



College of Sciences

Career Readiness

COS College Readiness

Daniel Ramirez-Escobedo

- Holy Cross of San Antonio '09
- Texas Tech University '13
 - BS in Interdisciplinary Agriculture
- Ball State University '15
 - MA in Higher Education
- The University of Arizona '25
 - PhD in Higher Education
- Texas Tech University
- Sonoma State University
- Ball State University
- Arizona State University
- The University of Texas at San Antonio



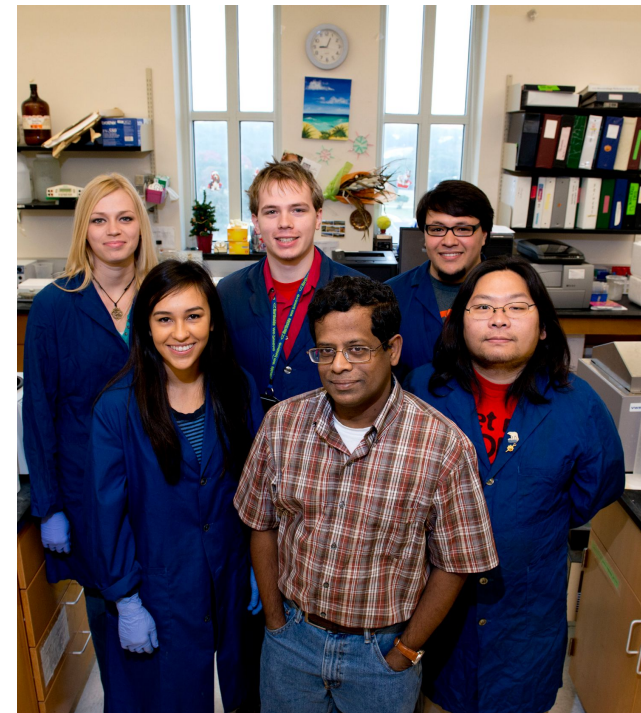
COS Career Readiness

Agenda

- Immediate Questions
- Resume Importance
- Tips and Tricks
- Resume Building and Final Questions

COS Career Readiness

Immediate Questions



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Resume Importance

- Life Skill
- Living Document
- Create unique resume per position
- Reflection of yourself

- Never be perfect
- 1/3 (Resume, Cover Letter, Interview)



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TIPS

- Prove with your resume that you read the job description
- Best resumes are highly scannable
- Make it visually appealing; but also be yourself
- Projects and Work Groups are important to include
- Technical skills first and more important
- Use numbers to quantify experiences
- Make sure resume matches social media



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✓ RESUME CHECKLIST

Understanding resume formatting & alignment to target audience can increase your chances for being selected for an interview

LAYOUT

- Line up dates on the right margin
- Be consistent in formatting
- BOLD headings and could be in CAPS
- 10-12pt. professional fonts
- .50 smallest margins
- Condense to 1 page at entry level (part-time jobs, internships, full-time entry-level jobs)
- Utilize key words from job description or program
- No I's, me, my, mine (omit sentence fillers)
- Curriculum Vitae (CV) and Federal Resumes have different formats

HEADING

- First and Last Name in CAPS (14 to 16 font) (No nicknames)
- City, State
- Telephone Number with area code in parenthesis
- Professional e-mail address (school address ok)
- Incorporate link to professional profile (LinkedIn, GitHub, website, etc.)
- Remove the hyperlink from your email address

SUMMARY OF QUALIFICATIONS (if you choose to include one)

- Align from Preferred or Minimum Qualifications from description where applicable
- Bulleted list of 3-5 concise strengths (think results and what you have to offer the employer/ position/ how your work benefits them)
- Be specific about where and how you developed skills, not just "great communication skills"
- Quantify where applicable (how much? how many? #, \$, %, etc.)

EDUCATION

- Include the full name of the university
- Write out the degree in progress Bachelor of Arts OR Science in ____ OR Bachelor of Business Administration in ____ (check how degree is written in academic department [UTSA Course Catalog](#))
- Include anticipated date or date of graduation
- GPA can be listed as Overall/Cumulative
- Coursework can be listed but only upper level and up to 4 only listing the course name
- DON'T list High School if 1 year in college (more than 30 semester credit hours)

EXPERIENCE

- Refer to responsibilities bullet points from job posting for key alignment
- Start with action verbs; eliminate words like that, the, a, an, if not needed
- Inventory key skills from posting and determine action verbs that reflect key skills to start statements
- Use present tense if they are still working at the job; Use past tense for former jobs
- These should be bulleted phrases – not sentences, no punctuation (periods)
- Include dates as month and year to month and year/ present (if currently working there)
- Include company/organization name, your title (position title, "Volunteer", etc.)
- DO quantify/include numbers to provide reader the scope of your skills and abilities (#, \$, %, time)

MISCELLANEOUS

- Use correct spelling for software *(e.g., PowerPoint is one word 2 capital P's)
- OBJECTIVE category is optional
 - utilize if target isn't aware of what field/job/internship within department or company that you're applying to
 - If using one, it should be a short and precise statement that states concisely what you are seeking
- Caution against using color and any graphics (e.g., for ATS purposes, focusing on key qualities, skills, experiences, etc.) (exception=relevant to field):
 - Many resumes for large companies are scanned through a computer program before they even reach a person (e.g., ATS). Graphics and color could throw off the scanner and kick your resume out of their system, ensuring it is never seen
 - If an employer is printing resumes, the color may not come out or the graphics may not allow other information, like your name, to be seen clearly
 - Information and experience should stand out enough to get you to an interview
- No inappropriate graphics, photos or personal information (ex: birthdate, SS#, ethnicity, race, age, hobbies, etc.)
- No references listed on the document OR "available upon request"

FOR ADDITIONAL INFORMATION AND RESOURCES:

[UTSA Career Center Website](#)

[Career Assessment](#)

[Resume Review](#)

[Jobs/Internships/Events](#)

[Roadrunner Network](#)

[Schedule an appointment on Handshake](#)

Resume Action Verbs

Highlight Accomplishments & Stand Out

Analytical

Evaluated
Assessed
Audited
Investigated
Inspected
Examined
Measured
Calculated
Synthesized
Analyzed

Delivery

Communicated
Presented
Facilitated
Collaborated
Advocated
Negotiated
Mediated
Interpreted
Advised
Educated

Leadership

Led/Lead
Directed
Coordinated
Supervised
Mentored
Trained
Developed
Motivated
Influenced
Assessed

Financial

Budgeted
Forecasted
Allocated
Analyzed
Audited
Tracked
Controlled
Reduced
Increased
Reconciled

Technical

Developed
Designed
Created
Built
Programmed
Tested
Debugged
Maintained
Upgraded
Installed

Resume Action Verbs

Highlight Accomplishments & Stand Out

Creative

Innovated
Generated
Produced
Developed
Conceived
Imagined
Drafted
Pitched
Visualized
Created

Customer Service

Served
Assisted
Helped
Advised
Resolved
Supported
Informed
Responded
Listened
Responded

Sales & Marketing

Promoted
Generated
Analyzed
Publicized
Engaged
Campaigned
Represented
Networked
Advocated
Influenced

Projects

Planned
Oversaw
Scheduled
Coordinated
Executed
Monitored
Controlled
Implemented
Completed
Improved

Operations

Streamlined
Optimized
Automated
Improved
Standardized
Revised
Simplified
Produced
Operated
Maintained

Guide To Gaining Experience

COS Student Guide to Gaining Experience



Why gain work-related experience during college?

Experiences can help you:

- Explore career options
- Gain new skills
- Get familiar with an industry
- Expand your professional network
- Enhance your resume
- Increase future opportunities
- Build your confidence in a field of interest

What are my options?

| For-credit Experiences | Co-Curricular Experiences |
|--|---|
| <ul style="list-style-type: none"> • Research • Internships • Research Honors • RISE • Lab work • Independent study • Field/Special studies • Senior Seminar • Research Design • Clinical teaching | <ul style="list-style-type: none"> • Research & Innovation • Internships • Leadership Skills Development • Social & Emotional Skill Development • Biology Freshman Interest Group • Health Professions Preparation • STEM Programs • UTeachSA • Study Abroad • Entrepreneurship & Projects • Student Organizations/Involvement |

How Do I Get Involved?

How do I get involved?

Visit your department website at the hyperlinks below for available course offerings and information on how to get involved.

Click on the individual links on page 1 for more information on co-curricular experiences. Skip to page 3 for tips on securing these experiences.

COS Departments

| | |
|--|---|
| <p>Biology</p> <p>Integrative Biology</p> <ul style="list-style-type: none"> • Research <p>Molecular Microbiology & Immunology</p> <ul style="list-style-type: none"> • Research • STCEID (infectious diseases) <p>Neuroscience, Developmental, Regenerative</p> <ul style="list-style-type: none"> • Research • Seminars & Institutes <p>RISE program</p> | <p>Computer Science</p> <ul style="list-style-type: none"> • Internship elective • Student opportunities <ul style="list-style-type: none"> ◦ Competitions, events, projects • Research • Independent study elective |
| <p>Chemistry</p> <ul style="list-style-type: none"> • Research • Independent study/special project • Required labs • Professional Associations | <p>Mathematics</p> <ul style="list-style-type: none"> • Research • Internship • San Antonio Virtual Interactive Geometry Lab • Seminars • Independent study |
| <p>Earth & Planetary Sciences</p> <ul style="list-style-type: none"> • Research • Seminars • Geoscience Pathways Program • MSEIP • Centers & Institutes | <p>Physics & Astronomy</p> <ul style="list-style-type: none"> • Research • Observatory • Centers & Institutes • Lab sessions • Seminars • Independent study elective |

Prepare Yourself

Prepare yourself

1. Personality traits or skills I have that are job related:

2. Examples of experiences I have had that demonstrate the above traits/skills:

3. List 3-5 accomplishments that would be of interest to the person interviewing me:

4. What are the 3 most important things I want the interviewer to know about me?

5. What concerns might an employer have about me and what will alleviate those concerns?



Know the Employer

Know the Employer

1. How long has the organization been in operation?

2. Where is the organization located? Are there other locations?

3. Is it a public or private organization? _____

4. Has the organization been in the news lately? For what reason(s)?

5. What are the services/products/programs this organization provides?

6. Who are its competitors?

7. How is it doing relative to its competitors?

8. What are the organization's short-term goals? Long-term goals?

9. What else is the organization known for (e.g., community involvement, supportive of families, relaxed atmosphere, etc.)?

10. What challenges/difficulties does this organization face? How can I help solve them?

Interview Tips

Interview Tips and Suggestions

- Have a positive attitude. Keep all of your answers as positive as possible.
- Pay attention to your non-verbals (i.e. eye contact, voice projection, posture, nervous habits).
- Express your qualifications. Come up with a list of six to eight adjectives that you use to describe yourself. Think of examples that demonstrate these adjectives. When you are asked to tell the employer about yourself, use these adjectives and examples to do just that.
- The first few minutes of the interview are the most important. It is at this time that you really want to sell yourself and get the interviewer interested in you. That is why it is important to package yourself and your qualifications. Having a set agenda of what you want to get across during the interview will help (i.e. education, background, experience, strengths, goals, accomplishments, challenges).
- Always try to relate what you are saying and how it can benefit the company/organization/agency with which you are interviewing. It is important to be familiar with the employer prior to the interview so you can know what type of person they seek, as well as what the position requires.
- If you get stuck on a question, it is okay to pause. Often, you can simply say, "That's a very good question; let me take a minute to think about that." Although a short pause is okay, try to avoid a lengthy one. Employers can tell if you are just buying time to make something up.
- It is important to end the interview on a positive note, either reiterating your interest in the position or telling the recruiter you look forward to hearing from him/her soon. Don't forget to thank the employer for his/her time and interest.
- In addition to knowing information about the company/organization/agency, always have questions prepared to ask the interviewer.
- Grades may be a topic. If your grades are low, be prepared to have an explanation.

Sample Questions

Sample Behavior Based Interview statements for response:

1. Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
2. Tell me about a time when you provided a solution to a problem.
3. Give me a specific example of a time you used good judgment or logic in solving a problem.
4. Give me an example which shows that you can adapt to a wide variety of people, situations or environments.
5. Tell me about a time in which you had to be relatively quick in coming to a decision.
6. Tell me about a specific occasion in which you conformed to a policy with which you did not agree.
7. Give me an example of an important goal which you set in the past and about your success in reaching it.
8. Tell me about a time when you had to go "above and beyond" the call of duty in order to get a job done.
9. Describe a situation when you had to work with a difficult individual (supervisor, customer, co-worker, etc.)
10. Tell me about a time you had to deal with an angry or irate customer.
11. Give me an example of a time in which you had to put your organizational skills to use.
12. Tell me about a time when teamwork was important in order to accomplish a task.
13. What is the biggest strength you will bring to this job?
14. What is a weakness you need to work on?
15. What makes you the best candidate for this position?



Comp Sci Resume

Daniel Roadrunner

City, State, Zip Code • Phone Number • Professional Email Address • [LinkedIn](#)

SUMMARY OF QUALIFICATIONS

(list 3-5 strengths, certifications, languages, computer, relevant skills for job applying to-use #,\$,%, time)

- Fluent in Spanish (reading, writing, speaking)
- Experience in high stress communication & negotiation, involving advanced critical thinking
- Effective in working in fast-paced, team-driven environments with high prioritization skills
- 1 year experience with administrative office settings, managing schedules, customer service

EDUCATION

(Only add GPA if 3.0+, Do not round up)

The University of Texas at San Antonio (UTSA)

Expected Graduation: Month Year

B.S. in Computer Science, Concentration in...

Major GPA: 3.88 Cumulative GPA: 3.39

Dean's List

Month Year – Present

Relevant Coursework *(List 3-5 your upper-level courses that relate to the job)*

- Systems Programming
- Database Systems
- Object-Oriented Systems
- Machine Learning

Laredo Community College

Month Year

Associates Degree, Computer Networking

Cumulative 3.50 GPA

TECHNICAL SKILLS *(list 3-5 software, computer, technical relevant skills)*

Computer Skills

- **Languages** – Proficient [Javascript](#), C, C++, Novice Python, SQL
- **Software** - Microsoft Office, Red Hat Linux 8.0
- **Operating Systems** – UNIX, Windows OS

COURSE PROJECT *(group work, papers- use #,\$,%, time)*

User Interfaces–Project

Month Year

- User interface design, human factors, usability, GUI programming models, and the psychological aspects of human-computer interaction
- Worked in a team of # to create an ABC for the purpose of XYZ

EXPERIENCE *(list 2-3 of your experiences- use #,\$,%, time- be specific)*

Claims Representative

Month Year – Present

USAA Insurance Company, San Antonio, TX

- Apply knowledge of over 30 types of coverage and local laws to investigate and conclude claims in accordance with company procedures
- Review and help administer insurance, annuity plans, determining financial soundness and calculating premiums for over 250 clients
- Department “Employee of the Quarter Award” for increasing claim turn-around rates by 20%

EXTRACURRICULAR ACTIVITIES

Computer Security Association, **Vice-President**, UTSA

Month Year – Present

- Co-lead membership of 120 students in monthly meetings, 4 quarterly reports, seasonal recruiting, weekly marketing, other duties as needed
- Oversee execution of 10 events per semester for recruitment, alumni speakers and UTSA areas

This document is for informational purposes only. It has been prepared for the purpose of assisting individuals for potential considerations. It is intended as a guideline. The authors and editors of this document serve as consultants and are not legally liable for its [contents](#) usage.

Biology Resume

Tracy Roadrunner

San Antonio, TX 78249 • 111-222-3333 • professionalemil@utsa.edu • [LinkedInURL](#)

OBJECTIVE: Seeking a full-time Biology Assistant position with highly regarded research laboratory

SUMMARY:

- Proficient with MS Office (Word, Excel and PowerPoint)
- Excellent hands-on experience within a lab due to classes and job work
- Strong ability to manage time and meet deadlines; work, volunteer, and pursuing Biology degree simultaneously.

EDUCATION: **Bachelor of Science in Biology, Month Year** (Only if above 3.00) GPA: 3.62
The University of Texas at San Antonio Magna Cum Laude

Relevant Coursework:

| | |
|---------------------------|----------------------------|
| Advanced Cellular Biology | Advanced Molecular Biology |
| Biological Mutations | Cellular Proteins |
| Human Genetics | Bioenergetics |
| Biomedical Engineering | Advanced Microbiology |

RELEVANT EXPERIENCE: **Biological Research Assistant** Semester Year

Argonne National Laboratory, Argonne, Illinois

- Provided research support in cellular and molecular studies, which were designed to determine health effects of energy production on humans.
- Initiated the use of Internet for gathering best-of-breed practices from other research labs.
- Installed Internet Explorer for all Researchers and conducted a half-day class on using the Internet for biological research.
- Assisted in organizing and launching biological research listserv of users on Internet with over 200 responses.
- Received consistent positive feedback from Principal Investigator concerning attention to detail in scientific procedures; Laboratory responsibilities increased as summer progressed.

Biology Department Assistant Semester Year – Semester Year

The University of Texas at San Antonio, San Antonio, TX

- Assisted professors in development of course schedules and acted as liaison with Registrar's Office for course scheduling.
- Provided excellent customer service to all faculty, students, and parents; greeted and assisted approximately 20 individuals per day.
- Primary developer of department website providing easier access to pertinent information.

ACTIVITIES:

- President, Biology Club at UTSA, Year-Present
- Member, Biology Club at UTSA, Year-Present
- Co-Chair, Chess Club Tournament at UTSA, Year – Year
- Volunteer, UTSA Give Day, Month and Year

WORK

HISTORY:

- Cashier, HEB, Year-Present
- Self-employed, Babysitter/House Sitter/Pet Sitter, Year - Year

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COS Student Success Center

The COS Student Success is the hub for student success and student life within the College of Sciences, and offers:

- Academic support services
- Academic and professional development workshops
- Guest speakers
- Peer Mentoring
- Freshmen interest groups
- Study spaces and conference rooms

CliftonStrengths

- <https://www.gallup.com/cliftonstrengths/en/507353/cliftonstrengths-for-students-report.aspx>

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Final Questions!

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[@cos.success](#)

