective/Summary



EDUCATION

RESUME WORDED UNIVERSITY
Bachelor of Engineering

Major in Computer Science; Minors in Mathematics and Psychology

Boston, MA
Expected May 2019

GPA: 3.93/ 4.0

Relevant Coursework: Data Analysis, Software Engineering, Operating Systems, Algorithms

Exchange Program in London, England

University Name
Degree Title
Major and Minor
City
Graduation Date
Achievements if relevant

Education

How to List Work Experience on a Resume



Work Experience

Computer Technician
Geeks on Site

1/2017 - Present

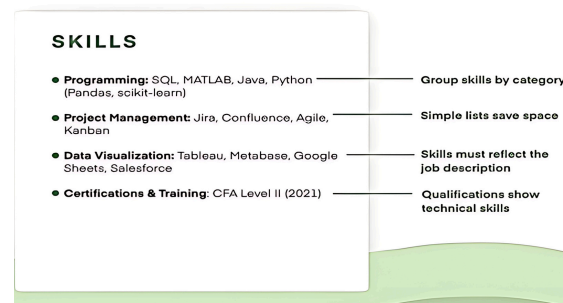
- Handled support tickets with software and hardware vendors.
- Resolved technical issues and maintenance of STBs and LNBs of the Canadian Sky Television customers.
- Published 70 articles on the website.

Novoresume.com

Labels: Job Title, Company Name, Period Employed, Responsibilities & Achievements

Experience

HOW TO WRITE ABOUT SKILLS ON A RESUME

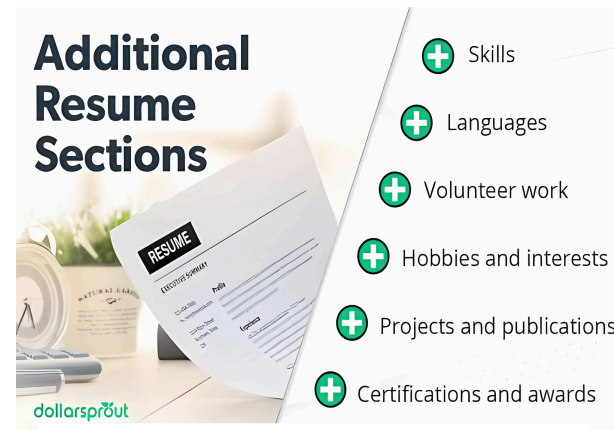


SKILLS

- Programming:** SQL, MATLAB, Java, Python (Pandas, scikit-learn)
- Project Management:** Jira, Confluence, Agile, Kanban
- Data Visualization:** Tableau, Metabase, Google Sheets, Salesforce
- Certifications & Training:** CFA Level II (2021)

Group skills by category
Simple lists save space
Skills must reflect the job description
Qualifications show technical skills

Skills



Additional Resume Sections

- + Skills
- + Languages
- + Volunteer work
- + Hobbies and interests
- + Projects and publications
- + Certifications and awards

dollarsprout

Additional Sections (Certifications, Volunteer Work)

Cover Letter Essentials

HOW TO WRITE A COVER LETTER

HEADER

1

JESSICA DANCER

jessica.dancer@email.email | (555)-444-3333 | Columbus, OH 43110

OPENING PARAGRAPH

Grab the reader's attention

2

Dear Mr. Morgan,

As a Content Writer with a passion for travel and literature, I was thrilled to see the Senior Content Writer position open up at BookFly. My past experience driving organic traffic by 23% YoY to the travel website, XTravel, would translate perfectly into the position's stated goals from the job description.

BODY PARAGRAPH 2

Expand on your qualifications

3

I have a passion for content creation and a deep understanding of the content cycle, from ideation to promotion. My years in the digital publishing world have crafted my ability to drive killer CTR and resonate with an audience. Not only did CTR jump by 2.1% in the months after I was brought on board, but it had a knock-on effect on social media engagement, which rose by 8% in the same time frame.

BODY PARAGRAPH 3

Connect with the company

4

I believe good content has its roots in good data. This is why while at Media Company I created a content-marketing dashboard to highlight KPIs like those mentioned above. The dashboard allowed us to take advantage of wins more rapidly and avoid repeating losses.

CLOSING PARAGRAPH

Call to action and gratitude

5

I thrive in a fast-paced environment and excel at creating structure from scratch. I spearheaded our SEO efforts, developing workflows and systems to ramp up content production from zero. BookFly's commitment to core values of "collaboration and imagination" align with my own preferred approach to tackling projects and dreaming of big ideas.

I look forward to learning more about how the Senior Content Writer operates within BookFly and the current content process. Thank you for taking the time to consider my application.

CLOSING AND SIGNATURE

6

Sincerely,

Jessica Dancer

Header with contact information



Salutation



Introduction



Body paragraphs



Closing



Signature



Job Search Strategies



Online Job Boards



Networking



Informational Interviews



Career Fairs

Job Search/Internships Websites



Indeed



LinkedIn



Glassdoor



Jobcube



HandShake

Networking



Join Professional Clubs
and Organizations



Attend Industry Events
and Career Fairs



Leverage Social Media

**An informational
interview is
a conversation.**

Spend 15-30 minutes talking to a
person.

You can learn more about a role, field,
or experience you want to explore.



**Informational
Interviews**

Informational Interviews



**Reach Out To
Professionals
In Your Field**



**Prepare
Questions**



Take Notes



**Follow Up
With A
Thank-You Note**



COL 105: Career Development (1 Credit Course)



- **Career Planning:** Focus on early planning and goal-setting.
- **Skill Development:** Covers resume writing, interviews, and networking.
- **Self-Assessment:** Identifies strengths and career paths.
- **Professional Guidance:** Access to career guidance.
- **Workplace Readiness:** Prepares for internships and jobs.
- **Resource Accessibility:** Includes workshops and career resources.
- **Confidence Building:** Boosts self-confidence through activities.
- **Long-Term Benefits:** Foundation for academic and career success.



Tanisha Reed

**Director of Career Development and
Leadership**

Email: Treed@ncwu.edu

Phone: 252-985-5405

**THANK
YOU**

