

UMKC

CAREER DEVELOPMENT GUIDE

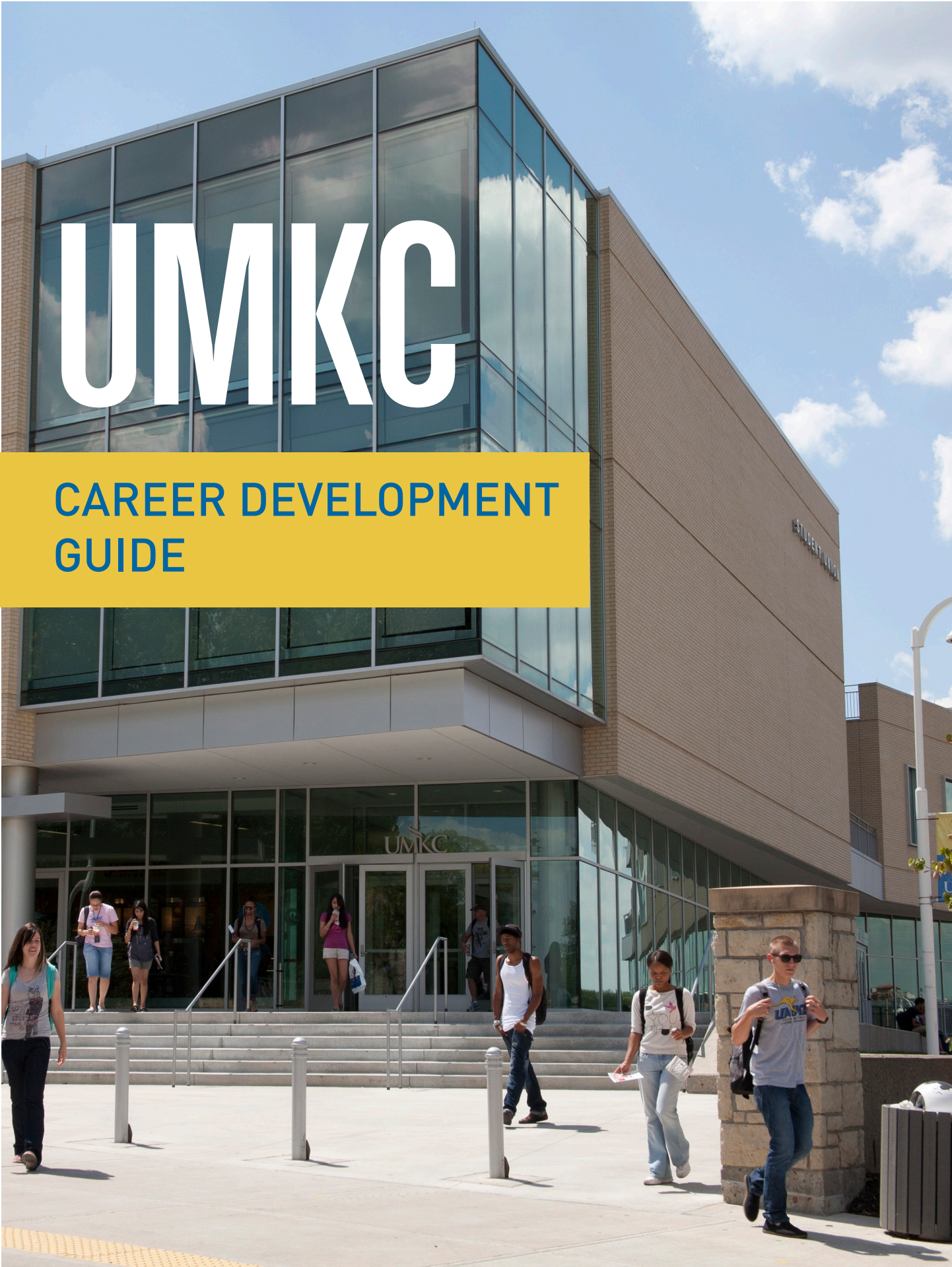


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This guide provides a list of suggested activities and is a good starting point to help you develop an action plan during college. This information shouldn't be used as a substitute for meeting with faculty, advisors or UMKC Career Services.

Visit career.umkc.edu to learn more about our services.

The Comprehensive Career Development Experience

SELF-AWARENESS

Who are you?

- » Take career assessments, such as Journey, to determine interests, skills and values
- » Talk to advisors, faculty and Career Services staff about different majors and career paths
- » Think back on previous experiences and transferable skills to relate those to future careers
- » Explore your interests and define career goals through involvement in student, academic or service organizations

EXPLORATION

What do you want to do?

- » Work with a career counselor to discover how your interests and careers align
- » Volunteer, job shadow, work part-time, study abroad and get involved on campus
- » Articulate your experiences through your resume, LinkedIn and in interviews
- » Apply for internships and additional work-related experiences
- » Conduct informational interviews with professionals in career fields or positions that interest you

EXPERIENCE

Is it a good fit?

- » Evaluate and narrow down your career options
- » Participate in internships and hands-on experiences
- » Determine if the career is something you can see yourself doing long-term

TRANSITION

What's next?

- » Decide whether you intend to join the workforce immediately or if you want to pursue graduate or professional school
- » Meet with Career Services to polish your resume and cover letter, practice interviewing and discuss professional expectations
- » Identify and begin applying for opportunities
- » Attend career fairs, employer panels and networking events, participate in an on-campus interview process early in your senior year
- » Talk with mentors, supervisors and professors to ask if they will serve as a reference and/or review your resume

The Value of an Internship

Internships are a great opportunity to explore your career interests while gaining valuable work experience. Many employers use internships to develop new recruits and generally consider former interns before anyone else for full-time positions.

Internship benefits include:

REAL-WORLD EXPERIENCE

Gain hands-on experience working in your field. Along with learning about the profession, you may be assigned a special project and come away with a new piece for your portfolio.

TRY OUT A CAREER

Most internships only last for one semester, which allows you to get a feel for the career without the long-term commitment. Through internships, you can try out several different specialties within your major.

NETWORKING AND REFERENCES

An internship allows you to develop contacts all across your professional field and within many departments in a single organization. Be sure to ask for additional references from coworkers and supervisors before your internship ends.

PROFESSIONAL SKILLS

Internships are a great way to transition from being a student to being a professional. You'll learn the best way to communicate with your supervisor, what to wear to work, and what kind of office environment you prefer.

PAID OPPORTUNITIES

Many internships are paid positions and, in some fields, pay well above the minimum wage.

CAREER DEVELOPMENT INSTITUTE

Are you ready for an internship? Join the Career Development Institute through Career Services to learn everything you need to find the internship of your dreams. Students can choose to learn in person or online.

Training topics include:

- Where to find internships
- Creating your resume
- Writing a cover letter to get the interview
- Developing and practicing interviewing skills
- Expectations for a professional environment

Participants in the Career Development Institute are also invited to exclusive networking events where they meet with employers from across the Kansas City metro area.

Learn more and register today at career.umkc.edu/CDI

Cover Letters

Recruiters report that an impressive cover letter is often more important than a resume. It can be a mistake to focus too much on the resume and ignore the value of a well-written cover letter. Like the resume, a cover letter is intended to help you get an interview. Unless the employer specifically states not to include a cover letter, it is recommended to include a cover letter with your resume.

How long should my cover letter be?

- » Keep your cover letter to one page
- » Be concise, pick two to three topics to highlight

What should I include?

- » Do not be redundant with your resume
- » Try to show the employer what you will bring to the position
- » Include a good opening statement introducing your professional self
- » Convey your qualifications and interest in working for the company and in the position

How should I write it?

- » It can be beneficial to use the same formatting for your name and contact information in your cover letter that you used on your resume
- » Use your professional writing and communication style, and it is OK to use “I” language sparingly
- » Customize/tailor your cover letter to each job

All cover letters contain:

1. An introduction
 - » State interest in position and reason for applying
 - » Introduce who you are as a professional
2. Body
 - » Identify three to four reasons why you are a good fit for the position
 - » Elaborate on points listed in your resume with experiences that provide more detail
 - » Demonstrate how your qualifications would benefit the organization
3. Closing
 - » Indicate your interest in a formal interview to discuss the position and your qualifications
 - » Express your appreciation for their time and consideration

AVOID THE FOLLOWING:

1. Wordy and poorly written sentences
2. Confusing and complex language
3. Long sentences and paragraphs
4. Passive writing (including verbs such as “to be” or “to do”)
5. Starting every sentence with “I” or “my”

Formatting a Cover Letter

Jill Researcher
123 W. Mulberry Street
Kansas City, MO 64110
(816) 555-1234
researcherj@gmail.com

March 5, 2018

Eric E. Roo
Hiring Manager
Stowers Institute for Medical Research
1000 E. 50th St.
Kansas City, MO 64110

Dear Mr. Roo:

I would like to apply for the research technician position in the molecular biology core facility at the Stowers Institute. As a recent graduate of the University of Missouri-Kansas City with a degree in biology and a passion for research, I believe I would be an ideal candidate for the job.

My previous role at the Bio Institute gave me a great appreciation for the research field and allowed me to put my lab skills into practice. I have a great attention to detail and look forward to putting that to use. Currently, I work as a medical scribe and have seen the impact that research can have on real people. This experience has shown me the importance of completing tests quickly and accurately as so many people are relying on the results. It is my duty to keep everything organized.

I also enjoy working with people and my role with the Biological Science Student Government has shown me the importance of good communication. I believe that I would be an asset to the Stowers Institute because of my experience working with people and my interest in research.

I welcome the opportunity to meet and discuss the position further. Should you have any questions, please contact me at 816-555-1234 or researcherj@gmail.com. Thank you for your time and consideration.

Sincerely,

Jill Researcher

Begin return address on third line from the top 1" margin.

Allow two lines between return address and date.

Date

Address letter to an individual, using a courtesy title (i.e., Mr. or Ms.).

Do not indent paragraphs.

Space between paragraphs.

Double space above the complimentary closing.

Writer's identification — type your full name.

Double space above and below the salutation. Use a courtesy title and last name. Use a colon after the salutation.

Penny Programmer

125 Hickory Tree Ct. • Kansas City, MO 64110 • 816.555.5656 • pprogrammer@mail.umkc.edu

May 30, 2017

Ms. Abigail Smith
Spring Venture Group
2301 McGee St, 4th floor
Kansas City, MO 64108

Dear Ms. Smith,

Seeing the position for the Software Engineer I position at Spring Venture Group was very exciting and I would be thrilled to be a part of such a new and innovative organization. I am working to complete a Master of Science in Computer Science at the University of Missouri-Kansas City (UMKC) and expect to graduate May 2018. After reviewing your company, I am confident my skills and experience will be a good fit for the Software Engineer I position.

My education and experiences have given me the opportunity to obtain extensive knowledge in several programming languages, databases, operating systems and software, including extensive use of Java and JavaScript during a four-month internship. Currently, I am a Systems Programmer Intern and have developed skills to re-engineer account software, develop user interfaces, perform system risk analysis and integrate software with the company's existing program. This project has afforded me the opportunity to be creative and innovative, while applying concepts I learned during my time at UMKC.

I believe that within the information technology field, collaboration and effective utilization of team member strengths is essential. I am able to work well with other IT staff and can articulate technical concepts to product owners. During an internship at Epiq Systems as a Software Engineer Intern I utilized a variety of languages (ASP, HTML, VBScript, JavaScript, and XML) to develop a new website product. I also worked on a team to develop the demo version of the product, then presented the design concept to prospective clients. I feel this experience allowed me to successfully demonstrate my teamwork, problem solving, and presentation skills.

I believe the combination of my educational experiences, internships, and passion for problem solving make me an ideal candidate for this position. I welcome the opportunity to further discuss my qualifications in person. I can be reached by phone at (816) 555-5656 or by email at pprogrammer@mail.umkc.edu should you have any questions. Thank you for your time and consideration.

Sincerely,

Penny Programmer

See more cover letter samples
and additional guidelines
for emailed cover letters at
career.umkc.edu/cover-letters

Creating an Effective Resume

Brainstorm to get started. Write down all of your work experiences, volunteer activities, education, honors, skills, etc. Having this list will help you to identify strengths and qualifications as you prepare your resume.

A resume should contain:

1. Clearly formatted name and contact information
2. Sections outlining your experiences that are most relevant for the job, particularly job history and education, but additional qualifications/trainings can be beneficial to note
3. Keywords or power words specific to the job or industry that an employer is looking for in a candidate, often noted in the job description and company's mission statement
4. Action verbs starting every description — directed, programmed, developed, instituted, etc. — emphasizing those keywords from the job description

POSSIBLE SECTION HEADINGS

Objective
 Summary of Qualifications
 Summary
 Profile
 Awards and Recognition
 Honors
 Honors and Awards
 Education
 Specialized Training
 Accomplishments
 Activities
 Relevant Experience

Related Experience
 Internships
 Employment History
 International Experience
 Volunteer Experience
 Professional Experience
 Additional Experience
 Study Abroad Experience
 Other Experience
 Relevant Skills
 Computer Skills
 Technical Skills

Computer Software
 Certifications, Licensure
 Licenses
 Languages
 Professional Memberships
 Professional Affiliations
 Leadership Experience
 Projects
 Course Projects

DESCRIPTION OF EXPERIENCES

Developing a standard resume and sending it out with every job application will only get you so far, and, unfortunately, doesn't guarantee an interview. To be most effective, target your resume to the job you want.

Organize and create a first draft: As you prepare your content, it should communicate what you accomplished in current and past experiences. Use this table for suggestions on how to create the best accomplishment statements for work, leadership or related experiences.

NOT GOOD	BETTER	BEST
Responsible for publicity	Interacted successfully with public affairs representatives and local media	Interacted successfully with public affairs representatives and local media, increasing community awareness of agency by 25%
Duties included handling customer complaints	Resolved service and billing problems	Resolved service and billing problems. Recognized consistently for promptness and professionalism
Responsibilities included adhering to safety policies and ensuring other lifeguards knew policies	Carried out safety precautions and instructed lifeguard staff in the proper use of equipment	Carried out safety precautions and instructed lifeguard staff in the proper use of equipment, resulting in a 50% reduction of injury accidents over the summer

Resume Action Verbs

Individuals must start their resume achievement statements with an action verb. The following is a brief list of some commonly used action verbs you could incorporate into your resume.

COMMUNICATION SKILLS

adapted, addressed, arranged, authored, collaborated, convinced, corresponded, directed, drafted, edited, enforced, enlisted, explained, expressed, formulated, influenced, interpreted, lectured, mediated, moderated, negotiated, persuaded, presented, promoted, publicized, reconciled, responded, revised, spoke, translated, wrote

CREATIVE/INNOVATIVE SKILLS

acted, composed, conceptualized, conducted, created, customized, designed, developed, directed, dramatized, established, fashioned, founded, illustrated, initiated, instituted, integrated, introduced, invented, originated, performed, planned, published, revitalized, shaped

FINANCIAL SKILLS

administered, allocated, analyzed, appraised, audited, balanced, budgeted, calculated, computed, developed, estimated, forecasted, managed, marketed, merchandised, planned, projected, reported, researched, solicited, sponsored

HELPING SKILLS

aided, assessed, assisted, clarified, coached, counseled, delivered, demonstrated, diagnosed, educated, expedited, facilitated, familiarized, gathered, guided, handled, headed, helped, motivated, referred, rehabilitated, represented, served, supplied

MANAGEMENT SKILLS

administered, analyzed, anticipated, assigned, attained, authorized, chaired, consolidated, contracted, controlled, converted, coordinated, delegated, designated, developed, directed, evaluated, executed, improved, incorporated, increased, launched, measured, organized, oversaw, planned, prioritized, produced, proposed, recommended, recruited, reviewed, scheduled, strengthened, supervised, trained

ORGANIZATIONAL SKILLS

acquired, appointed, approved, arranged, assembled, catalogued, categorized, coordinated, customized, documented, implemented, formalized, maintained, monitored, summarized, supported, taught, verified

RESEARCH SKILLS

analyzed, collected, conducted, critiqued, determined, diagnosed, evaluated, examined, experimented, explored, inspected, investigated, measured, reviewed, routed, scheduled, screened, submitted, tabulated, validated, verified

SALES SKILLS

arbitrated, convinced, dissuaded, explained, marketed mediated, negotiated, persuaded, promoted, publicized, resolved, secured, tested

TECHNICAL SKILLS

adapted, applied, assembled, built, computed, conserved, constructed, converted, designed, determined, developed, devised, distributed, engineered, fabricated, fortified, installed, maintained, operated, overhauled, printed, programmed, rectified, regulated, remodeled, repaired, replaced, restored, solved, specialized, standardized, studied, upgraded, utilized

TEACHING SKILLS

adapted, advised, clarified, coached, communicated, conducted, coordinated, critiqued, demystified, developed, enabled, encouraged, evaluated, explained, served, sold, solicited

ADDITIONAL VERBS

accelerated, achieved, adjusted, confirmed, contrasted, created, decided, defined, displayed, empowered, endorsed, exceeded, expanded, inspected, integrated, justified, led, mentored, nominated, offered, pioneered, provided, reengineered, reorganized, replaced, represented, resolved, revised, secured, selected, spearheaded, succeeded, supported, surpassed, synthesized, teamed, tested, transformed, tutored, verified, won

UMKC Career Services Resume Guidelines

CONTACT INFORMATION

- » First and last name, address, phone number and professional email address displayed clearly at the top of the page
- » Name is 14- to 16-point font size

OBJECTIVE (OPTIONAL)/ SUMMARY (OPTIONAL)

- » No first-person pronouns used (I, me, my)
- » Objective statement only included if it enhances the resume by making career goal clear to the recipient
- » Objective statement is brief and specific, stating interest in the field and/or position
- » In lieu of an objective statement, you may include a summary section to list your job-related skills

EDUCATION

- » Schools attended are listed in reverse chronological order
- » Full name of the university spelled out (University of Missouri-Kansas City) and the city and state of its location listed
- » Use the official degree name (Bachelor of Arts in English Literature, Bachelor of Science in Computer Science)
- » Major, minor, concentration and emphasis (if applicable) spelled out
- » Include GPA if above a 3.00, listed to the hundredths place
- » Indicate graduation date, anticipated graduation date or dates attended (if not a degree-granting program, such as study abroad)
- » If you have finished your first year of college, do not include your high school information

EXPERIENCE

- » Present experience in reverse chronological order (most recent job/ position listed first)
- » Indicate the name, city and state of the organization or company
- » List title and start/end dates (month/year) consistently throughout the resume
- » Use descriptive, bulleted statements demonstrating skills, accomplishments and specific responsibilities. Each statement starts with an action verb, not an "I" statement. Full sentences are not used on the resume.
- » Use past tense verbs for past experiences and present tense verbs for current experiences

LAYOUT AND DESIGN

- » Use a standard font like Times New Roman, Arial or Calibri (no color) and size for the body that is easy to read (10- to 12-point)
- » NO TYPOS on the resume
- » For undergraduate students, it is recommended that resumes do not exceed one page in length
- » Style and layout are consistent throughout the resume including consistent use of bullets, bold, italics, underline, hyphens, punctuation and indentation; use standard resume format (no design)
- » List dates on the right side of the page (recommended)

HONORS AND AWARDS (OPTIONAL)

- » Specify the complete name for each relevant award or honor, the granting organization and the month/year of receipt

ACTIVITIES (OPTIONAL)

- » List the correct name of each organization (do not use acronyms), leadership roles if applicable and dates of involvement. May also include a brief description of tasks/ accomplishments using action verbs.

SKILLS (OPTIONAL)

- » Include a brief list of computer skills such as Word, Excel, PowerPoint, QuickBooks, etc. Only list if proficient.
- » List any languages spoken (other than English) and level of proficiency
- » If applicable, list laboratory skills or additional field-specific skills

ADDITIONAL INFORMATION

- » Do not include any of the following personal items: photograph, marital status, date of birth, Social Security number, citizenship status, gender, ethnicity, religion or political affiliation
- » References are not to be included within the resume
- » Resume should NOT say "References available upon request"

SAMPLE RESUME:

Remember to tailor each resume to the specific job description for which you are applying. Consider the organization's values, mission statement, etc. and utilize key words that are relevant to your experiences. A company wants to know you will be a good fit, and this will help you consider if the company is a good fit for you.

Penny Programmer

125 Hickory Tree Ct. • Kansas City, MO 64110 • 816.555.5656 • pprogrammer@mail.umkc.edu

Summary:

- One full year of previous professional engineering experience
- Programmed user interfaces to meet internal and external needs
- Collaborated with individuals to design updates for new products
- Public speaking and professional presentation skills

Education:

University of Missouri-Kansas City Expected May 2018
Master of Science in Computer Science GPA: 3.8

Jawaharlal Nehru Technological University, India May 2016
Bachelor of Science in Information Technology GPA: 3.7

Computer Skills:

Languages: ASP, HTML, DHTML, XML, CSS, VBScript, JavaScript, PL/SQL, C, C++
Databases: Microsoft SQL Server 2016, Sybase DMBS, Microsoft Access
Operating Systems: Windows NT 4.0, Windows 10, UNIX
Software: Microsoft Visual Studio/InterDev 6.0, Windows NT 4.0 Option Pack/IIS, Real Media, Adobe Photoshop 5.0, Adobe Premiere, Microsoft Office 2013

Work Experience:

DST Systems, Kansas City, MO August 2017-Present
Systems Programmer Intern

- Re-engineer account software
- Develop user interfaces to trade inquiries, support parallel systems
- Review software and perform system risk analysis
- Integrate new software with organization's existing programs
- Implement globalization of software

Epiq Systems, Kansas City, KS May 2017-August 2017
Software Engineer Intern

- Utilized ASP, HTML, VBScript, JavaScript, XML, XSL, CSS, and MS SQL Server to develop the Epiq Systems product
- Participated in testing and use of new product as it was integrated into Intel
- Collaborated with a team of five to develop a demo version of the product to solicit and incorporate feedback into the design
- Presented design concept to prospective clients

University of Missouri-Kansas City August 2016-May 2017
Information Technology Assistant

- Created and coded student accounts using Windows NT
- Guided individuals with Visual Basic programming instruction techniques
- Provided technical support to students and faculty

Healthy Henry

5706 Hospital Lane • Kansas City, MO 64110 • 816-555-9876 • HealthyH@umkc.edu

EDUCATION

University of Missouri-Kansas City

Bachelor of Health Science

May 2016

Kansas City Kansas Community College

Associate of Science

May 2014

RELATED EXPERIENCE

Allergan, Topeka, KS

Sales Representative - Primary Care

May 2016 – Present

- Service existing accounts, obtain orders, and establish new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors
- Adjust content of sales presentations by studying the type of sales outlet or trade factor
- Focus sales efforts by studying existing and potential volume of dealers
- Inform management by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses
- Monitor competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc.
- Recommend changes in products, service, and policy by evaluating results and developments
- Resolve customer complaints by investigating problems, developing solutions, preparing reports, and making recommendations to management
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and participating in professional societies
- Collaborate with and contribute to team efforts to meet organizational objectives

Children's Mercy Hospital, Kansas City, MO

Environmental Health Intern

- Assisted in community outreach programs
- Conducted home assessments for at-risk children
- Assisted in the updating of various aspects of the data entry process, reporting, and information systems
- Provided patient referrals while retrieving patient records

Windsor Place at Home, Overland Park, KS

Caregiver

- Performed in-home care for individuals with dementia in their own homes
- Managed a variety of tasks including assisting with medication management, meal preparation, and participation in community and social tasks

SKILLS

- Knowledge of principles and methods for developing and implementing marketing strategy, product demonstration
- Customer service expert with strong organizational skills
- Certified BLS for Healthcare Providers
- Bilingual in Spanish and English

Find more information
and sample resumes at
career.umkc.edu/resumes.

Jill Researcher

123 W. Mulberry Street • Kansas City, MO 64110

(816) 555-1234 • researcherj@gmail.com

OBJECTIVE

To obtain a full-time position as a research assistant

EDUCATION

University of Missouri-Kansas City

Bachelor of Science in Biology

GPA 3.96

Expected May 2018

RESEARCH EXPERIENCE

Bio Institute, Overland Park, KS

June 2016-August 2017

Research Assistant Intern

- Performed technical laboratory work in a molecular microbiology research laboratory
- Completed biochemical and microbiological tests, prepare media and solutions, and analyze experimental data
- Maintained records, logs, and reports to document laboratory activities, ordered supplies and equipment, and performed laboratory upkeep
- Performed experiments using cloning, expressing and purifying bacterial proteins and pathogenic streptococci bacteria

LABORATORY SKILLS

- *Featured lab skills include:* staining cells, cell fusion, conjugation, intracellular and extracellular electrode fabrication, mutagenesis, transduction, isolation of plasma DNA

WORK EXPERIENCE

ScribeAmerica, Kansas City, KS

August 2017-Present

Medical Scribe

- Work directly with physicians to complete documentation of patients' charts
- Accompany physicians seeing patients to record each patient's history, review of systems, and the physical examination performed by the physician
- Keep track of laboratory tests, medications, and radiology tests ordered by the physician, and transcribe the results into the chart once they are completed

Target, Gladstone, MO

September 2014-May 2016

Sales Associate

- Increased sales conversion rates by 10% by fostering customer relationships and satisfaction
- Trained and mentored all new employees for six metro area stores

Adventure Land, Olathe, KS

May 2013-August 2014

Guest Experience Expert

- Ensured safety and satisfaction of all theme park guests by adhering to strict safety protocols

ACTIVITIES

Biological Science Student Government, Treasurer

September 2016-Present

Union Programming Board, Member

September 2015-Present

Polly Sigh

5000 Holmes St. • Kansas City, MO 64110 • (816) 555-5555 • sighp@mail.umkc.edu

OBJECTIVE

To be admitted in to the Juris Doctor Program at the University of Missouri-Kansas City's School of Law

EDUCATION

University of Missouri-Kansas City Expected May 2020

Bachelor of Arts in Political Science, Pre-Law
Minors in Business Administration and Geography

WORK EXPERIENCE

Sunglass Hut, Kansas City, MO April 2017-Present
Sales Associate

- Build lasting customer relationships by creating an inviting space, identifying needs, and solving problems
- Maintain up to date knowledge of merchandise and product information to accurately assist customers
- Inventory merchandise to ensure there is nothing missing or short stocked and keep up on the aesthetic appeal of the shop

University of Missouri-Kansas City, Academic Support and Mentoring August 2016-May 2017
Supplemental Instruction Leader

- Planned collaborative activities for organized groups study sessions
- Maintained communication between course sections and professors to ensure accuracy of information
- Advertised sessions to increase attendance and participation

Midwest Disability Law Firm

File Clerk

- Accurately and efficiently made attorney-hear
- Scanned medical records to the social security materials into each client's record

ACTIVITIES

Pi Sigma Alpha, Political Science Honor Society
Treasurer

Pre-Law Society, University of Missouri-Kansas City
Secretary

Honors College, University of Missouri-Kansas City

VOLUNTEER WORK

- The Women's Foundation of Greater Kansas City, 50 hours; Harvesters, 20 hours; Children Make a Wish, 6 hours

SKILLS

Languages: Fluent, English; Conversational, German

TOM TEACHER

207 School Road
Kansas City, MO 64110
816-555-0000
tteacher@umkc.edu

OBJECTIVE:

Teaching Field Experience in Secondary Education (English)

EDUCATION:

University of Missouri-Kansas City
Bachelor of Arts in Secondary Education (English) Expected May 2018

GPA: 3.65

Metropolitan Community College-Longview
May 2016

Associate of Arts in Education

GPA: 4.00

CERTIFICATION:

9-12 English in Missouri and Kansas Expected June 2018

TEACHING EXPERIENCE:

University Academy, Kansas City, MO August 2015-April 2016

Practicum Experience

- Assisted and shadowed several faculty members in various English courses

WORK EXPERIENCE:

Nordstrom's, Overland Park, KS June 2016-Present

Sales Associate

- Train new associates on the sales and customer service expectations
- Collaborate with the team to consistently meet sales goals
- Develop rapport with customers to encourage repeat business

Brio's, Kansas City, MO March 2015-May 2016

Lead Server & Trainer

- Managed multiple priorities in a fast-paced environment and monitored dining area to ensure positive experience for patrons
- Selected by owners to manage the opening procedures of restaurant
- Supervised a diverse team of 6 servers during each dining shift
- Delegated serving responsibilities as necessary

EXTRACURRICULAR ACTIVITIES:

School of Education Student Government September 2015-Present

MSTA Student Member May 2015-Present

Vice Chancellor for Student Affairs Advisory Board September 2015-May 2016

Association of English Teachers Conference August 2015

CV vs. Resume – What's the difference?

A resume is a concise document, generally one to two pages, briefly discussing your education, experience and skills as they relate to a particular job, while a Curriculum Vitae, or CV, is much more.

A CV is a fairly detailed overview of your professional accomplishments. A CV doesn't have a page limit. Someone in the beginning stages of their graduate school/career might only need a two to three page CV, while a more seasoned researcher's CV can be 12-14 pages.

Many of the formatting rules discussed in the resume section still apply to a CV. A CV should be in reverse chronological order, verb tense specific, clearly and consistently structured, etc. The distinction is in the sections and the depth of event descriptions.

What do I put on my CV?

- » Contact information
- » Education
- » Teaching and clinical experience (if applicable)
- » Research
- » Grants, honors and awards
- » Publications
- » Presentations
- » Employment history
- » Professional organizations/affiliations

Visit career.umkc.edu for more information or to make an appointment.

Bunsen Burner 124 Oak Street Kansas City, MO 64110 816-555-9292 burnerb@umkc.edu	
EDUCATION	
University of Missouri-Kansas City, Kansas City, MO <i>Master of Science in Chemistry</i>	Expected May 2018
<ul style="list-style-type: none">• Thesis: Sequence-Specific Recognition of DNA in the Minor Groove by Imidazole and Pyrrole-Containing Polyamides	
Howard University, Washington, DC <i>Bachelor of Science in Chemistry, Magna Cum Laude</i>	May 2015
<ul style="list-style-type: none">• Participated in summer undergraduate research program resulting in thesis and presentation• Thesis: Synthesis of Imidazole-Containing and Amidine-Linked Analogs of Distamycin	
RESEARCH EXPERIENCE	
University of Missouri-Kansas City, Kansas City, MO <i>Advisor: John Smith</i>	Aug 2015 – Present
<ul style="list-style-type: none">• Work to develop methodology for ribonucleic acid encapsulation in nanosphere particles using biodegradable polymers for ultimate use in gene therapy applications• Examine methods for chemical derivation of the polymer/RNA nanospheres for targeting specific cell types• Work involves polymer synthesis and characterization, GPC, cellular targeting	
Howard University, Department of Chemistry, Washington, DC <i>Advisor: Phillip Grey</i>	June – Aug 2014
<ul style="list-style-type: none">• Synthesis and characterization of polyamides• Synthesis and characterization of polyimides	
Howard University, Department of Chemistry, Washington, D.C. <i>Laboratory Techniques in Organic and Inorganic Chemistry, Teaching Assistant</i>	Jan – May 2015
<ul style="list-style-type: none">• Supervised and assisted students with multi-step syntheses of compounds designed to teach general laboratory techniques	
TEACHING	
University of Missouri-Kansas City <i>Organic Chemistry</i>	
<ul style="list-style-type: none">• Helix• Assistant• Undergraduate	
University of Missouri-Kansas City <i>Introductory</i>	
<ul style="list-style-type: none">• Preceptor• Supervisor• Advisor	
University of Missouri-Kansas City <i>Organic Chemistry</i>	
<ul style="list-style-type: none">• Supervisor• Employer	
PRESENTATIONS	
<ul style="list-style-type: none">• "Recognition of 5'-(A, T) GG (A, T) 2-3' Sequences in the Minor Groove of DNA by hairpin Polyamides." B. Burner, E. Cummings, and J.J. Reynolds. Western Biotech/ACS Regional Conference in San Diego, CA. October 19, 2016.• "Synthesis and DNA Binding Studies of Imidazole-Containing and Amidine-Linked Analogs of Distamycin A." B. Burner, A.L. Brown, and M. Kinney. Fifth National Conference on Undergraduate Research in Pasadena, CA. April 2015.	
PUBLICATIONS	
<ul style="list-style-type: none">• "Optimization of the Hairpin Polyamide Design for Recognition of the Minor Groove of DNA." B. Burner, E. Cummings, and J.J. Reynolds, <i>Journal of the American Chemical Society</i>, 2017, 5, 118, 1047.• "Recognition of 5'-(A, T) GG (A, T) 2-3' Sequences in the Minor Groove of DNA by Hairpin Polyamides." B. Burner, E. Cummings, J.J. Reynolds, <i>Journal of the American Chemical Society</i>, 2016, 118, 6153.• "Simultaneous Binding of Polyamide Dimers and Oligonucleotides in the Minor and Major Grooves of DNA." B. Burner, J.J. Reynolds, <i>Bioorganic Medical Chemistry</i>, 2016, 5, 1045.• "Cyclic Polyamides for Recognition in the Minor Groove of DNA." L. Lyne, B. Burner, J.J. Reynolds, <i>Proceedings of the National Academy of Sciences, USA</i>, 2015, 93, 10389.	
AWARDS	
Carolyn Vogel Chemistry Scholarship	Aug 2015 – May 2016
Phi Beta Kappa	Dec 2012 – May 2015
Howard Advantage Student	Aug 2011 – May 2015
ACTIVITIES	
American Chemical Society <i>Member</i>	Aug 2015 – Present
University of Missouri-Kansas City <i>Organizer, Organic Chemistry Seminar Series</i>	Jan 2016
Howard University Marching and Symphonic Bands <i>Member</i>	Aug 2011 – May 2015
Hunting Memorial Hospital Extended Care <i>Volunteer</i>	Sep – April 2014

References

References verify your experience and confirm your credibility. Employers and graduate/professional schools use references to increase their confidence that your skills, abilities, past job performance, academic performance and accomplishments make you a good fit for the position and/or program.

1. Identify your references

- » Select individuals who can speak well on your behalf. They should have an idea of your skills, work ethic, etc. Someone who knows you well is better than a well-respected professional in the field who knows very little about you.
- » If a person seems hesitant, ask someone else. Do not settle.

2. Request your references

- » Personally contact each person to see if he or she will serve as your reference BEFORE applying for a position. If possible, schedule time in person to talk about your career goals and experiences.
- » Ask early and be respectful. If a letter of recommendation is required, give your reference(s) adequate time.
- » Build your recommendation portfolio by asking your employer to write you a letter whenever you leave or complete a job, particularly at the conclusion of your internship(s).

3. Provide information to your references

- » Share your current resume, job description and any other important information that will prepare your reference(s) to provide the best recommendation.
- » Share a list of graduate schools and/or employers for which you are requesting letters be sent and provide enough addressed and stamped envelopes.

4. Thank your references

- » Send a thank-you card after you know your references provided their recommendations.
- » Follow up with them to let them know the outcome of their recommendations.

FORMATTING YOUR REFERENCE PAGE

- » Use the same heading of contact information as your resume in case the documents are separated
- » Use the same formatting, font and font size as your resume
- » Your reference page should be separate from your resume, unless noted otherwise
- » Make sure the contact information for your references is up-to-date

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REFERENCES

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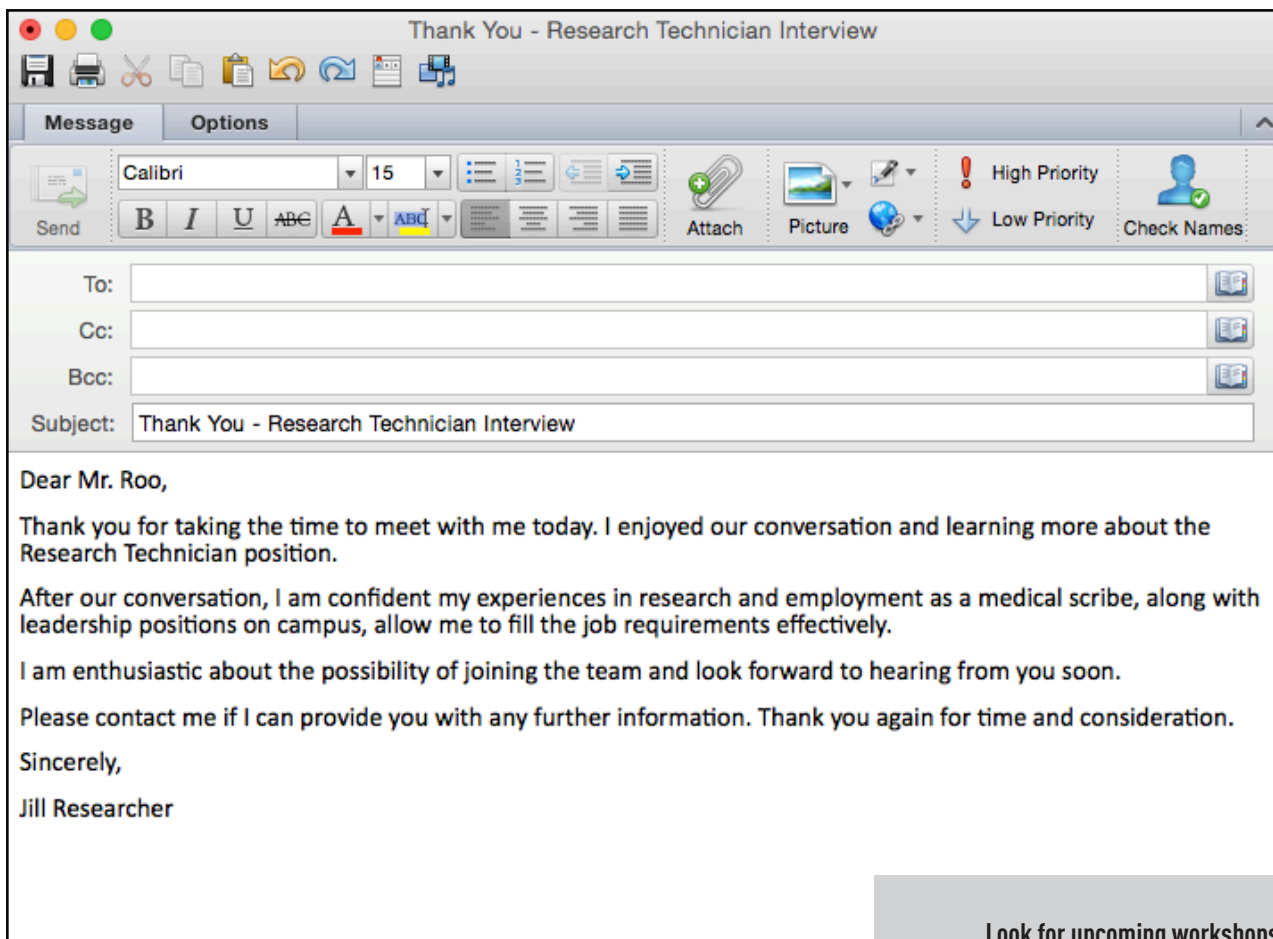
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doeanna@umkc.edu

Thank You Notes

Thank you notes are a necessary part of the interview process. They show professionalism and an appreciation of the interviewer's time. A hand-written or emailed thank you note should be sent within 24 hours.

Topics you may want to include in your note:

- Refer to a positive experience from the interview
- Reiterate how your abilities fit with the job description
- Address any blunders
- Reinforce your interest in the position



Look for upcoming workshops sponsored by Career Services or sign up for a mock interview at career.umkc.edu

Career Fair Networking

Taking the time to meet an employer face-to-face before submitting your resume can help you get more results in your job search. A recruiter who remembers meeting you is more likely to move your resume forward.

Meeting an employer at a career fair or networking event allows you to sell yourself and explain why you're a good fit, while also asking questions and learning more about the company and any available positions that may not be posted yet. Use these tips before attending a career fair to make a great impression on everyone you meet.

PREPARING FOR A CAREER FAIR

RESEARCH

- » Find out which companies will be there, research employer websites and LinkedIn accounts, and know what opportunities are available.
- » Finalize your resume.
- » Come prepared. Have hard copies of your resume on high-quality paper ready to hand out. If an employer can't take your resume in person, ask if you can email it directly.

REHEARSE

- » Figure out your key selling points and prepare your 60-second "infomercial" — introduce yourself, demonstrate knowledge about the company, express interest in employment and offer a brief statement of what you could offer the organization.

REFINE

- » Dress to impress, greet everyone with a smile and firm handshake, and be confident in yourself. Enthusiasm and polite manners go a long way.
- » Collect business cards and make notes on them for follow-up letters and phone calls. Send thank you letters or emails within 24 to 48 hours.

REMEMBER

- » Clarify your goals in advance so you leave with meaningful contacts and information.
- » You can't tell what an employer has to offer simply by looking at the company name or product. The most successful candidate will find a match regardless of what positions a company currently has advertised.



SELL YOURSELF IN 60 SECONDS

"Hello, my name is Jill Researcher. I will graduate in May with a degree in biology from UMKC. Last summer, I interned as a research assistant at the Bio Institute. This experience increased my interest in research and allowed me to gain hands-on experience performing technical laboratory work, maintaining records and logs of laboratory tests, and completing laboratory experiments.

I'm also serving in a leadership role within the Biological Science Student Government. I'm interested in learning more about your opportunities and how I may be able to apply my skills and experiences."

Succeed in the Interview

INTERVIEW SUCCESS STRATEGIES

BEFORE

The interview process can be intimidating if you don't know what to expect. While each interview may differ, it's important to remember they all share some common characteristics.

- » Research the position and the company. Anticipate potential questions and plan questions you want to ask the employer.
- » Be on time for the interview — 10-15 minutes early is on time. Call ahead if you will be late.
- » Dress appropriately in business professional attire unless otherwise specified. A rule of thumb is to dress one step above the traditional attire for the office.
- » Turn off or silence your cell phone before heading into the interview.

DURING

The interview is your chance to tell your story — as it relates to the position — and why you are the right fit for the position and company.

- » Bring extra copies of your resume and have a firm handshake. Treat everyone as if they are interviewing you. They are.
- » Provide specific and concrete examples of your skills and experiences — especially for the behavioral-based questions. This takes practice. Schedule a mock interview with Career Services to practice this step.
- » At the end of the interview, ask the interviewer(s) questions about the position or company, reiterate your interest in the position and shake hands. Ask for business cards so you can follow up.
- » Be mindful of your body language and the nonverbal messages you may be sending to the employer. Be confident and enthusiastic.

AFTER

It's important to follow up any interview with a brief thank-you note or email to each person with whom you spoke, within 24 hours after your meeting.

- » Thank the interviewer for the chance to discuss the job and see the premises.
- » Make some reference to your positive impressions of the company and your strong interest in the job.
- » Offer new information or an additional reason for the employer to be interested in you for the job, perhaps something you didn't mention in the interview.
- » Let the employer know (graciously) that you expect to hear from them again and "plant" the idea in his or her mind to call to you. Make it clear you're willing to come in and discuss the job further, if needed.

POTENTIAL INTERVIEW QUESTIONS

PERSONAL

- » Tell me about yourself.
- » What are some of your strengths? Weaknesses?
- » Why do you want to work here?
- » What is your greatest accomplishment?
- » How can you make a contribution to our organization?

LEADERSHIP

- » Tell me about a time when you were in a leadership position.
- » Give me an example of a time you worked as part of a team.
- » Define success.
- » How are you best supervised?

EXPERIENCE/BEHAVIORAL

- » Give an example of a situation in which you provided a solution to an employer.

- » What skills do you feel you have gained through your past work experiences and school that will help you in this position?
- » Give an example of a time when you worked with a difficult person.
- » How did you handle that situation?

GRADUATE/PROFESSIONAL SCHOOL QUESTIONS

- » Why do you want to be a _____ (doctor, pharmacist, dentist, lawyer, psychologist)?
- » What specialty interests you?
- » What will you contribute to the profession?
- » What is the most difficult situation you have been in, and how did you overcome those difficulties?
- » How do you deal with problems or disappointments?
- » What will you do if you are not accepted into a program this year?

QUESTIONS FOR THE EMPLOYER

At the end of the interview, the interviewer may ask, "Do you have any questions for me?" The correct answer is yes. It is a great opportunity to highlight your skills, find out more about the company and restate your interest in the position.

- » What would a typical day look like?
- » How would you describe the culture here?
- » What are some of the challenges someone in this position would face?
- » What are the performance expectations of this position over the first three months?
- » What are the skills and experiences you are looking for in an ideal candidate?
- » How long have you been with the company? What do you like about the company?
- » What are the next steps in the interview process?
- » Is there anything else I can provide you that would be helpful?

Dress to Impress

For more professional dress examples, visit our Pinterest boards: pinterest.com/umkcrocareers

INTERVIEW ATTIRE

Make the best first impression by presenting yourself in a clean and professional fashion. Wearing appropriate attire will help visually support your skills and responses to interview questions. How you present yourself in a professional setting is a big factor in interviews — it not only includes how you speak, but also how you dress.

A two-piece matched suit is the professional standard for all genders. Size is also important, not only for your comfort, but also presentation. Clothing that is too small or tight can be revealing and clothing that is too big can appear disheveled. Remember to get your suit pressed for every interview for a fresh appearance.

It is advised to cover visible tattoos. When it comes to piercings, limit jewelry to one piece per ear.



SHIRT/SWEATER Wear a conservatively cut blouse in a complementary color to your suit. Low-cut tops that are too revealing or tops that have too many frills are discouraged. A sweater is also acceptable to wear underneath the jacket.

JEWELRY/ACCESSORIES As not to distract from the most important component of the interview — yourself — try to limit accessories to a few pieces.

COLOR Navy, dark gray and black suits convey a more professional tone, but beige, light gray and slate blue are also acceptable.

HAIR/FACIAL HAIR Keep it neat and groomed.

TIES Solid ties can be in shades of blue, navy, gray, black and deep red. Stripes or small dots are good when choosing a patterned tie.

SHIRTS Pick a long-sleeved button-up in white, light blue or conservative stripes.

BELTS Select one with a simple buckle that will complement your shoes.

SOCKS Choose socks that are long enough to cover your skin when crossing your legs. The color should complement your suit.

SHOES Wear a pair you will be comfortable in. The style should be professional and can range in design: flats, heels, boots or lace-ups. New shoes are ideal, but a good shine to an older pair will also work.



SKIRT The length of your skirt should hit the knees when standing and cover the thighs when seated.

HOSIERY Neutral shades that match your skin tone work best, but a color that works into the palette of your suit is also acceptable.

BAG Bring along a small purse or handbag. Briefcases or simple totes are acceptable as well.

Graduate or Professional School

HOW TO GET STARTED

If you're a student, deciding where to go to graduate or professional school can be daunting. This timeline outlining the decision-making process can help you sort it all out.

STEP 1: Evaluate your options

18-24 months prior to application deadline

- » Assess your interests, values, abilities and motivation for attending graduate or professional school. Does your career path require an advanced degree?
- » Talk with faculty, advisors, family and friends for recommendations, suggestions and support.
- » Contact the schools you are interested in to request catalog, application and financial aid information.

STEP 2: Narrow your choices

12-18 months prior to application deadline

- » Read the school's materials to learn about class sizes, specialties, requirements and faculty research areas.
- » Review your qualifications and the school's admission criteria. Will you meet, exceed or fall below their admission guidelines? If you have any concerns, the graduate school will give you a good indication of how competitive your test scores and GPA will be with the other applicants.
- » Consider personal and professional fit rather than rankings to select your top choice. A number-one ranked program may not always be the best fit.
- » Narrow your choices of schools and programs to approximately three to 10. Apply early in your senior year.
- » Visit your top two or three selections. Speaking with faculty and students gives you an accurate picture of the program and if you would thrive in that academic environment. If it's not possible to visit, ask if you may schedule a phone appointment to speak with faculty and current students in the program.

STEP 3: Apply to schools

6-12 months prior to application deadline

- » Prepare for the appropriate test. Depending on the program, you may be required to take one or more exams based on your program selections.
- » Free materials are available for most graduate or professional admissions tests if you register early; they are also available at UMKC libraries.
- » Visit the admissions websites for more information on how to register, prepare and take the test.
- » Contact your faculty members or previous supervisors for letters of reference.
- » Develop back-up plans.

STEP 4: Make your decision

2-3 months after application deadline

If you have been accepted to more than one program:

- » Re-evaluate the programs and review your career goals. How does each program fit?
- » Discuss career goals with the faculty of the graduate programs to see if their curriculum fits your needs. They will be honest with you.
- » Compare the number of applicants to the number of acceptances. This can tell you the competitiveness and popularity of the program. You may also use this information to gauge if your cohort will be large or small.

If you have not been accepted to a program:

- » Don't give up. There are many reasons why a student may not be accepted into a graduate or professional school. Learn from the experience to help make your second application process a success.
- » Ask an admissions counselor or faculty member at the graduate school(s) why you weren't selected and what you can do to strengthen your application.
- » If your GPA or test scores kept you from being accepted, consider retaking your admission test or taking additional undergraduate courses to raise your GPA or fulfill missing entrance requirements.
- » Apply to a larger number of schools to improve your chances of admission.
- » Step out of school for a year or two. Get a job in the area you wish to pursue or participate in a year-of-service program. The real-life experience will help you the next time you apply for graduate school.

STRENGTHEN YOUR APPLICATION

- » Graduate or professional schools look at more than your entrance exam scores and GPA.
- » Involvement in undergraduate research, internships, co-ops, a study abroad program, student organizations and leadership positions are all value-added experiences that will strengthen your candidacy.
- » Select references who can speak of your abilities and accomplishments.
- » Your personal essay must be perfect. Ask faculty, friends and career services to proofread it before sending.
- » Send all materials two to three weeks in advance of the deadline.

TIPS FOR THE PERSONAL STATEMENT

A strong personal statement is reflective — it demonstrates that you've thought about and gained a clear perspective on your experiences and what you want in your future. It gives the reader a vivid and compelling picture of you — in essence, telling the reader what he or she should know about you. It also illustrates your writing ability, creativity, motivations and career goals.

- » Read the application instructions carefully and follow them exactly. Identify and follow the requirements, character/page lengths, fonts, etc. If there are no guidelines, it is recommended to limit your personal statement to the equivalent of two pages, double spaced at size 12 font.
- » Research your program and tailor your statement to each school. Show that you are a good fit.
- » Begin with a distinctive opening to gain the reader's attention and tell them a story. This should not just be a list of things you have done.
- » Address the specific questions from the application. Highlight your accomplishments and experiences as they relate to your career goals and the program.
- » Be concise and stay focused.
- » Rewrite, rewrite, rewrite. The statement should be perfect and a good personal statement will not be written in one sitting. Use your resources, such as UMKC Career Services and the UMKC Writing Studio, to review your statement.

Learn more at
[career.umkc.edu/
personal-statements](https://career.umkc.edu/personal-statements)

Jill Researcher

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When I was twelve years old, I was in a car accident. I was in the hospital for several weeks and during my stay, I got to know the various doctors and nurses in the hospital on a personal level. They always seemed to have a desire to know how I was doing and many of them would come to see me at the beginning and end of their shifts. I remember feeling curious about my condition, but not sad or even fearful. My family seemed to be more concerned and anxious about me than I was. It may have been partially due to inexperience and a lack of understanding of the severity, but I also believe it had much to do with a trust I had in the abilities and compassion of my doctors. Years later, I still remember that experience clearly and it has sparked a keen interest in how doctors approach pediatric care, especially as it relates to the psychological and emotional support of children facing serious medical conditions. I experienced first-hand the power and compassion of medicine in healing and began to seriously consider the possibility of becoming a pediatric physician.

My interest was further solidified when, as an undergraduate, my cultural anthropology professor asked me to assist in a research study. The study looked at how children experience and process fear and the prospect of death. We found that children face death in extremely different ways than adults do. Children facing fatal illnesses are very aware of their condition, even when it has not been fully explained to them. On the whole, they were willing to fight their illnesses, but were also more accepting of their potential fate than many adults facing similar diagnoses. In conclusion, we asked to what extent this discovery should impact the type of care given to children in contrast to adults. I am eager to continue this sort of research as I pursue my medical career.

My research interests lie in the social variables differentiating adults from children. Much headway has been made in this area in the past twenty or so years, but more is needed. The medical community is adapting procedures and drugs on a more case-by-case application depending upon these cultural and social factors; they must also alter their emotional and psychological approach to their patients.

It is for this reason that I am applying to the University of Missouri-Kansas City, School of Medicine, as it has one of the top programs for pediatrics in the country, as well as several esteemed researchers interested in the social and cultural questions. My approach to medicine will be patient centered, attempting to replicate the type of extraordinary care that I received as a child—care that seemed to approach my injuries with a much larger and deeper picture than pure medicine can offer. I am driven, passionate and while I know that the pediatric program at the University of Missouri-Kansas City, School of Medicine will be a challenge, I know that I am up for it.

Are you LinkedIn?

STRATEGIES TO LEVERAGE SOCIAL MEDIA AND ONLINE NETWORKING IN YOUR JOB SEARCH

LinkedIn is the most professional of the social networking sites. More than 6.5 million jobs (and counting) are posted on LinkedIn. Create your LinkedIn profile using the following recommendations.

BUILD A GREAT PROFILE

Create an informative profile headline

Tell a little bit about who you are and your goals, such as “Student at the University of Missouri-Kansas City” or “Recent honors graduate seeking marketing position.”

Pick an appropriate photo

LinkedIn is unlike other social media sites. We recommend you choose a photo that reflects your professional style. Make sure it is a headshot of you alone, preferably one in which you are wearing interview attire or professional dress.

Develop a professional summary

It should resemble the first few paragraphs of your best-written cover letter. Keep in mind that bullet points or short blocks of text make this easier to read.

Show off your experiences

Unlike a resume, which is restricted by space, on LinkedIn you have the ability to list all your work experiences, organizations, honors, awards and other accomplishments.

Enter your skills

Skills should be relevant to the job market you wish to enter, but can also show off your versatility. People you connect with on LinkedIn can endorse your various skills, which shows the confidence others have in your abilities.

Join groups that relate to your professional interests

These can be a great way to connect with individuals in the LinkedIn network, and a great way to display to recruiters that you are “in the know” of your industry.

Collect diverse recommendations

The most impressive LinkedIn profiles have at least one recommendation associated with each position a person has had. Think of requesting recommendations from professors, internship coordinators, employers and professional mentors.

To increase the professional results that appear when people search for your name in a search engine, set your LinkedIn profile to “public” and claim a unique URL for your profile.

Share your work

Consider using LinkedIn as a portfolio by including examples of your writing, design work or other accomplishments by uploading them, displaying URLs or adding LinkedIn Applications. You can also direct people to your website, blog or Twitter feed.



Jill Researcher

Biology student at the University of Missouri-Kansas City

ABC Medicine · Bio Institute, Target, Adventure Land

Kansas City, Missouri Area · 500+ &

Send InMail

✓ Pending

LINKEDIN ETIQUETTE

It's important to make a good first impression when cultivating a professional network.

LinkedIn is an excellent way to build your professional network. Invite classmates, coworkers, and others to connect. When reaching out, especially to someone you do not know, it's important to include a personalized message to explain why you'd like to connect.

You can customize this invitation ✕

Include a personal message (optional):

Steve,
I am a senior at [UMKC](#) and learned you are an alum through LinkedIn. I admire your career in biological research and hope to pursue a similar path.

Would you be willing to connect with me and possibly offer some advice by email or phone? I would appreciate your time!

Thank you,
Jill

5

TECHNOLOGY IN THE JOB SEARCH

As the job market continues to change, it becomes more important to use multiple tools and resources in a job search. You must make sure your personal brand aligns on paper, in person and online, just in case a recruiter decides to search for you.

When searching for jobs online, it's also important to be aware of any potential job scams. For more information on spotting scams, visit career.umkc.edu/jobsearchsafety.

SERVICES

- » Individual career counseling
- » Career assessments
- » Resume development
- » Formal writing assistance for prospecting letters and cover letters
- » Mock interviews
- » Workshops
- » On-campus recruiting
- » Roo Career Network
- » Career fairs
- » Career exploration courses
- » Career and graduate/professional school resources
- » LinkedIn consultation
- » Networking events

CONTACT US

UMKC Career Services
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career.umkc.edu

HOURS

Monday–Thursday: 8 a.m.–7 p.m.*
Friday: 8 a.m.–5 p.m.

* Fall and Spring Semester, otherwise, 8 a.m.–5 p.m.

ROO CAREER NETWORK

Roo Career Network is UMKC's employment database and is free to all students, alumni, faculty, staff and employers.

With Roo Career Network you can:

- » Upload a resume, cover letter or other business correspondence for review by Career Services
- » Request an individual appointment with Career Services staff
- » Access 1,000,000+ jobs and internships as part of the NACElink network
- » Establish "Job Search Agents" to be notified when jobs you are interested in are posted
- » Review and apply for interviews held on campus
- » Conduct employer searches



Search for UMKC Career Services.