www.hirealion.com

MC the
Make the Connection

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Our Graduates' Pride Runs Deep

A WORLD OF POSSIBILITIES

A MEMBER OF THE TEXAS A&M UNIVERSITY SYSTEM | TEXAS A&M UNIVERSITY-COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.
OFFICE OF CAREER DEVELOPMENT | WWW.HIREALION.COM | 903.468.3223

Volume 7 | **2016-17**

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MAKE THE CONNECTION
Career Development
GUIDE
2016–2017 edition

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LEO SUCCESS

Credits

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RODEO PROGRAM

Texas A&M Unviersity-Commerce is reviving their rodeo program from its former glory days of the mid 1980s.

Texas A&M University-Commerce started the rodeo program with 10 National Intercollegiate Rodeo Asssociation (NIRA) card-holding student members in the fall of 2013.

Despite their small number of "new" members, four transfer students have previously qualified for the College National Finals Rodeo.

The rodeo team will be organizing and utilizing the new and improved amenities at the Equine Center which includes a new covered riding arena, stalls, wash racks, saddle racks, and handicap accessible restrooms.

In addition, an existing roping and riding arena is on the grounds along with a number of barns and improved teaching classroom.

CONTACT US

Dameon White
Coach of Lion Rodeo

Agriculture Office
903.886.5606

E-mail: dameon.white@tamuc.edu
E-mail: lionrodeo@tamuc.edu
www.tamuc.edu/rodeo

Meet Our Team

OFFICE HOURS: Monday-Friday:
8:00 a.m.-5:00 p.m.
PHONE: 903.468.3223
FAX: 903.886.5015
WEBSITE: www.hirealion.com

LOCATION
Student Access and Success Center
(One Stop Shop)
P.O. Box 3011
Texas A&M University-Commerce
Commerce, TX 75429

Welcome to Career Development

We are here to help you make the connection between your education and your career. There is a world of possibilities at your fingertips that includes developing necessary skills and starting the career development and job search process the moment you begin your education. The Make the Connection Guide is intended to assist you as you make the connection throughout your education and your career. All programs and services are available to current students and alumni of Texas A&M University-Commerce. We can help you write a resume, develop your brand, assist with your job search, and more. Let us know how we can help you make the connection with your future!

Best Wishes,

The Career Development Team

Vision

Career Development will be known by students, faculty, staff, alumni, and employers for providing opportunities and enhancing the professional skills necessary to develop confident, productive, and successful citizens.

Mission

Educating students and providing opportunities throughout their college career to assist them with their employment success.

Follow us on social media @TAMUCHIREALION

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EVENTS & SERVICES

Wherever you are in your journey to a successful career, it is not a good idea to blindly jump into the job search. Attend events and participate in programs provided by Career Development that can prepare you for career success.

To find more information on all of our events and programs, please call 903.468.3223 or visit our website at www.hirealion.com.

CAREER ASSESSMENT/ COUNSELING

Are you having trouble choosing a major or not sure you have selected the right major? Let us help you! Take the MyPlan assessment online at www.myplan.com and then call the office for the FREE code and to schedule an appointment to discuss your results and possible majors.

RESUME/COVER LETTER CONSULTATIONS

Need help creating or revising your resume or cover letter? We provide consultations by appointment and via email. We have SUGGESTED guidelines (see pages 16-31 of this guide) and resume templates on www.hirealion.com. If you are uploading a resume to HireaLion, please adhere to the guidelines and allow 5-7 business days for approval.

LINKEDIN CONSULTATIONS

Looking to enhance your professional online presence? We provide LinkedIn consultations by appointment.

NETWORKING EVENTS

Want to network with professionals from your field of interest? Networking events are the perfect opportunity to come and meet professionals who can become a mentor or help you land a job or internship.

MOCK INTERVIEWS

Want to practice your interview skills before doing the real thing? Perfect Interview (located in HireaLion) is an interactive system to help you practice from the comfort of your home. You can also schedule an in-office interview. Contact our office for more exciting details!

LION JOB SHADOW

Gain firsthand experience "shadowing" a professional in the field of your major or considered major. We offer this service year-round to all students. Job shadowing gives you the opportunity to meet professionals who do what you hope to do in the future. Interested? Visit our website and complete the application today!

BUSINESS ETIQUETTE DINNER

Enjoy an evening of fun and hands-on experience at the business etiquette dinner. Before sitting down to a four-course meal, we will help hone your social skills at a meet and greet gathering. This event will enhance your confidence in your business etiquette at the next lunch or dinner interview. Preregistration at www.hirealion.com and advanced payment are required.

CAREER AND INTERNSHIP FAIRS

Career Development sponsors three career and internship fairs and provides information for off-campus career fairs each year. Use these opportunities to connect with potential employers! For a complete listing of career fair dates and participating employers, visit www.hirealion.com.

CAREER CLINIC

The Career Clinic is an event held each semester that prepares students for the Career & Internship Fair. The Career Clinic includes resume reviews, mock interviews, LinkedIn professional photos, and examples of professional dress. Get all you need to prepare for the fair in one convenient location!

OTHER PROGRAMS AND SERVICES

- Professional Development & Job Search Workshops
- Job Search Assistance
- On-Campus Interviews
- Professional School & Employment Applications & Letters
- Career Closet

All career counseling, resume, cover letter, LinkedIn, and career closet appointments require a scheduled appointment.

Life's better outside when you're on the **State Park team!**

Visit our website to learn more about State Park career opportunities and see current job postings.

TEXAS PARKS & WILDLIFE

Life's better outside.®

www.tpwd.texas.gov/jobs

Success Stories

“Career development is a program I utilized throughout my college career. By attending events such as Networking Nights and Job Shadows, I landed internships and now a full-time paying position. Without Career Development, I would not be where I am today.”

Caleb Mbaka, Alumnus
Bachelor of Business Administration in Accounting

“Thank you for the opportunity to attend the Etiquette Dinner. Your presentations were informative and fun too. I observed the students who attended and they seemed to be genuinely interested and although this was a learning opportunity for them, they were enjoying the experience too. I was able to connect with several students and the new Orientation Director.”

Deborah Capehart, Staff
Financial Aid

“Through the Career Development events, I was able to learn various skills and qualities that helped me build confidence in myself.”

Chrissy Gammon, Student
Major: Sociology

“I’m thankful to Career Development for helping me figure out the first step to making a complete career change…it paid off with a full-time job. I couldn’t be more excited.”

Rocio Martinez, Alumnus
Bachelor of Science in Agricultural Sciences and Technology

Code of Conduct:
PROFESSIONAL ETIQUETTE

The following policies and procedures are provided as a basis for ethical conduct with the intention to protect you and employers. The reputation of Career Development and Texas A&M University-Commerce are at stake with employers when a student displays unprofessional behavior. This can also result in the loss of recruiting opportunities for future students.

NO-SHOW CANCELLATION POLICY

When you sign up for an on-campus interview, lion job shadow placement, business etiquette dinner, resume consultation, career counseling, or job search consultation, you are making a commitment and are expected to show up or cancel within the time frames outlined below. Not adhering to the no-show cancellation policies may result in a loss of campus recruiting privileges.

ON-CAMPUS INTERVIEW

If you fail to appear or do not cancel before 12 p.m. (noon) the day before an interview date, you will be considered a no-show. You will be required to submit a letter or email of apology to the company recruiter within two business days of the missed interview and submit a copy to Tina Boitnott at tina.boitnott@tamuc.edu. Contact our office to obtain the employer's information.

BUSINESS ETIQUETTE DINNER

Failure to appear or cancel before 12 p.m. (noon) five business days prior to the dinner will result in forfeiture of the reservation fee.

LION JOB SHADOW DAY

If you fail to appear or do not cancel 24 hours prior to the assigned date, you will be considered a no-show. You will be required to submit a letter or email of apology to your job shadow mentor within two working days of the missed date and submit a copy to Tina Boitnott at tina.boitnott@tamuc.edu.

RESUME ASSISTANCE, CAREER COUNSELING, AND JOB SEARCH CONSULTATION

If you fail to appear or do not cancel before 12 p.m. (noon) the day before your appointment, you will be considered a no-show. You will be asked to write a letter of apology within two business days of the missed date to the career development staff member with whom you were scheduled to meet.

CAREER DEVELOPMENT CODE OF CONDUCT APPEALS

If you have questions about the Code of Conduct or wish to make an appeal, please contact:

Tina Boitnott
Director, Career Development
903.886.5108
tina.boitnott@tamuc.edu

DID YOU KNOW?

16.5% increase in employers recruiting our students in 2015

ACCURATE REPRESENTATION POLICY

Always provide accurate information on your resume and job applications. Do not falsify work experience, GPA, dates, qualifications, etc.

CREATING **CONNECTIONS** BETWEEN **THE UNIVERSITY** AND **COMMUNITY** AND **INVESTING** IN STUDENT **SUCCESS**

PROVIDING **PROGRAMS, ACTIVITIES & SERVICE** WITH EXCELLENCE

THE **RAYBURN STUDENT CENTER** IS MORE THAN A BUILDING,

IT'S A **DESTINATION**

For more information about the Rayburn Student Center (RSC) and the services we provide, please visit our website at **www.tamuc.edu/RSC**

RAYBURN STUDENT CENTER

Writing Your Resume

Tips for Creating the Perfect Resume

GRAMMAR, SPELLING, AND PUNCTUATION

- Correct spelling, punctuation, grammar (verb tense, pronouns)
- Appropriate abbreviations utilized

BRANDING "YOU": UNIQUE CATEGORIES

- Unique categories make a student stand out as a uniquely qualified candidate
  - Summary of Qualifications
  - Honors/Awards
  - Languages
  - Publications/Presentations
  - Conferences Attended
  - Research/Course Projects
  - Computer/Technical (list languages, software)
  - Military Service (rank & assignment)
  - Related Travel
  - Certifications/Licenses
  - Industry Skills
- Categories align with purpose & intent of resume
- Level of proficiency is stated for language or computer skills

Need help?
See www.hirealion.com for resume templates.

Leonidas Lucky Lion
2600 W. Neal • Commerce, Texas 75428 • (903) 886-5000 • ll.lion@tamuc.edu

Summary of Qualifications:
- Over 2 years' experience working with college-aged students and adults
- Bilingual: English and Spanish
- Hardworking, dependable, reliable, and efficient professional
- Strong communication and counseling skills

Education:
Master of Science in Counseling, Expected: 12/2016
Texas A&M University-Commerce, Commerce, Texas
Bachelor of Science in Psychology, 5/2014
Texas A&M University-Commerce, Commerce, Texas

Relevant Coursework:
Orientation to Counseling Profession
Parent & Family Dynamics
Philosophy of the Helping Relationship
Home and Family Living
Experimental Psychology
Cultural Enrichment

Related Experience:
Counseling Intern, 5/2015-Present
Glen Oaks Hospital, Greenville, Texas
- Provide individual, group, and community counseling to diverse populations
- Demonstrate and implement master treatment plans and appropriate discharge planning/aftercare referrals
- Communicate and work with 20 team members to improve programs and services

Peer Mentor/Tutor, 8/2014-5/2015
Academic Success Center, Texas A&M University-Commerce, Commerce, Texas
- Helped 15 students improve grades in college algebra
- Prepared and customized course material information to assist students
- Contacted and collaborated with instructors to obtain course syllabi, materials, and curriculum

Work Experience:
Sales Consultant, Verizon Wireless, Greenville, Texas, 8/2014-4/2015

Honors/Awards:
Psi Chi Honor Society, Fall 2012-Present
Dean's List, Fall 2013-Spring 2015
Recipient, Blue and Gold Scholarship, Fall 2014

CONTACT INFORMATION/HEADER

- Include name (bold, 2 points larger than the rest of the text), professional email address, and phone number. May include address and customized LinkedIn URL.
- Resume should not include personal information (Social Security Number, birthdate, parents' names, etc.). Hyperlink all emails/ LinkedIn URLs.

EDUCATION

- Include official name of University (Texas A&M University-Commerce or A&M-Commerce) and the location (City, State)
- Official name(s) of post-secondary degree(s) (i.e. Bachelor of Science in _____) listed. Expected graduation date (month/year) included and/or graduation dates for degrees earned

EXPERIENCE

- Present relevant experiences first, including related employment, internships in field, student teaching, shadowing and/or service learning
- Begin each description with an action verb (see page 20) and provide specific examples to describe key accomplishments and contributions
- Content listed in reverse chronological order
- Include the name and location of the employer/ organization and list job title and starting/ending dates for each assignment
- When describing your experience at different jobs, do not include descriptions of what you did (Ex. Serve food). Use PAR statements to highlight your accomplishments and achievements. PAR statements include: Project, Action, and Results. Apply what you have learned and skills you have acquired from your past jobs. Highlight your marketable/transferable skills from each position. Quantify and qualify your accomplishments. Please see page 22 for examples.

INVOLVEMENT/HONORS/AWARDS

- Use official name of organization (no abbreviations), position held, and dates of involvement

ORGANIZATION OF RESUME

- Use reverse chronological order when listing items within categories
- Use categories that showcase strengths while matching position requirements
- Most relevant items for position are listed on top half of resume
- May include: study abroad, relevant coursework, honors, scholarships, GPA

VISUAL APPEAL

- Font size is consistent, professional, and readable (Sans-serif fonts, i.e. Arial, Calibri, Helvetica)
- Text Color: Black- No graphics
- Resume design is consistent with professional practice (i.e. graphic design, theatre, accounting, etc.)
- Key points and skills are highlighted using bold or bullet points
- Name is 2 points larger than other content on page
- .25 – 1 inch margins
- Consistency throughout resume including alignment, bolding, how dates are listed, etc.
- Category headings separate content
- 1 page (2 pages are acceptable if individuals have RELEVANT information and/or more than 10 years of experience)
- 8.5 inch X 11 inch resume paper
- Do not use a resume template. Use a blank Word document to create your resume.

*Please note that all resumes should follow these general guidelines which include contact information, education, organization, correct grammar, spelling, punctuation, and visual appeal.

DIVISION OF Enrollment & Management Retention

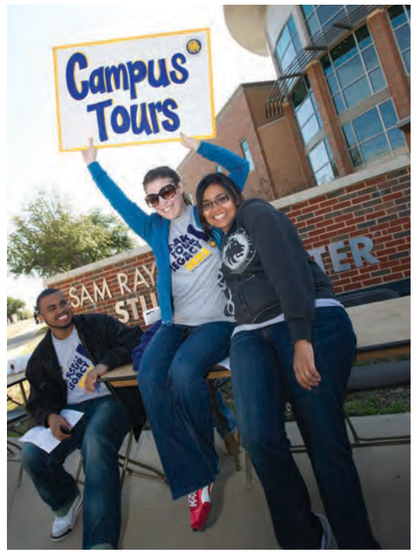
The mission of the Enrollment Management & Retention Division is to effectively recruit, enroll and retain a diverse student body at Texas A&M University-Commerce. We pride ourselves in providing exemplary student service to our prospective students, current students and their families. Delivering quality service, these departments are all conveniently located in the Student Access and Success Center, also friendly referred to as the One Stop Shop, and they include:

- Office of Undergraduate Admissions
- Office of the Registrar
- Veterans and Military Services
- Office of Financial Aid and Scholarships
- Office of New Student Orientation
- Office of Hispanic Outreach and Student Programs

Dina Sosa- Dean of Enrollment Management & Retention
P: 903.886.5065
E: StudentAccessandSuccess@tamuc.edu
www.tamuc.edu/EnrollmentManagement

Welcome

TO TEXAS A&M UNIVERSITY-COMMERCE!



JOIN THE CONVERSATION!

RESUME ACTION WORD LIST

Positive action verbs add emphasis to your accomplishments and add power and direction to your resume and cover letter. Remember, you're being hired to DO something – so show what you've DONE in the past by preceding your skills and experiences with action verbs.

Clerical or Detailed Skills
Approved
Arranged
Catalogued
Categorized
Charted
Classified
Collected
Compiled
Corrected
Corresponded
Distributed
Executed
Filed
Generated
Incorporated
Inspected
Logged
Maintained
Monitored
Obtained
Operated
Ordered
Organized
Prepared
Processed
Provided
Purchased
Recorded
Registered
Reserved
Responded
Reviewed
Scheduled
Screened
Submitted
Supplied
Systematized
Updated
Validated
Verified

Communication Skills
Addressed
Advertised
Arranged
Articulated
Clarified
Collaborated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Corresponded
Debated
Defined
Directed
Discussed
Drafted
Edited
Expressed
Formulated
Furnished
Influenced
Interacted
Interviewed
Joined
Lectured
Listened
Marketed
Mediated
Moderated
Negotiated
Observed
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Referred
Reinforced
Resolved
Responded
Solicited
Suggested
Summarized
Translated

Creative Skills
Acted
Adapted
Combined
Composed
Conceptualized
Condensed
Created
Customized
Designed
Developed
Directed
Displayed
Drew
Entertained
Established
Fashioned
Formulated
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Modeled
Modified
Originated
Performed
Photographed
Planned
Revised
Revitalized
Shaped
Solved

Financial Skills
Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Corrected
Determined
Developed
Estimated
Forecasted
Managed
Marketed
Measured
Netted
Planned
Prepared
Programmed
Projected
Qualified
Reconciled
Reduced
Researched
Retrieved

Helping Skills
Adapted
Advocated
Aided
Answered
Arranged
Assessed
Assisted
Clarified
Coached
Collaborated
Contributed
Cooperated
Counseled
Demonstrated
Diagnosed
Educated
Encouraged
Ensured
Expedited
Facilitated
Familiarized
Furthered
Guided
Helped
Insured
Intervened
Motivated
Prevented
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified
Supplied
Supported
Volunteered

Management Skills
Administered
Appointed
Approved
Assigned
Authorized
Chaired
Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Delegated
Directed
Eliminated
Emphasized
Enforced
Enhanced
Established
Generated
Handled
Headed
Hired
Hosted
Improved
Incorporated
Increased
Initiated
Inspected
Instituted
Led
Managed
Merged
Motivated
Navigated
Organized
Originated
Overhauled
Oversaw
Planned
Prioritized
Produced
Recommended
Reconciled
Reorganized
Replaced
Restored
Reviewed
Streamlined
Strengthened
Supervised
Terminated

Teaching Skills
Adapted
Advised
Clarified
Coached
Communicated
Conducted
Coordinated
Critiqued
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Focused
Guided
Individualized
Informed
Instilled
Instructed
Motivated
Persuaded
Simulated
Stimulated
Taught
Tested
Trained
Transmitted Tutored

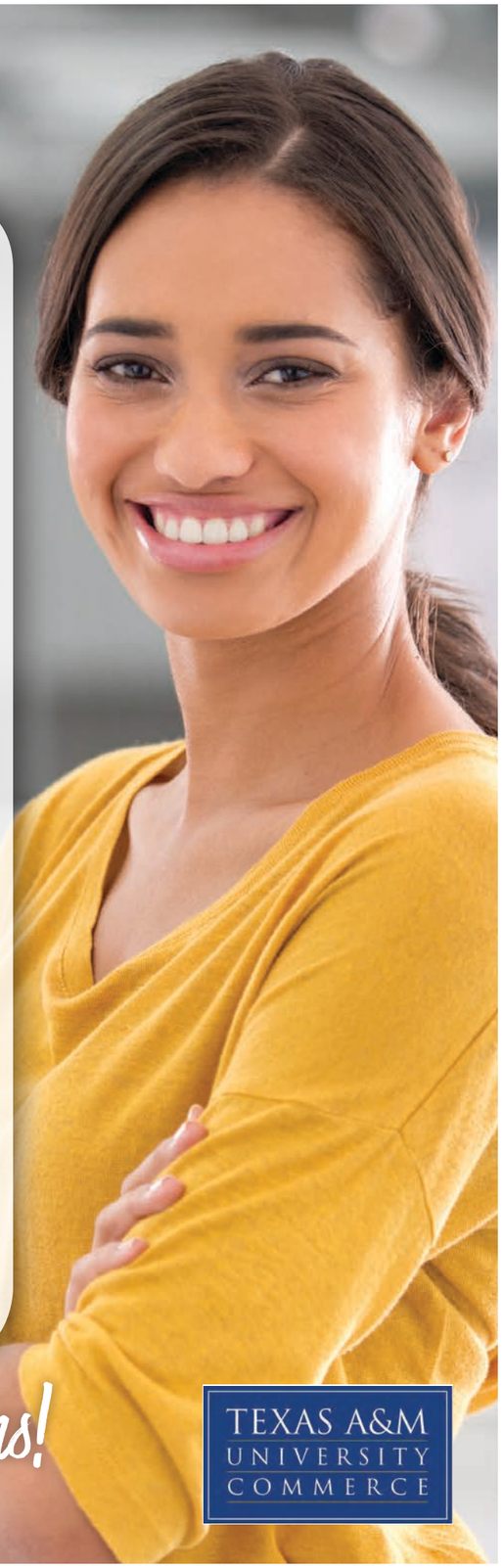
Research Skills
Analyzed
Clarified
Collected
Compared
Conducted
Critiqued
Detected
Determined
Diagnosed
Evaluated
Examined
Experimented
Explored
Extracted
Formulated
Gathered
Inspected
Interviewed
Invented
Investigated
Located
Measured
Organized
Researched
Reviewed
Searched
Solved
Summarized
Surveyed
Systematized
Tested

Technical Skills
Adapted
Applied
Assembled
Built
Calculated
Computed
Conserved
Constructed
Converted
Debugged
Designed
Determined
Developed
Engineered
Fabricated
Fortified
Installed
Maintained
Operated
Overhauled
Printed
Programmed
Rectified
Regulated
Remodeled
Repaired
Replaced
Restored
Solved
Specialized
Standardized
Studied
Upgraded
Utilized

Brookshire's food&pharmacy

CAREER OPPORTUNITIES AVAILABLE IN:

- Retail Management
- Pharmacy Operations
- Catering
- Bakery Operations
- Purchasing
- Produce
- Facility Services
- Real Estate
- Human Resources
- Marketing
- Accounting
- Information Technology
- Safety Loss
- Delicatessen
- Meat Operations
- Accounting/Finance
- Asset Protection/Risk Management
- Category Management/Merchandising
- Change Management
- Communications
- Training and Development
- Legal



We Support the Lions!

brookshires.com

TEXAS A&M UNIVERSITY COMMERCE

PAR Statements

Project | Action | Results

Project: describe what you did including the context and job.

Action: describe what specific role you played.

Results: describe the outcomes, goals or results.

Examples of how to construct PAR statements (on right)

Before

Counseling Intern, 5/2015-Present
Glen Oaks Hospital, Greenville, Texas

Responsibilities include counseling, filing notes, scheduling appointments, and handling confidential information.

After

Counseling Intern, 5/2015-Present
Glen Oaks Hospital, Greenville, Texas

- Provide individual counseling, group counseling, and community counseling to diverse populations
- Demonstrate and implement master treatment plans, appropriate discharge planning, and referrals
- Communicate and work with 20 team members to improve programs and services

Before

Student Worker, 4/2014-Present
Whitley Hall, Texas A&M University-Commerce, Commerce, Texas

Responsibilities include answering phones, scheduling appointments, answering email, helping supervisor, and typing notes.

After

Student Worker, 4/2014-Present
Whitley Hall, Texas A&M University-Commerce, Commerce, Texas

- Collaborate and assist 150 students and professional staff to improve efficiency and meet student needs
- Mentor students on developmental issues and concerns to ensure quality of life and satisfaction

Office of
Student Disability Resources and Services

Texas A&M University–Commerce is committed to equal access to educational, recreational, and social endeavors for students with disabilities. Students with disabilities at A&M-Commerce are encouraged to participate in all aspects of campus life. Student Disability Resources and Services offers accommodations counseling, disability-related resources, access to adaptive technology, assistive equipment for on-campus use, and academic/non-academic accommodations.

TEXAS A&M UNIVERSITY COMMERCE

Student Disability Resources and Services
Room 132, Gee Library • 903-886-5150 • StudentDisabilityServices@tamuc.edu
tamuc.edu/sdrs

FUNCTIONAL RESUME

Use this format to...

- Highlight skills most relevant to the job opening
- Explain unusually large gaps in employment history
- Help hiring managers quickly locate specific skills required for a position
- Make a big career change into a new industry

Source: www.resumegenius.com

LEONIDAS LUCKY LION
2600 W. Neal, Commerce, Texas 75428
(903) 886-5000
ll.lion@tamuc.edu
www.linkedin.com/in/lion

Summary of Qualifications:
- Highly motivated professional and leader with over 3 years of diverse experience in marketing, leadership, and customer service
- Exceptional leadership, multitasking, and interpersonal skills
- Proficient in Microsoft Office, Minitab Statistical Software, and SAP

Education:
Bachelor of Business Administration (BBA) in Marketing, Expected: 5/2017
Texas A&M University-Commerce, Commerce, Texas

Skills:
Marketing
- Marketed and coordinated 10-20 events hosted by the National Society of Leadership & Success
- Designed graphics and wrote content for 15 events
- Created and presented marketing plan focused on brand identity for Wal-Mart

Leadership
- Managed and trained 15-20 employees to ensure proper work efficiencies
- Assisted with the recruitment and management of 15 executive board members and maintained a total of 3000 chapter members
- Established partnerships with service organizations on-campus and in the community
- Received the National Engaged Leader Award for establishing and implementing goals, personal accomplishments, completing 5 hours of customer service, and working in a team of 8 members

Work History:
Manager, 11/2013-Present
Wal-Mart, Commerce, Texas

Honors:
Vice-President, Sigma Alpha Pi, 8/2014-Present
National Engaged Leader Award, Sigma Alpha Pi, 5/2014
Dean's List, Fall 2014

COMBINATION RESUME

Use this format to...

- Highlight a relevant and well-developed skill set
- Transfer to a different industry
- Showcase competency in your skills and abilities

Source: www.resumegenius.com

LEONIDAS LUCKY LION
(903) 886-5000 • 2600 W. Neal, Commerce, Texas 75428 • ll.lion@tamuc.edu

Summary of Qualifications:
- Over 2 years of experience working with college-aged students and adults
- Bilingual: English and Spanish
- Hardworking, dependable, reliable, and efficient professional
- Strong communication and counseling skills

Education:
Master of Science in Counseling, Expected: 12/2017
Texas A&M University-Commerce, Commerce, Texas
Bachelor of Science in Psychology, 5/2014
Texas A&M University-Commerce, Commerce, Texas

Related Experience:
Counseling Intern, 5/2015-Present
Glen Oaks Hospital, Greenville, Texas
- Provide individual counseling, group counseling, and community counseling to diverse populations
- Demonstrate and implement master treatment plans and appropriate discharge planning and referrals
- Communicate and work with 20 team members to improve programs and services

Student Worker, 4/2014-Present
Texas A&M University-Commerce, Commerce, Texas
- Collaborate and assist 150 students and professional staff to improve efficiency and meet student needs
- Mentor students on developmental issues and concerns to ensure quality of life and satisfaction

Peer Mentor/Tutor, 8/2014-12/2014
Texas A&M University-Commerce, Commerce, Texas
- Helped 15 students improve grades in college algebra
- Prepared and customized course material information to assist students
- Contacted and collaborated with instructors to obtain course syllabi, materials, and curriculum

Work Experience:
Sales Consultant, Verizon Wireless, Greenville, Texas, 8/2014-4/2015

Honors/Awards:
Psi Chi Honor Society, Fall 2012-Present
Dean's List, Fall 2013-Spring 2015
Recipient, Blue and Gold Scholarship, Fall 2014

CHRONOLOGICAL RESUME

Use this format to....

- Highlight your work experience from newest (most relevant) to oldest (least relevant).
- Demonstrate a vertical career progression.
- Apply for a job in a similar field
- No gaps in work experience

Source: www.resumegenius.com

LEONIDAS LUCKY LION
2600 W. Neal, Commerce, TX 75428
(903) 886-5000
LL.Lion@tamuc.edu

SUMMARY OF QUALIFICATIONS
- Over 3 years of experience in customer service
- Exceptional communication and problem solving skills
- Punctual, observant, self-motivated, and detail-oriented professional

EDUCATION
Bachelor of Science in Interdisciplinary Studies, 4-8
Expected: December 2016
A&M-Commerce, Commerce, TX
Associate of Science, May 2015
Texarkana College, Texarkana, TX

WORK EXPERIENCE
Teacher, August 2015-Present
Children's Learning Center, A&M-Commerce, Commerce, TX
- Manage classroom, supplies, toys and curriculum in an organized manner
- Instruct and plan required daily schedule routines and lesson plan executions for 5-7 children

Student Teacher, January 2014-May 2014
Greenville Middle School, Greenville, TX
- Created and developed 10 week curriculum for history
- Taught 25 middle school students and helped develop necessary skills needed to progress to the next grade level

Assistant Director, June 2012-July 2014
Smallville Learning Center, Royse City, TX
- Interacted with 20-30 parents per shift to ensure quality customer service and the resolution of customer issues and concerns
- Managed and trained 7 employees in order to maintain proper effectiveness within the work environment
- Purchased food, equipment, and services for facility

HONORS/AWARDS
- Member, Phi Theta Kappa National Honor Society, January 2014-Present
- Recipient, Teacher Scholarship, Fall 2015

REFERENCE PAGE

Submit reference page with your application packet if asked; if not, take it with you to the interview. Your reference page should not be included on your resume but as a separate document.

- Use the same heading as your resume (Cut and Paste)
- Print on resume paper
- Include three to five professional references

LEONIDAS LUCKY LION

2600 W. Neal • Commerce, TX 75428 • (903) 886-5000 • ll.lion@tamuc.edu

REFERENCES

Lloyd Basham, Ed. D
Department Head
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(903) 886-5703
lloyd.basham@tamuc.edu

Ms. Mary Anne Doty
Instructor
Department of Marketing & Management
Texas A&M University-Commerce
(903) 886-5696
maryanne.doty@tamuc.edu

Mr. Simba Mufasa
Manager
AT&T Store
(903) 886-9898
simbamufasa@att.com

CURRICULUM VITAE

CURRICULUM VITAE

The Curriculum Vitae or CV is generally used when applying for academic, research, or scientific positions. It may also be used when applying for fellowships, grants, and international positions. The CV differs from a resume in that it is longer than one page and is more detailed. Like a resume, the CV should include your name, contact information, education, skills, and experience.

In addition, a CV includes research and teaching experience, publications, grants, fellowships, professional licenses, and other relevant information. As with a resume, you may need different versions of our CV for different types of positions.

The following are examples of components of a CV. You should arrange components so that the most important information appears at the beginning and the least important the end.

- Education
- Thesis/Dissertation Title
- Coursework
- Licenses/Certifications
- Teaching Experience
- Research Experience
- Laboratory Experience
- Specialized Skills
- Publications
- Presentations
- Community Service
- Professional Affiliations
- Honors/Awards
- Co-curricular Activities
- Foreign Languages
- Travel
- Internships

WILLIAM LEONIDAS MAYO
2600 W. Neal • Commerce, TX 75428 • (903) 886-5000 • w.mayo@tamuc.edu

EDUCATION

Ph.D., Educational Psychology, Expected: Aug 2018
Texas A&M University-Commerce, Commerce, TX
Emphasis: Cognitive and Experimental Psychology
Recipient: Student Scholarship (Academic)

M.A., Developmental Psychology, May 2006
San Francisco State University, San Francisco, CA
Emphasis: Counseling Electives, Practicum
Thesis: Self-esteem, Parenting Styles, Communication: Determining a Developmental Link

B.A., Psychology, Dec 2001
San Francisco State University, San Francisco, CA

PRACTICA

Counselor (designate), Dec 2011-Dec 2015
San Francisco Center for Child Study, San Francisco, CA
- Observe and assist with individual child and adolescent therapy, including testing, diagnosis, and care presentation

Counselor, May 2010-Dec 2015
H.E.L.P. Line (24 hour child abuse hotline), San Francisco, CA
- Provide crisis intervention, education, and counseling to parents
- Develop confidential therapeutic responses
- Maintain knowledge of referral network

Counselor, May 2005-Dec 2015
Private Practice of Richard Lamping, Ph.D., San Francisco, CA
- Provide counseling to 15 clients per week maintaining strict confidentiality
- Assess nature and intensity of client's problems quickly

Intern, Jan 2005-May 2005
Private Practice of Richard Lamping, Ph.D., San Francisco, CA
- Obtained psycho-medical histories and observed therapy sessions
- Discussed treatment plans and therapeutic techniques with doctor

RESEARCH

Research Assistant, Sept 2012-May 2013
San Francisco Psychological Services, San Francisco, CA
- Assisted Dr. Richard Servatti with anxiety research project
- Served as actor-facilitator to create anxiety-response behaviors in subjects during videotaped sessions

Researcher, June 2011-Sept 2012
The White School, University of California, Irvine, CA
- Worked under supervision of Dr. Ann Miller
- Taught experimental class: "Testing Models of Self-Esteem Training in an Elementary Class of Boys and Girls: Toward Developing Applied Techniques for Teachers"
- Conducted pre- and post-class testing and follow-up

TEACHING

Teaching Assistant, May 2004-May 2006
Strive to Succeed School, San Francisco, CA
- Assisted in teaching students 12-15 years of age library and study skills
- Provided individual and group psycho-educational counseling

AFFILIATIONS

American Psychological Association (APA)
California Psychological Association (CPA)

FOREIGN LANGUAGE

Spanish: ability to speak write, read, and translate

PRESENTATIONS

Mayo, W. (2016). Counseling Diverse Populations, National Career Development Association Conference, Chicago, IL.

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master's or doctoral
degree?

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- Educational Technology Leadership
- Educational Technology Library Science
- Health, Kinesiology & Sports Studies
- Higher Education
- Nursing
- Organization, Learning & Technology
- Psychology
- Reading
- School Psychology (SSP)
- Secondary Education
- Social Work
- Special Education
- Supervision, Curriculum & Instruction (Elementary Education)

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FOR MORE INFORMATION: www.tamuc.edu/**COEHS**
Jennifer.Faunce@tamuc.edu or 903.886.5030

TEXAS A&M UNIVERSITY COMMERCE

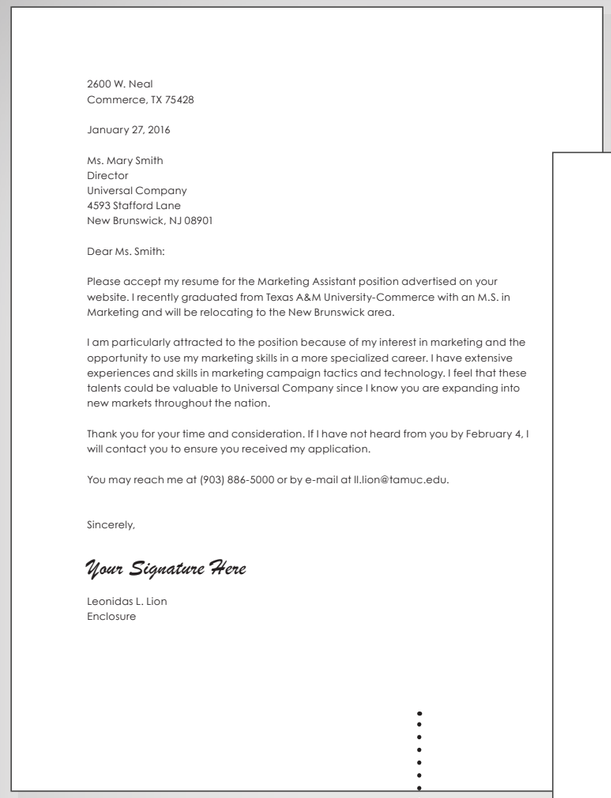
Vita or Resume

CATEGORY	CURRICULUM VITAE	RESUME
What is it?	A document primarily used in academic and research settings that includes a full list of professional and educational history.	A document primarily used in professional business settings that lists experience and education relevant to the position being applied for.
How long is it?	May be multiple pages; length is not as important with a CV as it should be a complete picture of your academic background.	Will normally be only one page for entry-level or limited experience. May go to two pages maximum as long as all information is current and relevant. Will include no more than 10 years of experience.
When do you use it?	Primarily used when applying for academic and research positions within government or institutions of higher learning.	Used for all other types of jobs and industries.
Do you include your publications?	Definitely want to include a complete list of all publications and research projects.	Publications would rarely be listed on a resume.
How important is style and layout?	The focus in a CV is on content. Material should be presented clearly and in an easy to read format, but style can vary from one CV to the next.	Content and style are both important for a resume. Follow a simple style that is easily read. Too much formatting, graphics, or the like could be a negative.
Are references listed?	References are typically listed at the end of the CV.	References are listed on a separate sheet of paper and only submitted when asked for by the employer.

DID YOU KNOW?

More than 94% of students who completed mock interviews, job search workshops, and resume reviews felt that they were able to identify & articulate marketable skills

ADDITIONAL DOCUMENTS



2600 W. Neal
Commerce, TX 75428

January 27, 2016

Ms. Mary Smith
Director
Universal Company
4593 Stafford Lane
New Brunswick, NJ 08901

Dear Ms. Smith:

Please accept my resume for the Marketing Assistant position advertised on your website. I recently graduated from Texas A&M University-Commerce with an M.S. in Marketing and will be relocating to the New Brunswick area.

I am particularly attracted to the position because of my interest in marketing and the opportunity to use my marketing skills in a more specialized career. I have extensive experiences and skills in marketing campaign tactics and technology. I feel that these talents could be valuable to Universal Company since I know you are expanding into new markets throughout the nation.

Thank you for your time and consideration. If I have not heard from you by February 4, I will contact you to ensure you received my application.

You may reach me at (903) 886-5000 or by e-mail at ll.lion@tamuc.edu.

Sincerely,

Your Signature Here

Leonidas L. Lion
Enclosure

COVER LETTER

INQUIRY

2600 W. Neal
Commerce, TX 75428

January 27, 2016

Ms. Mary Smith
Director
Universal Company
4593 Stafford Lane
New Brunswick, NJ 08901

Dear Ms. Smith:

I would like to schedule an appointment to speak with you. I am interested in learning more about career opportunities at your company.

As you will note from the enclosed resume, I am majoring in marketing and have participated in significant marketing campaigns and research. This background, as well as several marketing courses, has prepared me to combine an interest in marketing with a desire to work in a technical environment.

I would like to learn more about your marketing assistant position and will contact your office the week of February 4th to arrange an appointment at your convenience.

Sincerely,

Your Signature Here

Leonidas L. Lion
Enclosure

COVER LETTER & INQUIRY

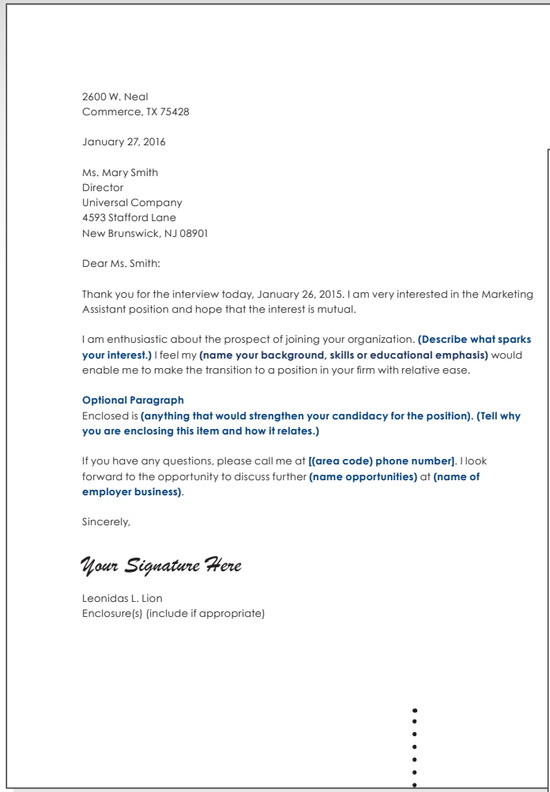
A cover letter introduces your resume to potential employers and is often the first document seen by a recruiter. Take advantage of this important first impression and prepare the reader for your application. Starting with why you are writing, why you are a good match for the job and organization, and when you will contact him or her.

- Business format; left aligned
- Use resume paper
- Include specific examples
- Include personal name to make it professional and show that you have done research—you can call the company and ask for the name of the hiring manager or research on the company's website—if not, this could be seen as lazy or uninformed.

Need help with writing a professional email?
(See page 36 for more information)

COVER LETTER

Always provide a cover letter if you are not introducing yourself in person to the hiring professional.



2600 W. Neal
Commerce, TX 75428

January 27, 2016

Ms. Mary Smith
Director
Universal Company
4593 Stafford Lane
New Brunswick, NJ 08901

Dear Ms. Smith:

Thank you for the interview today, January 26, 2015. I am very interested in the Marketing Assistant position and hope that the interest is mutual.

I am enthusiastic about the prospect of joining your organization. **(Describe what sparks your interest.)** I feel my **(name your background, skills or educational emphasis)** would enable me to make the transition to a position in your firm with relative ease.

Optional Paragraph
Enclosed is **(anything that would strengthen your candidacy for the position). (Tell why you are enclosing this item and how it relates.)**

If you have any questions, please call me at **[(area code) phone number]**. I look forward to the opportunity to discuss further **(name opportunities)** at **(name of employer business)**.

Sincerely,

Your Signature Here

Leonidas L. Lion
Enclosure(s) (include if appropriate)

THANK YOU LETTER

ACCEPTANCE LETTER

2600 W. Neal
Commerce, TX 75428

January 27, 2016

Ms. Mary Smith
Director
Universal Company
4593 Stafford Lane
New Brunswick, NJ 08901

Dear Ms. Smith:

I am writing to confirm receipt of your letter offering me the Marketing Assistant position at the Universal Company. I understand the annual salary offer is $45,000 plus benefits. I am very pleased to accept this offer, and I am proud to have been selected for the program.

I will contact your office for more details, such as when the training sessions begin.

Thank you for the offer and for your consideration throughout the past few weeks.

Sincerely,

Your Signature Here

Leonidas L. Lion
Enclosure

THANK YOU & ACCEPTANCE LETTERS

THANK YOU LETTER

You should send a handwritten note on a professional thank you card within 24 hours of the interview or email a thank you letter if this is the way the potential employer prefers to be contacted. Remember to input relevant text where applicable.

Do NOT omit this important step in the job search process!

LETTER OF ACCEPTANCE

This letter serves as your acceptance and understanding of the job offer. Keep a copy for your files.

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TEXAS A&M UNIVERSITY-COMMERCE

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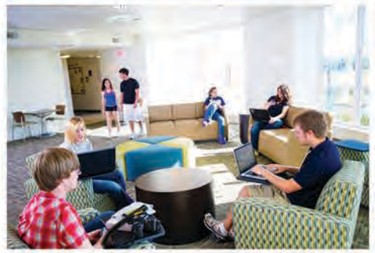
Living on campus is an important part of university life at A&M-Commerce. It's where great memories and friends are made, As a part of the on-campus community, you will have access to an exclusive integrated living-learning environment that includes a variety of opportunities to enhance your academic and social experience.

TRADITIONAL HIGH RISE SUITES APARTMENTS



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Room 100

TEXAS A&M UNIVERSITY COMMERCE

Phone: 903-886-5797
Fax: 903-886-5794
Email: ResidenceLife@tamuc.edu
Online: www.tamuc.edu/studentlife/housing

WHAT IS NETWORKING?

» Networking is the process of developing a list of contacts for the purpose of gathering information about a job, internship or profession. Networking needs to be an integral part of your job or internship search. Though initially, you may feel uncomfortable about the notion of networking, it is a skill that can be learned and mastered by following the practical guidelines below.

» You have heard the saying; "It isn't what you know but who you know." That is the definition of networking and that is where your next job might come from. Job hunting begins with networking, interning, and/or having a part-time job in a field of interest prior to graduation.

WHY SHOULD I NETWORK?

» Networking allows you to learn more about career options, increase your visibility within your field, drive your professional development, find a mentor, increase your chances of promotion and perhaps find a new job or internship! A candidate that comes recommended is 80% more likely to get the job. Go to social mixers, join student/professional organizations, and participate in an externship instead of spring break – the more people you know, the more likely you are to land a new job or internship!

HOW DO I DEVELOP A PROFESSIONAL NETWORK?

» Your professional network are the people you know who can provide leads, support and advice about your career and the job market. Attend networking nights for your college, professional mixers, community events, and conferences. Doing this can help you tap the vast majority of jobs that are never advertised--the "hidden job market". However, remember that you should never abuse your professional network by asking for a job or an internship. If you network skillfully, a job, mentor, business lead, or internship may follow.

Dear Mark,

I had a great time speaking with you at the ESRI User Conference in San Diego last month. The mapping and charting work you do for airports sounded fascinating! I'd definitely like to stay up-to-date on your career.

Thank you,
Lindsey

EXAMPLE OF A PROFESSIONAL EMAIL

3 THINGS TO REMEMBER ABOUT NETWORKING

» Don't let business cards gather dust. Did you meet a hiring manager or sales lead at a networking event and not follow up? Chances are they have moved on to another candidate or gone with another business by now. Follow-up with your new contact within 24 hours of meeting them to make the best impression.

» Technology is your friend, but don't let it become your enemy. Following a networking event, one of the easiest ways is to stay in touch with contacts through LinkedIn. Send them a short message reminding them of your conversation and inviting them to connect. Make sure to engage in genuine conversations. Put down your phone, make eye contact, and really listen to your new contacts – you never know what you might learn!

» Always be networking! Your classmates, student organization peers, professors, advisors, parents' friends, friends of friends. They are valuable connections that could help you long-term and you never know where that relationship will take you professionally!

SAMPLE NETWORKING EVENT QUESTIONS

» How did you get started in this industry?
» What is your educational background and what previous work experience have you had?
» What is most rewarding about your job?
» Who are the recognized leaders in this industry?
» What professional associations represent this industry?
» What skills, experience or other qualifications are sought by employers in this field?

BUSINESS CARDS AND PERSONAL COMMERCIAL INFORMATION

MY COMMERCIAL
How to Introduce Yourself Professionally

The commonly asked question "tell me about yourself" exists in many situations besides an interview. Developing a "sound bite" of about one minute will enable you to express your qualifications, enthusiasm, and personal style.

Your commercial should include...

WHO AM I?

» Hello, my name is ...
» Introduce yourself by saying your name, classification, the school you attend and your course of study.
» Briefly list your marketable and relevant skills. Keep the list to three key points that you want the employer to know about you.

WHY AM I TALKING WITH YOU?

» (Name of referring person) suggested I speak with you OR
» I found you in the alumni group on Linkedin OR
» I've researched your open positions/ company and found it to be a good match with my skills and interests.

WHAT DO I WANT FROM YOU?

» I am especially interested in this company and would like to learn more about ...

NETWORKING BUSINESS CARD

A networking business card gives you a distinct competitive edge in the entry level job market. Most college students or recent grads will not have a business card. They usually receive their first business card with their first professional job. The networking business card can be vitally important in your search for that first job. Please see the example on page 36 as to what to put on your business card.

BUSINESS CARD ETIQUETTE

When exchanging business cards, you should be confident but know the appropriate setting and time to conduct business.

As a general rule when networking, you want to give your card at the end of a conversation. You could say, "Here is my card, or let's stay in touch." This should encourage the other person to give you his/her card too, but if not, kindly ask for it. Avoid casually handing out business cards. This makes a negative impression. If you are at an interview or in a meeting, you want to begin by offering your business card. You might say "Thank you for taking the time to meet with me. Here is my card, so we can keep in touch."

When you're trying to connect with people you only talked to for a couple minutes or hours, it's important you remind them right away who you are. Give a reason for connecting as well. A good default is so you can stay connected, but you can also suggest meeting for coffee, trading tips, providing each other with new contacts, helping each other with projects, informing each other about open positions, discussing industry news—the possibilities are endless. Remember to review for errors (capitalization and spelling).

LinkedIn™

Building a Great Student Profile

Showcase your experience and professional interests on LinkedIn!

1

Write an informative profile headline.

Your headline is a short, memorable professional slogan. For example, "Honors student seeking marketing position." Check out the profiles of students and recent alumni you admire for ideas.

2

Pick an appropriate photo.

LinkedIn isn't Facebook. Upload a high-quality photo (your profile will be 7x more likely to be viewed) of you alone, professionally dressed. No party shots, cartoon avatars, or puppy pics!

3

Show off your education.

Include all your schools, major(s) and minor, courses, and study abroad or summer programs. Don't be shy – LinkedIn is an appropriate place to show off your GPA, test scores, and honors or awards.

4

Develop a professional Summary.

Your Summary statement is like the first few paragraphs of your best-written cover letter – concise and confident about your qualifications and goals. Include relevant work and extracurriculars.

5

Fill "Skills & Expertise" with keywords.

This section is the place to include keywords and phrases that recruiters search for. Find relevant ones in job listings that appeal to you and profiles of people who have the kinds of roles you want.

6

Update your status regularly.

Posting updates helps you stay on your network's radar and build your professional image. Mention your projects, professional books or articles, or events you're attending. Many recruiters read your feed!

7

Show your connectedness.

Groups you join appear at the bottom of your profile. Joining some shows that you want to engage in professional communities and learn the lingo. Start with your university and industry groups.

8

Collect diverse recommendations.

The best profiles have at least one recommendation for each position a person has held. Recruiters are most impressed by recommendations from people who have directly managed you.

9

Claim your unique LinkedIn URL.

To increase the professional results that appear when people search for you online, set your LinkedIn profile to "public" and create a unique URL (e.g., www.linkedin.com/in/JohnSmith).

10

Share your work.

You can also add actual examples of your writing, design work, or other accomplishments on your profile, where you can share rich media or documents. What better way to sell your skills than to show employers exactly what you can produce?

LinkedIn™

Get a Great Profile.

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Linda.Mott@tamuc.edu or 903.468.8186
Jill.Woodruff@tamuc.edu or 903.886.5886

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TEXAS A&M UNIVERSITY COMMERCE
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Department of Career Development, Texas A&M University-Commerce | 17

CAREER READINESS

Learn + Explore + Opportunities = Success

Step 1: Learn

- ☑ Take the MyPlan career assessment to learn about your personality, interests, skills, and values, and how these relate to your major and career path
- ☑ Meet with a career counselor to learn about and identify different career options
- ☑ Create a resume, cover letter, and reference page and schedule a help session
- ☑ Register on our job and internship database, HireaLion, to learn more about part-time and full-time employment (on and off campus), internship, and volunteer opportunities at www.hirealion.com
- ☑ Design a professional LinkedIn profile and schedule a help session
- ☑ Research potential jobs and find what skills, activities, and experiences you need to succeed
- ☑ Schedule an interview help session and learn how to interview

Step 2: Explore

- ☑ View Candid Career "How-to" videos to hone your professional skills and utilize What Can I Do With This Major?, Big Future, and My Next Move, by going on www.hirealion.com
- ☑ Schedule and plan informational interviews to obtain advice from employed professionals in your chosen field or industry
- ☑ Apply for a Lion Job Shadow to explore more about the daily tasks in your chosen career path
- ☑ Research graduate school options
- ☑ Learn about possible employers and job positions to determine experiences that you will need in order to land your dream job

Step 3: Opportunities

- ☑ Attend career and internship fairs, networking and other marketable skills events and workshops
- ☑ Secure letters of recommendation and references
- ☑ Begin job search 6-8 months prior to graduation
- ☑ Assume responsibility for finding employment, be prepared to negotiate your salary, and review your budget and cost of living
- ☑ Start a professional wardrobe which includes professional interview attire. Career Development offers the Career Closet as a service to students and alumni
- ☑ Connect and network with employers at industry-specific networking and career and internship events
- ☑ Enhance networking strategies and build your competitive edge by ensuring your LinkedIn profile is always up-to-date and by continuing to increase your professional connections

CAREER & INTERNSHIP FAIRS

Career Development sponsors three career fairs and provides information for off-campus career fairs each year. Use these opportunities to connect with potential employers! For a complete listing of career fair dates and participating employers, visit www.hirealion.com.

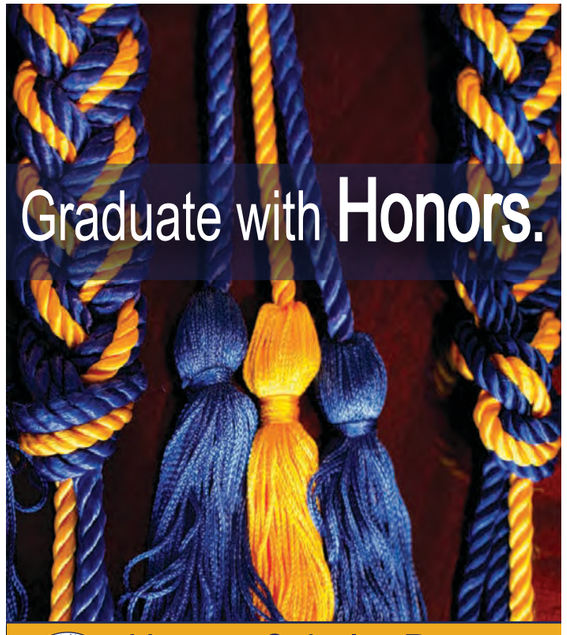
Tips for Success

- Dress professionally. No jeans, shorts, flip flops, t-shirts, tank-tops, hats, or athletic wear will be permitted
- Update your resume and bring copies on resume paper
- Create a business card with your contact info and your customized LinkedIn URL
- Introduce yourself to recruiters in a positive and confident manner. Practice your "personal commercial" pitch
- Smile, project enthusiasm, and offer a firm handshake
- Research companies attending the career fair on HireaLion and develop a game plan in advance
- Don't assume there aren't any companies looking for your degree–talk to the recruiters anyway
- Listen effectively. The recruiter may refer you to another person who may better assist you.
- Ask about internship opportunities
- Collect company literature and business cards so you may follow up later
- In addition to providing interview opportunities, career fairs offer the chance to network and build contacts
- Keep track of the people you meet and follow up with a thank you note within 24 hours

At **Texas A&M University-Commerce**, soldiers, sailors, airmen, and marines are an important part of our legacy. We appreciate your service and sacrifice, and are committed to your successful transition from military to civilian life. This commitment includes helping you build on your strengths so you can achieve the well-respected bachelor's or graduate degree you deserve.

Benefits Processed:

- Post 9/11 GI Bill
- Montgomery GI Bill
- CH. 35 Dependents Education Assistance
- CH. 1606 Selected Reserve Educational Assistance Program
- CH. 1607 Reserve Educational Assistance Program (REAP)
- Vocational Rehabilitation
- Hazelwood Act
- Tuition Assistance



Honors Scholar Program

WWW.TAMUC.EDU/ACADEMICS/SPECIALPROGRAMS

STUDENT *Health* SERVICES

Student Health Services (SHS) assists students in achieving and maintaining optimal health by providing compassionate and affordable health care. We offer Primary Health Services:

- Treatment of illness & Minor Injury
- Well Woman Exams
- STD/STI Testing
- Lab Testing
- Treatment/Medications
- X-Rays
- EKG
- Injections: Immunizations, Flu Shots, TB Test, Depo Shots, Gardasil (If you qualify) Allergy Serum and Meningitis
- Minor Procedures: Wart Removal, Sutures, Staples, Toenail Removal, Ear Wax Removal, etc.
- ADHD Medication Refills by MD with documentation of established diagnosis

SHS is located in Henderson Hall near Lot 7 (Corner of Lee and Monroe St.), same building as Campus Police but opposite side

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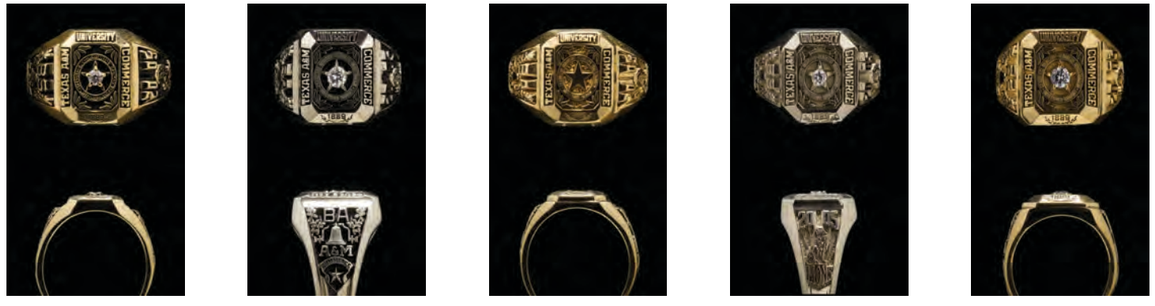


DRESS TO IMPRESS

FIRST IMPRESSIONS ARE LASTING IMPRESSIONS

- Two-piece suit will work in most situations
- Simple pattern tie is best for interview (larger men use a double Windsor knot to minimize bulkiness)
- No cologne
- Avoid bold colors and patterns when choosing a tie
- Dry clean suit
- Slacks and socks are matching color

BUSINESS PROFESSIONAL

- Pressed shirt
- Get a haircut and shave (trim)
- Shoes and belt match
- Polish shoes

BUSINESS CASUAL

- Keep accessories simple not flashy, hair styled, and natural looking makeup
- Get a haircut and/or color

BUSINESS CASUAL

- Keep jewelry simple
- No cologne or perfume
- Two-piece suit with a knee-length skirt or pants and a tailored blouse
- Wear pantyhose (stockings) with skirt
- Shoes-closed toed and closed heeled, no more than 2 inches high and polished

BUSINESS PROFESSIONAL

INTERVIEW

Acing Your Interview

PRACTICE QUESTIONS

"Tell me something about yourself."

This is a frequent opening question. It provides you the opportunity to sell yourself and to prove to the employer that you have what he/she needs. Take no more than 1-2 minutes to offer a concise, well-organized presentation of yourself. Keep it relevant to what you have to offer them. This is your "personal commercial" pitch. Write it down and practice it.

"What qualities do you possess that make you feel you would be successful in this job?"

If you did your research for the job, it will be easier for you to focus on the qualifications. Pay particular attention to areas in which your strength relates either directly or indirectly to the position.

"What are your strengths? Your weaknesses?"

Attempt to turn your weaknesses into strengths and to explain what constructive ideas you have about handling them. Your strengths should relate directly to what is required to perform the job.

"What interests you about our company and why do you want to work for us?"

Again, research is essential! Find out what products they offer and what services they render. Your answer should reflect your career goals as they relate to the goals of the company. Attempt to show why this particular company, and not any other, is important to you. You should convey that you are looking for a career and not just "any job."

"When can you begin work?"

If you are not employed at the time of the interview, there should be no problem in answering this question. If you are working, you should tell the employer that you need to give the present employer fair notice that you are leaving. Your consideration in this matter will show the new employer that you are interested in leaving a positive impression of your term of employment.

"Do you prefer working alone or with others?"

The employer is really looking for a sign that you are confident and work without supervision. Let him or her know that while you enjoy the freedom of working alone, you also enjoy the team spirit of working with others.

"Tell me about your extracurricular involvement in college."

Employers are interested in people with varied interests. Having no outside interests indicates that you are either dull, that you need all your spare time to get by in your studies, or you have too many obligations.

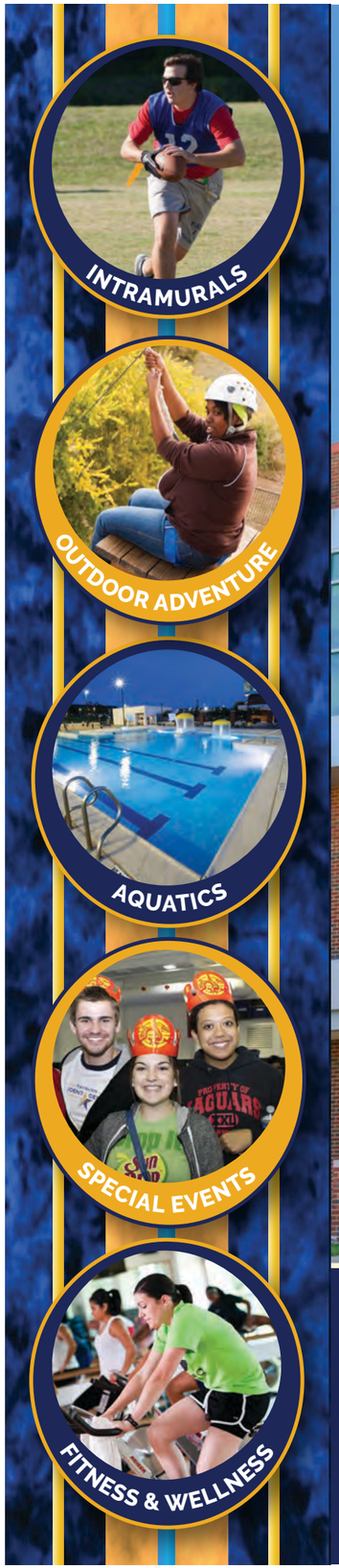
THE INTERVIEW:

What should you ask?

You need to have a few questions to ask the interviewer that reflect your interest and knowledge of the company.

You should ask:

- Questions about the position
- Qualifications the interviewer is seeking in a candidate
- About potential advancement in the company and educational opportunities
- How is success measured in this position and in this organization?
- What is the greatest challenge currently facing this department or organization?
- How would you describe the organizational culture?
- What is the history of this position, and what changes do you anticipate?
- How much decision-making autonomy would I have? What is the growth potential for this position a few years from now?
- What is the next step in the interview process? What is your time frame?



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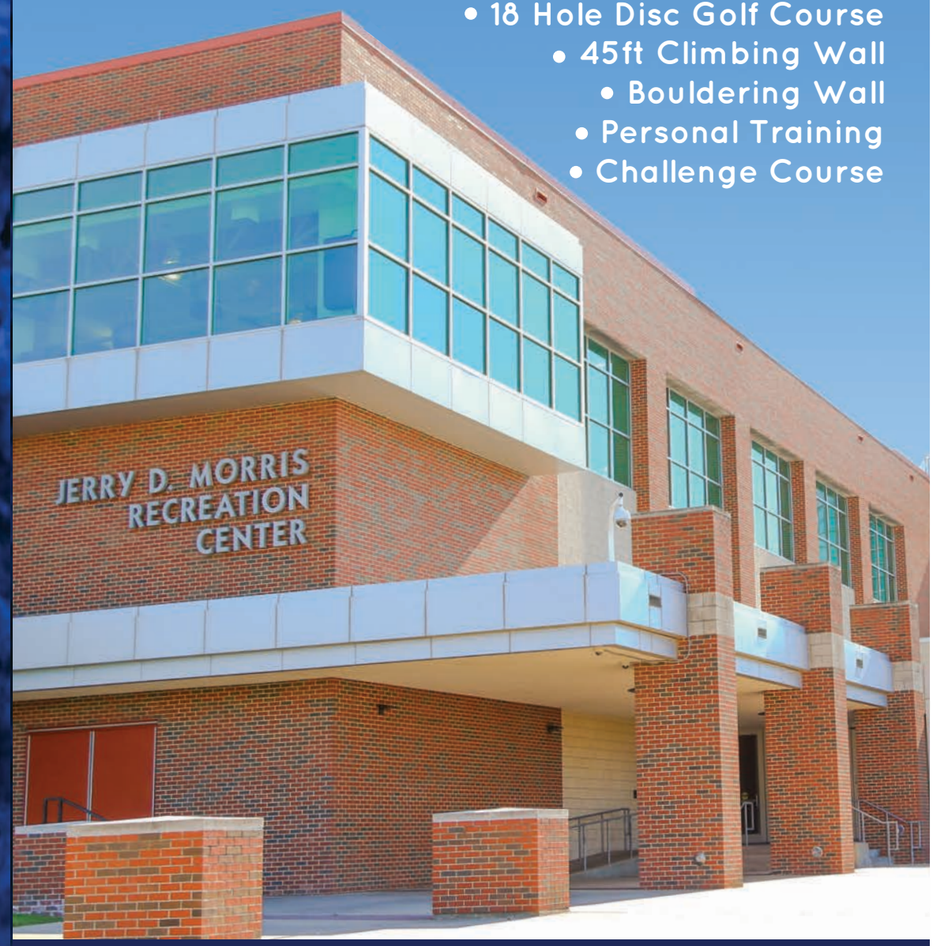

Building Hours: Please review the website for hours or operation.

Website: tamuc.edu/campusrec

Twitter: @campusrec_tamuc

Facebook: facebook.com/morrisrecreationcenter

Instagram: tamuc_rec

The Department of Campus Recreation enriches student life and promotes wellness for the University and community by providing diverse recreational opportunities, facilities, and educational programs. We aspire to be leaders in student development and collegiate recreation through programming, services, and facilitaties that reflect the highest industry standards.

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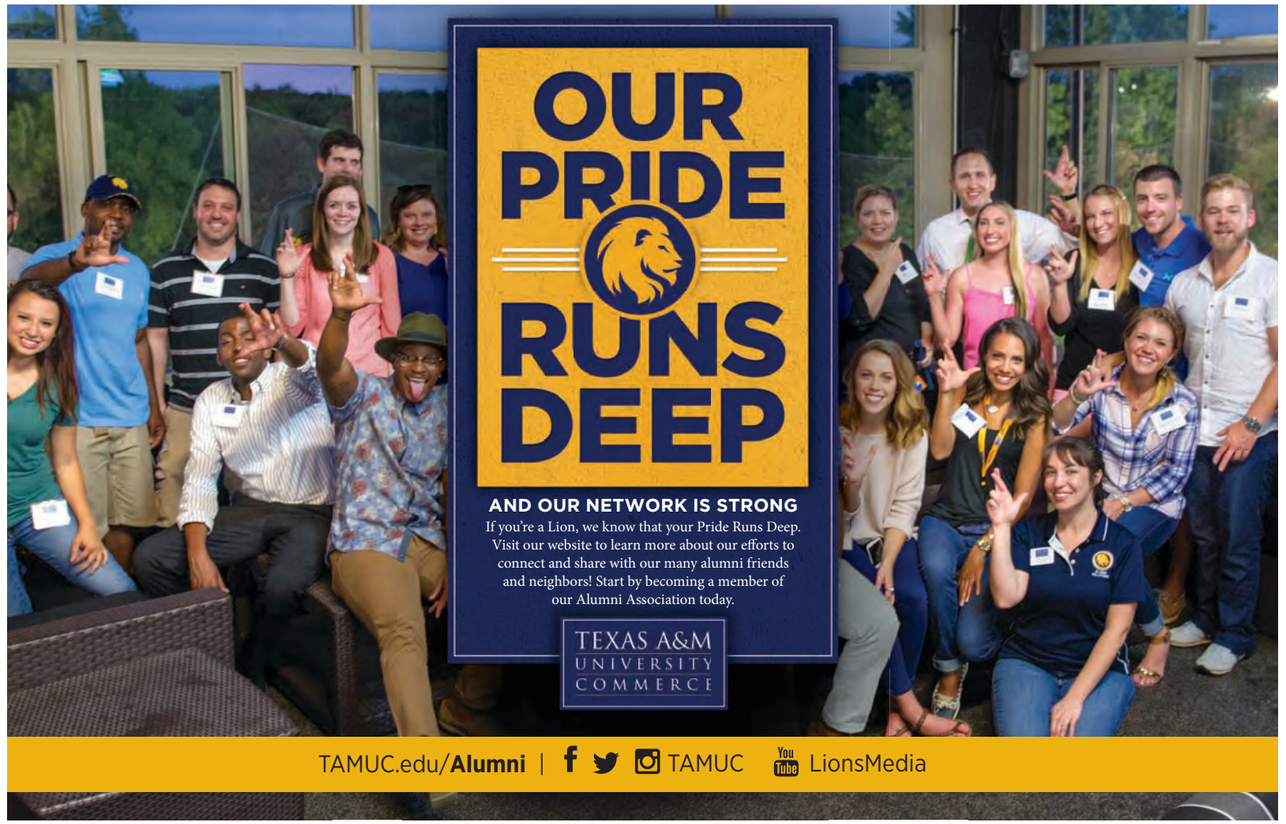


Evaluating/Negotiating Job Offers

SALARY NEGOTIATION

The What, Why, and When of Salary Negotiation

What Is It?

Salary negotiation is the process of reaching an agreement on what an organization will pay for your skills, knowledge and experience. Contrary to popular belief, this is not an adversarial process. It is in both the organization and your best interest to come to a mutually beneficial agreement.

Why or Why Not Negotiate?

The only reason to negotiate is to get fair market value for your skills, experience and knowledge. Therefore, it is unwise to negotiate for negotiation's sake. For example, sometimes job seekers think a hiring manager expects them to negotiate, or that salaries should be negotiated as a general principle. Although organizations respect employees who can articulate the value they add, recent grads (or anyone else) can quickly alienate potential employers if they are inappropriate and overzealous in their salary negotiation.

When Should You Negotiate?

Two things need to happen before you negotiate. First, begin discussing salary only after you have a received a formal offer, preferably in writing. Initiating a discussion regarding salary before this point could eliminate you prematurely from hiring consideration. Second, negotiate only after you have evaluated the entire job offer package and researched what the market will pay for your services in this field. This research will provide you with the evidence you need to determine if the salary offered is reasonable or whether you should make a case for a higher salary. The fact that your friend has received a higher salary for a similar job at a different company is insufficient data for negotiation purposes. Additionally, some companies that can't offer a higher salary may try to offset this by offering other "perks" such as extra vacation days. Although you may still choose to negotiate your salary, be familiar with your entire job offer before approaching an organization.

THE SALARY NEGOTIATION PROCESS

Before Negotiating

When you receive a job offer you can either: accept it, reject it or negotiate for something else. If you decide to negotiate for something else, you need to know three things before you begin: 1) your market value; 2) what you want; and 3) the job .

1) KNOW YOUR MARKET VALUE

Your success in negotiating a higher compensation package (and the only reason you should be negotiating) is contingent on data you have which suggests your market value is higher than that reflected in the offer. Often new college grads don't have the experience or expertise to warrant a higher salary.

2) KNOW WHAT YOU WANT

In addition to knowing your market value, you also need to know what you want and where you are willing to compromise. Salary is only one part of a total compensation package. A package might include salary, stock options, benefits, and more.

3) KNOW THE JOB

Before you start negotiating, you want to be clear on how your skills benefit the organization. This can be difficult to assess if you don't have a great deal of work experience. However, here is a technique that might help. Try to identify the needs of each person who interviews you and how you are a solution to their problems/challenges. Then, when you're negotiating, you have specific data about how you will add value. You will be able to confidently state that you are worth $5K more because of your ability to create specific software, design the new manual, or write the necessary grant proposal.

WHAT TO SAY AND DO DURING A NEGOTIATION

STEP 1: RECEIVE THE OFFER

Thank the person who extended the offer and express enthusiasm for the position. Then reiterate how important this decision is for you and ask for some time to think it over in order to make a good decision. If it is a verbal offer only, ask when you can expect to receive the offer in writing.

DID YOU KNOW?

In 2015, our office hosted 137 workshops, presentations, events, and informational sessions

STEP 2: EVALUATE THE OFFER

If you have any questions about benefits, etc., ask your contact person to whom you should direct your questions for clarification. Evaluate the compensation package based on the elements listed in the Know What You Want section. Identify several backup options should your first request be denied.

STEP 3: NEGOTIATE

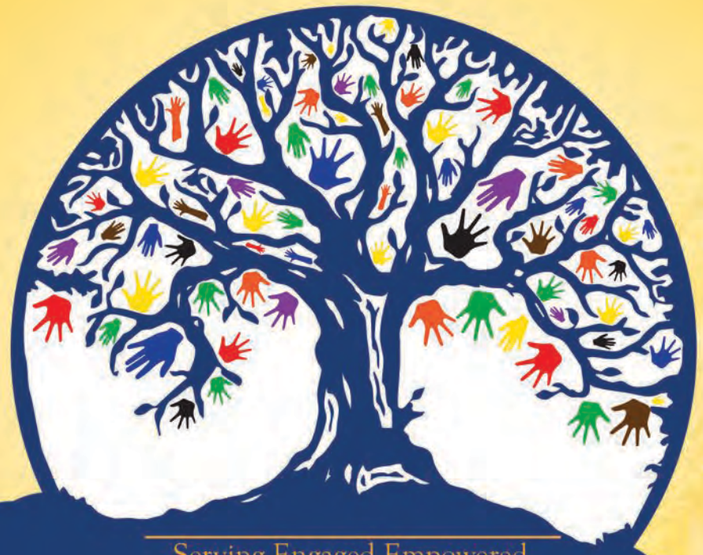
After evaluating and researching the offer, you are ready to negotiate. The important aspects during this phase are to: ask questions about how the salary was determined, be realistic about what you want, state your evidence clearly and succinctly for why you feel your salary should be higher, and then listen.

If the compensation is not negotiable, you have a decision to make based on the current offer, or you may suggest the next option from your backup plan (such as a higher signing bonus, if applicable, or early performance review) then move on to any other part of the job offer that you would like to negotiate.

ACCEPTING AND REJECTING OFFERS

If you and the company have come to a mutually satisfying agreement, ask for something in writing that reflects your mutual understanding. This usually will be in the form of an amended offer letter. When returning the amended offer letter, it is good to include a short job acceptance letter. A sample is included in this publication.

If you cannot reach a mutually satisfying agreement, or do, but have other offers you need to reject or withdraw from, a formal written letter or email should be sent to the hiring contact. This may also be done after a personal call to the contact at the company, depending on how you have been communicating with them throughout the hiring process.



Serving Engaged Empowered
& Diverse Students (S.E.E.D.S.)

The Serving Engaged Empowered & Diverse Students (S.E.E.D.S.) office is an inclusive space created intentionally for the students at Texas A&M University-Commerce. S.E.E.D.S. is a space where ALL students are valued and respected. We strive to develop a spirit of inclusion and appreciation for diversity in a multifaceted campus community.

To learns more about S.E.E.D.S.
contact SEEDS@tamuc.edu

Check us out @SEEDSTAMUC

www.tamuc.edu/SEEDS

University Police Department

We offer many services to the campus community including assistance with vehicle issues, Notary Public, Lost and Found, and numerous crime prevention programs.

Emergency Notification: The campus has the PAWS system for alerting the campus to safety issues. Students can sign up through MyLeo, staff can sign up at: https://www.irisdispatch.com/users/enroll/dsp_enroll.cfm?org_id=112

Crime Statistics: The University Police Department is a strong supporter of the Campus Security Act. Each semester, the UPD publishes a Crime Awareness brochure, containing 3 prior years of crime statistics. The report can be found at www.tamuc.edu/crimestats

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Helena Hortman - Director
Phone: 903.886.5769
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WHERE LEARNING IS FUN!

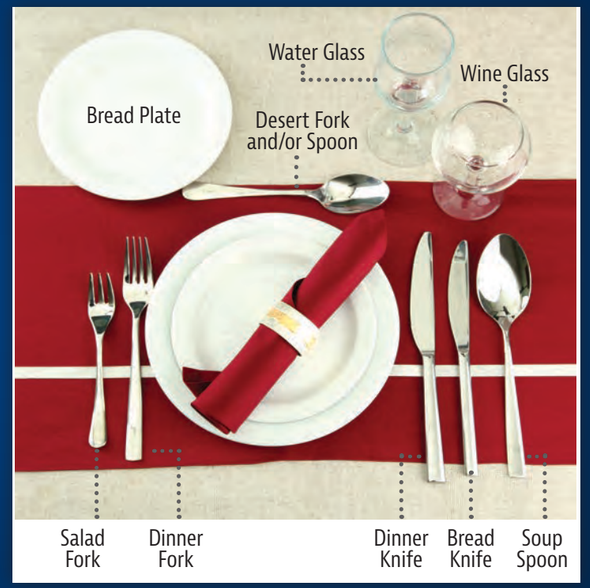
DID YOU KNOW?

Since 2015, we have had more than 400 different employers ON CAMPUS to recruit our students!

Dining Etiquette

Top Ten Business Dining Etiquette Tips

1. Arrive on time.
2. Introduce yourself to the people you have not previously met.
3. Avoid ordering expensive or market price items unless your host suggests them.
4. Don't drink alcohol on an interview!
5. Wait until everyone has been served before you begin eating.
6. Never apply lipstick or comb your hair at the table.
7. Listen and be prepared to participate in the conversation.
8. Your host will determine when it is time to discuss business.
9. Never use, check, or place your cell phone on the table. Be sure it is off.
10. Thank your host at the end of the meal and then send a handwritten thank-you note the next day. You may email if the meal was very casual.



Marketable|Transferable Skills

The State of Texas has established a new mandate (60x30TX) focused on students' abilities to identify & articulate marketable skills gained through curricular and co-curricular activities in order to get a job upon graduation. Eighty-eight percent of surveyed students identified "getting a better job" as the most important reason for attending college. (www.thecb.state.tx.us)

According to the National Association of Colleges and Employers (NACE), career readiness is critical for college graduates.

Developing and building proficiency in career readiness is vital as a college student and will help you to become more marketable to employers. Career readiness competencies include:

- Critical Thinking/Problem Solving Skills (i.e. Ability to obtain, interpret, and use knowledge and exercise career decision-making)
- Professionalism/Work Ethic (i.e. Ability to understand and demonstrate ethical judgment and integrity)
- Intercultural & Multicultural Skills (i.e. Communicate how your skills are relevant to your chosen career path and to an increasingly global/ international workplace)
- Career Management/Capacity to Learn (i.e. Identify and articulate marketable and transferable skills, understand career goals)

It is vital to include your marketable/ transferable skills on your resume. This practice will help to prepare you for the interconnected world of work.

EMPLOYERS RATE THE IMPORTANCE OF CANDIDATE SKILLS/QUALITIES

Skill/Quality	Weighted Average Rating*
Ability to verbally communicate with persons inside and outside the organization	4.63
Ability to work in a team structure	4.62
Ability to make decisions and solve problems	4.49
Ability to plan, organize and prioritize work	4.41
Ability to obtain and process information	4.34
Ability to analyze quantitative data	4.21
Technical knowledge related to the job	3.99
Proficiency with computer software programs	3.86
Ability to create and/or edit written reports	3.60
Ability to sell or influence others	3.55

*5-point scale, where 1=Not at all important; 2=Not very important; 3=Somewhat important; 4=Very important; and 5=Extremely important

Source: "Job Outlook 2016", NACE, (2015): 32. Figure: 41.Web. 13 June 2016. <http://departments.wccnet.edu/careerservices/files/2015/09/2016-full-report.pdf>

Source: "Job Outlook 2016", NACE, (2015): 31. Figure 39. Web. 13 June 2016. <http://departments.wccnet.edu/careerservices/files/2015/09/2016-full-report.pdf>

It is vital to develop marketable/transferable skills while going to college. Many students cannot identify or articulate skills to potential employers. Incorporating marketable/transferable skills into your resume, cover letter, interview, inquiry email, as well as any professional communication, will enhance your professional brand and make you more marketable in order to land your dream job.

Attributes employers seek on a candidate's resume

Attribute	% of Respondents
Leadership	80.1%
Ability to work in a team	78.9%
Communication skills (written)	70.2%
Problem-solving skills	70.2%
Communication skills (verbal)	68.9%
Strong work ethic	68.9%
Initiative	65.8%
Analytical/quantitative skills	62.7%
Flexibility/adaptability	60.9%
Technical skills	59.6%
Interpersonal skills (relates well to others)	58.4%
Computer skills	55.3%
Detail-oriented	52.8%
Organizational ability	48.4%
Friendly/outgoing personality	35.4%
Strategic planning skills	26.7%
Creativity	23.6%
Tactfulness	20.5%
Entrepreneurial skills/risk-taker	18.6%

ASC ACADEMIC SUCCESS CENTER

…Where Minds Meet

Academic Success Center

Move to the next chapter in your life! We are here to help you flip the page!

We are focused on providing academic resources to help each student to reach their intellectual potential and achieve academic success. We hope you will use the excellent resources available to help you make the grade.

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Academic Success Center
Jodi Oelrich, Coordinator
Office (903) 468-8620
Website: www.tamuc.edu/ASC
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- Residential Living & Learning
- Student Involvement Center
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ENGAGE EDUCATE EMPOWER

RODEO PROGRAM

Texas A&M Unviersity-Commerce is reviving their rodeo program from its former glory days of the mid 1980s.

Texas A&M University-Commerce started the rodeo program with 10 National Intercollegiate Rodeo Asssociation (NIRA) card-holding student members in the fall of 2013.

Despite their small number of "new" members, four transfer students have previously qualified for the College National Finals Rodeo.

The rodeo team will be organizing and utilizing the new and improved amenities at the Equine Center which includes a new covered riding arena, stalls, wash racks, saddle racks, and handicap accessible restrooms.

In addition, an existing roping and riding arena is on the grounds along with a number of barns and improved teaching classroom.

CONTACT US

Dameon White
Coach of Lion Rodeo

Agriculture Office
903.886.5606

E-mail: dameon.white@tamuc.edu
E-mail: lionrodeo@tamuc.edu
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THE HUB FOR **CAMPUS-WIDE PROGRAMMING** AND **STUDENT ORGANIZATIONS**

Located on the second floor of the Rayburn Student Center (RSC), the Student Involvement Suite (SIS) is home to the Campus Activities Board, the Student Government Association, Golden Leos and the Pride Shop. This is the perfect place to enhance creativity and develop ideas. Come see us and find out how you can become more involved today!

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