



**Career Planning Guide**

2025

Office of  
**EXPERIENTIAL LEARNING**

**NM  
STATE**

**START YOUR JOURNEY WITH**

# OFFICE OF EXPERIENTIAL LEARNING



**Letter from the Director**

**Greetings Aggie Nation!**

**We are thrilled to present the 2025 Career Planning Guide—a comprehensive resource designed to help you prepare for your future career. Inside, you'll find best practices, practical tips, and useful examples to enhance your career development journey.**

**At the Office of Experiential Learning, we're dedicated to connecting your field of study with your career aspirations. Through employer partnerships, career fairs, and engaging events like information sessions, coffee chats, mock interviews, resume reviews, and job search workshops, we provide the tools and support you need to explore and achieve your goals.**

**We're always eager to hear your feedback and collaborate with students to continually improve our services. As you embark on this exciting journey, remember that we're here to help every step of the way.**

**Here's to your success in 2025 and beyond. Go Aggies!**

**Patricia Leyba, Director**

# SOLARE COLLEGIATE CHARTER SCHOOL

## NOW HIRING! 2025-2026



## OUR SCHOOL

- **Monday-Thursday**  
7:10-4:00
- **Friday**  
7:10-4:00 (scholars dismissed at 2:00)
- **After-school program**  
Monday-Friday until 6:00
- **Free** school supplies and uniforms provided
- **Zero** homework



**APPLY NOW**



Send your resume and cover letter to [R.Sewards@SolareCollegiate.org](mailto:R.Sewards@SolareCollegiate.org)

oel.nmsu.edu **1**

# CAREER PLANNING GUIDE

## 2025

New Mexico  
State University

**Office of  
Experiential  
Learning**

Division of  
Student Success

**Director:**

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coop@nmsu.edu

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# HOW CAN WE HELP YOU MEET YOUR CAREER GOALS?

Learn more about the  
programming and  
opportunities provided  
for current students  
and alumni.



## **DISCOVERING YOUR INNER AGGIE: Self-Assessment Guide**

Making plans for your future can be challenging. Starting with the self-assessment process can give you more choices and increase your confidence that you are on the right career path.

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## Experiential Learning: Cooperative Education and Internship Program

Your time at NMSU should include experiential learning to launch your professional journey. After completing a co-op/internship, you will gain new and unique perspectives for your career plan.

## CHECKLISTS

- Co-op/Internship
- Job Hunting
- Career Fair
- Resume
- Cover letter
- LinkedIn
- Interview
- Graduate School

# EXPERIENTIAL LEARNING

# START YOUR JOURNEY TODAY

## EXAMPLES OF EXPERIENTIAL LEARNING

**Co-ops.**  
**Internships.**  
**Apprenticeships.**  
**Practicums.**  
**Student Teaching.**  
**Clinicals.**  
**Fieldwork.**  
**Study Abroad.**  
**Job Shadowing.**  
**Mentorships.**  
**Externships.**  
**Fellowships**  
**Senior Projects.**  
**Capstones.**  
**Research.**  
**Simulations.**  
**Lab Courses.**  
**Micro-Internships.**  
**Service Learning.**  
**Community Groups.**  
**Community Theater.**  
**Athletics.**  
**Performing.**  
**Volunteering.**  
**Military Service.**  
**Student Employment.**  
**Student Leadership.**

*Experiential Learning is the process through which students develop*

**KNOWLEDGE, SKILLS,**  
*and* **VALUABLE WORK**  
**EXPERIENCE** *from direct experiences outside the traditional academic setting.*

Today's employers are seeking candidates with a unique combination of both technical and soft skills such as collaboration, communication, and critical thinking. As you explore what your industry recommends, consider participating in co-curricular engagement experiences to apply your knowledge and reflect on your growth in your field of interest. These projects help build your resume and demonstrate your skills and professionalism when applying for jobs.

Well planned, supervised, and assessed experiential learning programs can stimulate academic inquiry by promoting interdisciplinary learning, civic engagement, career development, cultural awareness, leadership, and other professional skills.

DAY

**“Success is a journey, not a destination. The doing is often more important than the outcome.”**

ARTHUR ASHE



## THE OFFICE OF EXPERIENTIAL LEARNING IS AVAILABLE TO ASSIST WITH:

- Job Search
- Volunteer Opportunities
- Internship/ Co-op Opportunities
- Civic Engagement
- Resume Review
- Mock Interviews
- Career Exploration

## WAYS TO ENGAGE:

Getting involved on campus and in the community is a great way to learn and gain experience.

### NEED IDEAS?

- Get an on- or off-campus job
- Join a student organization
- Volunteer in the community
- Conduct a research project
- Gain in-demand skills
- Participate in a leadership program
- Shadow a professional
- Study abroad
- Test your entrepreneurial skills and join Studio G

# VISIT OUR OFFICE & FOLLOW US ON SOCIAL MEDIA

**Garcia Center**, Room 224  
New Mexico State University

(575) 646-1631  
Fax (575) 646-5421

**oel@nmsu.edu**  
oel.nmsu.edu



/nmsuoel



/nmsuoel



/nmsuoel



/company/nmsuoel

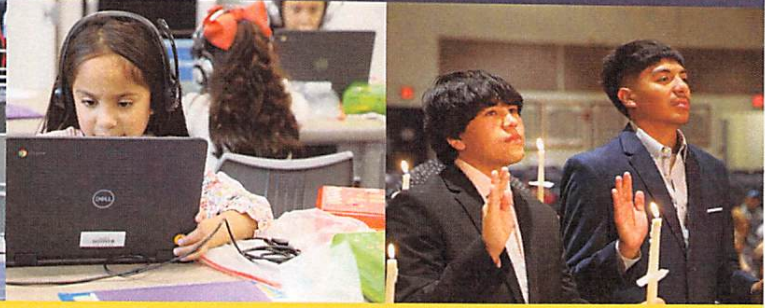
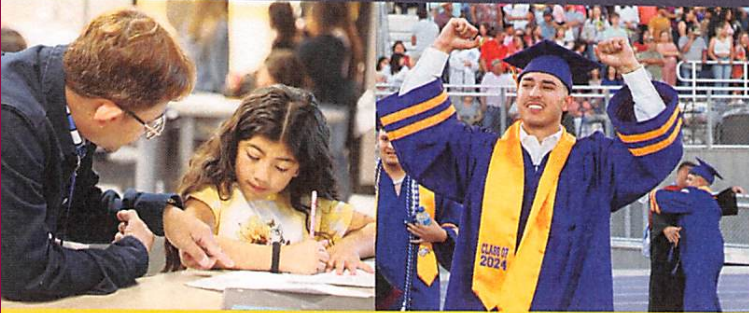
**handshake**  
**nmsu.joinhandshake.com**





**Pecos-Barstow-Toyah**  
Independent School District

# TEACHER INCENTIVES AND BENEFITS



## Current Starting Teacher Salary

# \$58,000

## Potential First Year Pay (Sign On)

Minimum Starting Salary	\$58,000
Early Commitment Stipend (by May 1)	\$ 3,000
Welcome Home Stipend (PBT Alumni)	\$ 1,500
Relocation Stipend	\$ 1,500

**Potential 1st Year Pay**                    **\$64,000**  
**+ \$7,200.00 insurance =**                **\$71,200**

*\*\*PBTISD offers additional stipends for athletic coaches and relocation stipends for couples hired to the district.\*\**

Pecos-Barstow-Toyah ISD is an equal opportunity employer and does not discriminate against persons because of race, color, religion, gender, national origin, age, disability, military status, genetic information, or any other basis prohibited by law. Pecos-Barstow-Toyah ISD prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability upon request. Pecos-Barstow-Toyah ISD will also ensure reasonable accommodation for employees with disabilities.

## Annual Stipend Opportunities

- \$4,000 Math/Science/ELAR (Grades 6-12)
- \$3,000 Special Education
- \$3,000 Bilingual
- \$1,750 ESL
- \$1,500 Advanced Graduate Degree

## PBTISD "Grow Your Own" Program

The **Grow Your Own** program completely funds your educational advancement!

- College coursework
- Advanced Certification
- Advanced Degrees

## Benefits of Being an Eagle

- District annual contribution of \$7,200.00 (\$600.00 per month) toward health and/or other insurance
- Free \$50,000 Life Insurance/AD&D
- Long-Term Disability and Employee Assistance Program
- **Affordable Teacher Housing (\$725, \$925, \$1050-utilities included)**
- Up to 15% Annuity Match - 403(b) or 457(b)
- District Child Care - six weeks to three-year-olds
- Free Pre-K4 program
- Teacher support through mentorship program, coaching, and curriculum support.

**NEW STAFF HOUSING COMPLEX!**



Visit [pbtisd.net](http://pbtisd.net) and click "Careers" to explore!! **OR** Scan to Apply

# ARE YOU CAREER READY?

Soft skills are best developed through engaged learning activities.  
Employers are increasingly seeking employees  
who have the following soft skills:

## LEADERSHIP

Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. Assess and manage emotions and those of others. Empathic skills used to guide and motivate. **Organize, prioritize, & delegate** work.

## TEAMWORK

Build diverse relationships with colleagues and customers. Able to work within a team structure and can negotiate and **manage conflict**. Effectively communicate to define common goals. Able to **identify & utilize strengths** of each team member.

## PROBLEM SOLVING

Exercise **sound reasoning** to analyze issues, make decisions, and overcome problems. Able to obtain, interpret, and use knowledge, facts, & data. **Original** and **Innovative**.

## COMMUNICATION

**Articulate thoughts and ideas clearly and effectively** in written and oral forms to various audiences. Effectively speak to audiences of varying sizes. Create and edit written reports.

## PROFESSIONALISM

Work productively and manage time & workload. Professional work image. Demonstrate **personal accountability, integrity, and ethical behavior**.

## TECHNOLOGY

Demonstrate the ability to **adapt to new & emerging technologies**. Use technology ethically and efficiently to solve problems and accomplish goals. Value **continuous learning**. Responsive to a variety of training formats.

## GLOBAL FLUENCY

Value differences and **implement strategies for inclusion**. Interact effectively with people from diverse backgrounds. **Understand own biases** and use awareness to work to eliminate them.

## CAREER MANAGEMENT

Identify areas for **professional growth**. Knowledge of industry leaders and trends. **Pursue and advocate for opportunities**.

# SELF-ASSESSMENT GUIDE

## PREPARE & DISCOVER YOUR INNER AGGIE

### WHO AM I?

Can you in five minutes or less clearly describe yourself to a stranger? Have you identified your strengths, weaknesses, interests, and special talents? If not, you may find yourself at a distinct disadvantage because your competition may have made this self-analysis.

### WHAT DO I WANT TO DO?

For many people, this is a difficult question. Your answer indicates whether you have given an honest reflection about your past, present, and future. The more thought you give to this question, the more convincing you will communicate your goals. Remember: working is doing something and not just knowing something.

### WHY DO I WANT TO DO THIS?

Have you thoroughly considered what motivated you to make this decision? Are you realistic? Are you interested and enthusiastic about this career field? Are you willing to put forth the time, effort, and commitment to obtain the experience and knowledge required?

### WHERE DO I WANT TO WORK?

Do you have a preference where you want to work? Are you focused on a specific company? Do you have a preference in the size or type (government, non-profit, etc.) of an employer? Is there a specific geographic location where you hope to live and work?

### WHEN DO I WANT TO ACHIEVE MY GOALS?

It is important to realize what steps you can take now and prepare for what you need to do *tomorrow*. Do you need a Masters degree? If so, do you need that degree before you start an entry level position, or would you be better served continuing your education later in life? Are there external forces that will impact your timeline?

## ONLINE ASSESSMENT TESTS

Visit our website, [oel.nmsu.edu](http://oel.nmsu.edu), to access the [VitaNavis](#) online assessment tests.

New Mexico State University has teamed up with ECMC-Project Success to enhance career exploration opportunities for Aggies through the VitaNavis online platform. The platform uses the SuperStrong interest assessment to find educational and career pathways for Aggies. For each pathway, the platform links your interests to careers, salaries, career outlooks, skills, and the education you'll need to meet your goals. Completing the SuperStrong will provide you with a foundation for planning your educational and career journey.

The journey to your career success is only a click away. Access VitaNavis using your myNMSU credentials to get started.



**Erica Adams**, a Mid-Career Master of Science in Information Management student, spent a year visiting eight countries on a prestigious UW fellowship. When she's not traveling the world, Adams is focused on user experience and privacy issues. She recently interned with Amazon and received a full-time job offer upon graduation.



**Gennie Gebhart**, '16, parlayed her Master of Library and Information Science degree into a career in activism at the nonprofit Electronic Frontier Foundation. "I make my living yelling at any tech company that is not standing up for its users," Gebhart says. She was recently promoted to managing director of technology at the foundation.

# MAKE YOUR MOVE

**Take the next step in your career:  
Earn your graduate degree in Seattle or online**

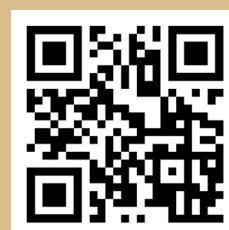
- Master of Science in Information Management \*
- Master of Library and Information Science \*
- Master of Arts in Museology
- Ph.D. in Information Science

\* also available online



**Information School**  
UNIVERSITY of WASHINGTON

[ischool.uw.edu](http://ischool.uw.edu)





Ware River

# BETTER HEALTHCARE FOR GENERATIONS

[wareriverconsulting.com](http://wareriverconsulting.com)

## About Us

Ware River Consulting, LLC (Ware River) is dedicated to empowering organizations to reach their full potential by delivering tailored, impactful solutions in healthcare staffing, human resources, and administrative management. At Ware River, we believe in building long-term partnerships and driving sustainable success for those we serve, fostering better healthcare for generations to come.

## Our Mission

Our commitment extends beyond traditional consulting. We proudly support the Buy Indian Act. As an Indian Small Business Economic Enterprise (ISBEE) and SBA-certified Economically Disadvantaged Woman-Owned Small Business (EDWOSB), we stand firmly dedicated to fostering growth, cultural competency, and community impact.

## Industries We Serve



- Indian Health Services (IHS)
- Tribal Organizations
- Bureau of Indian Affairs (BIA)
- Department of the Interior
- Defense Health Agency / Military Health System
- Urgent Care Centers
- Hospital Systems
- School Districts
- Clinics
- Consulting - Universities

## Our Services

### Healthcare Staffing

Supplying highly skilled healthcare professionals to meet staffing needs for positions such as Physicians, Nurses, Advanced Practice Providers, and Allied Healthcare Professionals.

### Human Resource Solutions

Providing talent acquisition, workforce engagement, compensation analysis, and organizational development. We focus on improving team dynamics and productivity.

### Administrative Management

Contract oversight, data analytics, program coordination, and administrative support tailored for efficient project execution.

 [wareriverconsulting.com](http://wareriverconsulting.com)

 (804) 699-3220

 [info@wareriverconsulting.com](mailto:info@wareriverconsulting.com)

# DEVELOPING YOUR PERSONAL BRAND

*A personal brand is more than who you are. Simply put, your brand is the perception of you. From digital to human interactions, what do others think and say about you?*

## ONLINE ASSESSMENT TESTS

Visit our website, [oel.nmsu.edu](http://oel.nmsu.edu), to access the [VitaNavis](#) online assessment tests.

### CREATE. *How do you market yourself?*

*What do you want to be known for?*

If you had to choose just ONE word to describe yourself, what would it be?

Let's add another: choose ONE word or phrase to describe who you want to be or how you hope to impact the world. List them together below:

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If you value leadership, perhaps your words are LEADER and EMPOWER.

If you're a creative type, maybe your words are ARTIST and THOUGHT-PROVOKING.

Do the sciences run through your veins? If so, try INNOVATOR and IMPROVE QUALITY OF LIFE.

Does this sound familiar?  
**BE BOLD.** Shape the Future.

Knowing who you are and what you value is the first step. How well you apply and maintain your brand can greatly influence your ability to secure employment.

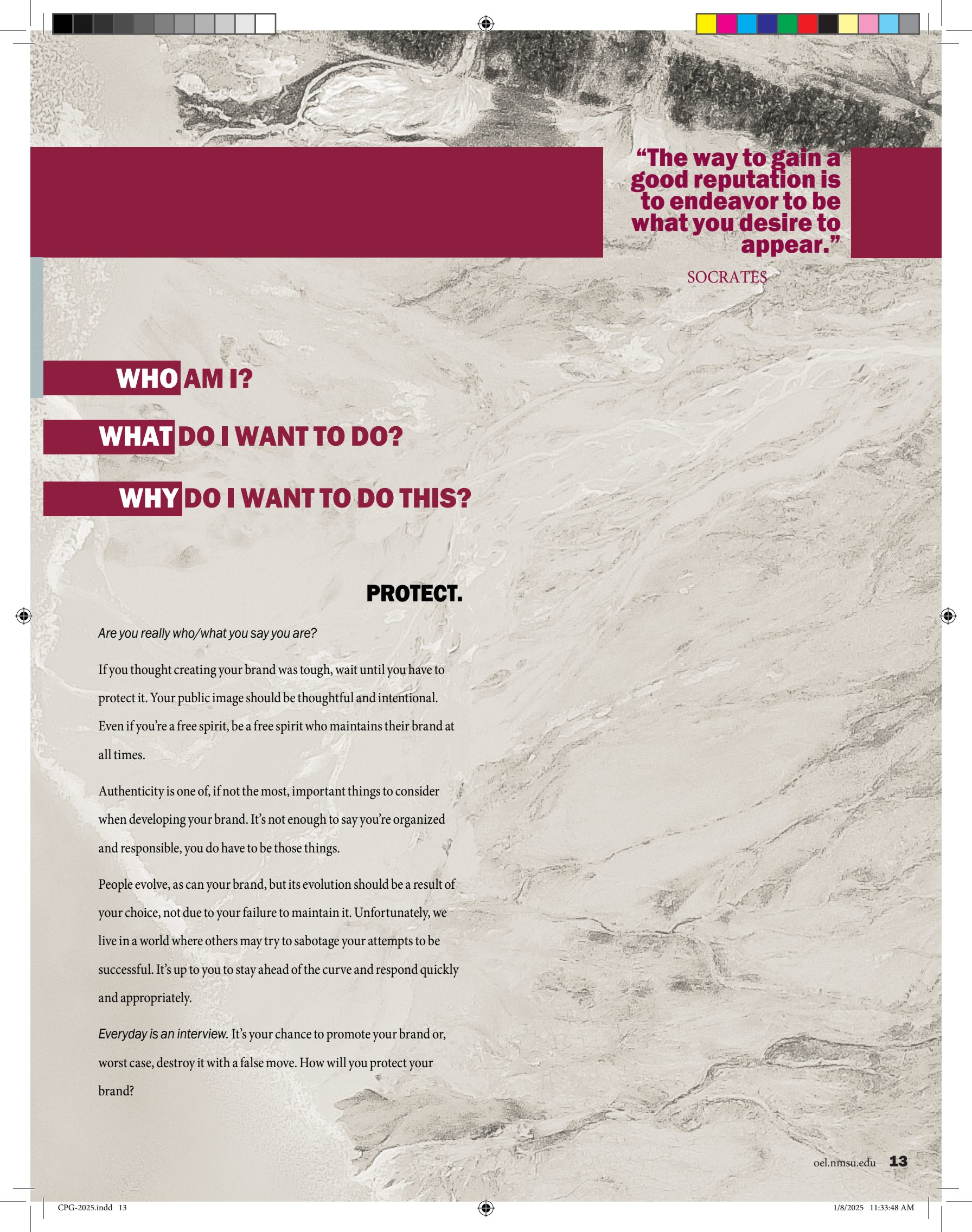
There are many ways you can apply your brand as you continue along your career path. It impacts your decision of which companies to seek out for employment to the way you describe your experiences. Aesthetically, your brand may also shape the format of your resume and cover letter, as well as how you physically present yourself to others.

Additionally, what does your Online presence say about you?

Are you actively engaging in conversations in your field? Are you creating a name for yourself with thoughtful contributions?

Create content. Share your ideas. Get involved. Visually project yourself digitally and in print. Don't be afraid to ask for help

**MARKET.** from a creative or business-minded friend.



**“The way to gain a good reputation is to endeavor to be what you desire to appear.”**

SOCRATES

**WHO AM I?**

**WHAT DO I WANT TO DO?**

**WHY DO I WANT TO DO THIS?**

## **PROTECT.**

*Are you really who/what you say you are?*

If you thought creating your brand was tough, wait until you have to protect it. Your public image should be thoughtful and intentional.

Even if you're a free spirit, be a free spirit who maintains their brand at all times.

Authenticity is one of, if not the most, important things to consider when developing your brand. It's not enough to say you're organized and responsible, you do have to be those things.

People evolve, as can your brand, but its evolution should be a result of your choice, not due to your failure to maintain it. Unfortunately, we live in a world where others may try to sabotage your attempts to be successful. It's up to you to stay ahead of the curve and respond quickly and appropriately.

*Everyday is an interview.* It's your chance to promote your brand or, worst case, destroy it with a false move. How will you protect your brand?

**“When one door of happiness closes, another opens, but often we look so long at the closed door that we do not see the one that has been opened for us.”**

HELEN KELLER

## **WHEN DO I WANT TO ACHIEVE MY GOALS?**

## **WHERE DO I WANT TO WORK?**

### **FRESHMAN YEAR**

Complete your profile in Handshake.

Identify and explore career options with a Career Advisor.

Identify interests, skills, work values, and personality traits through Vita Navis career assessment.

Talk to faculty and review the NMSU Academic Catalog to research majors.

Explore career choices using LinkedIn and personal contacts.  
Join a student organization.

Participate in meaningful experiences (i.e. volunteer, research, job-shadowing)

Meet with Academic Advisors at the Center for Academic Advising and Student Support (CAASS)

Attend career fairs and other career events.

### **SOPHOMORE YEAR**

Join a professional association related to your career field.

Contact the Office of Experiential Learning for tips and resources on resumes, cover letters, and interviewing.

Upload your resume to Handshake.

Explore study abroad opportunities.

Develop a job search strategy for finding work experience in your field of study.

Build connections through interacting with employers, faculty, and university staff.

Start confirming your career choice by gaining career-related work experience through internships and co-ops.

Attend career fairs and other career events.



# CHARTING YOUR CAREER PATH

*Career planning is an important strategy to organize and manage your short and long term professional goals.*

Before you can take actionable steps to achieve these goals, you should have a solid understanding what your goals are, an interest in the field, an honest reflection of who you are now, and what areas you need to invest time and effort in.

## JUNIOR YEAR

- Determine if graduate or professional school is necessary to reach your career goals.
- Schedule an appointment to have your resume(s) and cover letter(s) critiqued.
- Update your resume and upload the revised version on handshake.
- Learn about and purchase professional attire appropriate for recruitment events.
- Complete an internship or co-op to gain experience and build your resume.
- Fine-tune your interviewing skills by scheduling a mock interview with a Career Advisor at the Office of Experiential Learning.
- Use Handshake to discover career-related events
- Attend career fairs and other career events.

Continue to follow the graduate and professional school timeline for entrance exams, if applicable.

Develop your personal statement, polish your resume, and have it critiqued by a Career Advisor.

Identify professionals who are willing to serve as references.

Schedule a mock interview to prepare for potential interviews.

Identify full-time job opportunities (utilize personal network).

Use Handshake to discover career-related events.

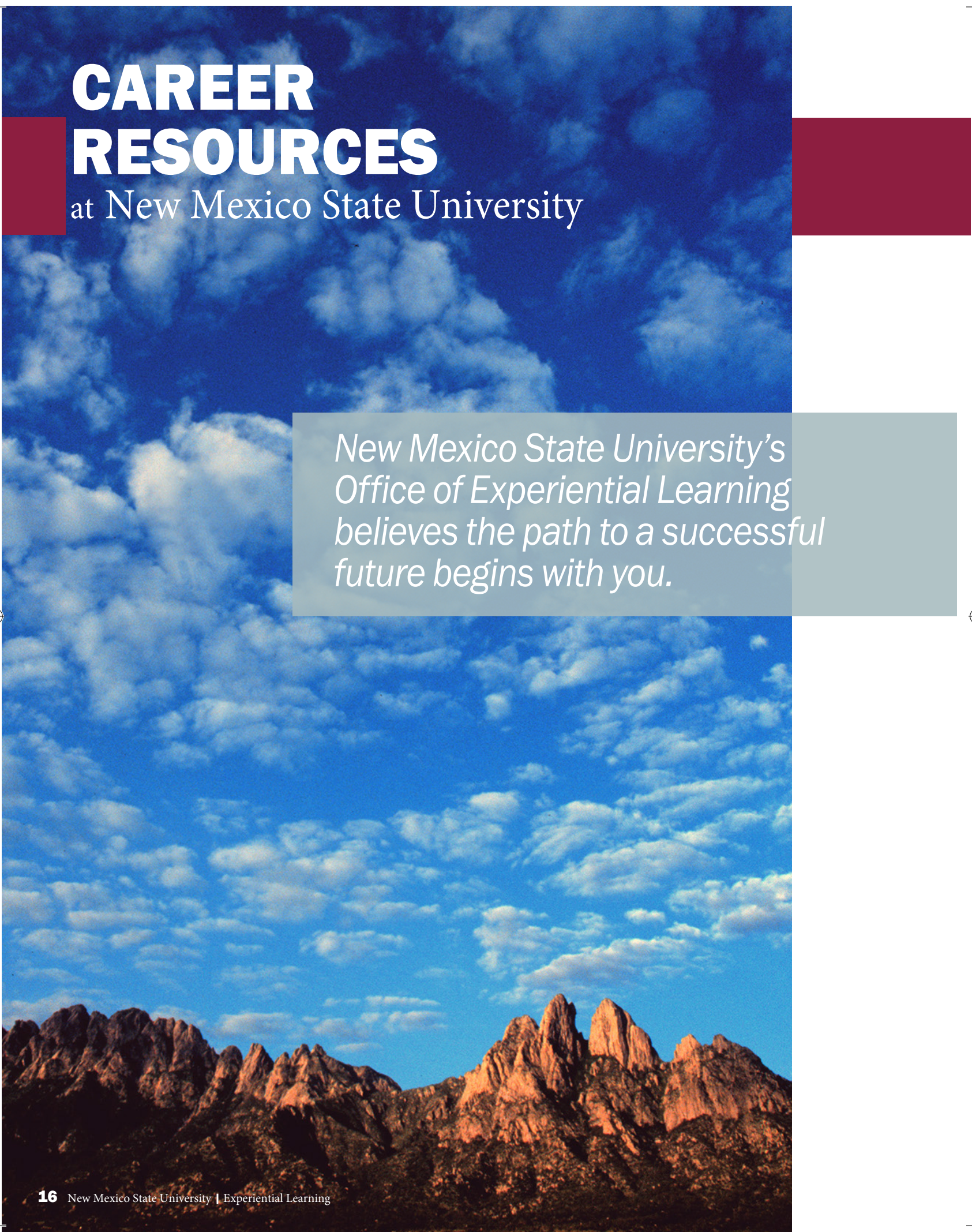
Attend career fairs and other career events.

## SENIOR YEAR



# CAREER RESOURCES

at New Mexico State University



*New Mexico State University's  
Office of Experiential Learning  
believes the path to a successful  
future begins with you.*

OEL is here to help you understand and shape your curiosities, passions, interests, and skills. We will work along-side you and your academic advisers to aid you in understanding what you can do with your major, connect you with the occupational outlook for your major, and help you use Handshake to locate student employment, co-ops/internships, and global job search resources.

## Advising Appointments

The NMSU Student Success Center offers career development advising for resume and CV Review Job Searching, Resume & CV Reviews, Letters and Statements, **Interview Preparation**, and LinkedIn Profiles. Individual appointments assure you will receive customized attention to meet your needs to address your situation.

<https://ssc.nmsu.edu/services/career-development.html>

## Workshops

Whether you'd like to learn resume writing tips or best practices in preparing for your next job interview, our workshops are the best place to start.

For a complete listing of upcoming workshops, check out **EVENTS** in **Handshake**, the **Crimson Connection**, or our website.

Additionally, student organizations, residence halls, and classes are welcomed to request a special presentation. Workshops can be combined and tailored to suit the needs of the group.

- Career Assessment & Exploration
- Co-ops & Internship Planning
- Resume & Cover Letter Writing
- Getting LinkedIn
- Improv Games for Interview Success
- Life After College



## Events

A week doesn't go by without multiple opportunities available for you to engage with employers. Networking allows you to develop a rapport with recruiters, learn more about careers with industry leaders, and get a jump start on the hiring process. Meet with recruiters over coffee during a **Coffee Chat** session at the Barnes & Noble, or attend an **Info session**. From **tabling** on campus to **Lunch & Learns**, we have created several mediums for you to connect.

OEL also hosts Career Events throughout the year. In the Fall, look out for OEL events and JCPenney suit-up events. In the Spring, SUIT-UP returns along with other career events.



# TRACKING EXPERIENCES

# COOP & INTERNSHIP

## Office of Experiential Learning

### **COOPERATIVE EDUCATION AND INTERNSHIP PROGRAM**

The purpose of the NMSU Cooperative Education (Co-op) and Internship Program is to provide experienced-based learning through paid employment in practical, curriculum-related work assignments structured to meet your interests, abilities, and career goals. The program is a partnership effort where the student, employer, and university all participate on an equal basis in an effort to make your educational experience richer and more meaningful.

ED & HAROLD FOREMAN  
ENGINEERING COMPLEX

# PROGRAM

**200+** **AGGIES**

on Work Assignments  
each academic year

## BENEFITS TO STUDENTS

- Experience navigating the Job Search process
- Paid real world experience in your field of study
- Network with professionals in your industry
- Possible conversion to full-time employment after college graduation
- An official notation placed on your transcript

## INTERNATIONAL STUDENTS:

International students must comply with US Citizenship and Immigration Services (USCIS) regulations at all times to maintain their lawful student status.

### HOW DO I GET STARTED?

1. Consult with the Office of International Student and Scholar Services (ISSS) to meet Curricular Practical Training (CPT) eligibility
2. Obtain a signed CPT request form
3. Submit a completed CPT form to the Cooperative Education & Internship Program

**“Nothing ever becomes real till it is experienced.”**

JOHN KEATS

## CO-OP/INTERNSHIP CERTIFICATION CHECKLIST:

### MEET ELIGIBILITY

- Minimum of sophomore classification for undergraduate students
- Degree-seeking student with declared major
- Minimum GPA: 2.0 undergraduates; 3.0 for graduate students
- Full-time student status (12+ credits for undergraduates; 9+ credits for graduate students)

### ORIENTATION

- Activate Handshake account
- Email [coop@nmsu.edu](mailto:coop@nmsu.edu) to request an Orientation course
- Complete Co-op/Internship Orientation
- STATUS: **Co-op Active**

### APPROVAL

- Job Offer Letter
- Job Description
- Request an Experience Form
- STATUS: **Experience Approved in Handshake**

### COMPLETION

- Student Evaluation
- Employer Evaluation
- STATUS: **Notation on Transcript**

Co-op and Internship experiences must be approved at the **BEGINNING** of **EVERY** semester

# THE JOB SEARCH: EXPLORING THE

## FIND YOUR NEXT OPPORTUNITY ON HANDSHAKE.

7000+ companies, including Fortune 500 companies and local businesses, recruit Aggies like you on Handshake.

## PUT HANDSHAKE TO WORK FOR YOU!

Handshake is **YOUR** job and internship platform.

Log in with your NMSU credentials at [nmsu.joinhandshake.com](https://nmsu.joinhandshake.com) or through **myNMSU**.

### Optimize your Handshake profile.

- Upload your current resume.
- Strengthen your profile by adding a professional photo, skills, student organizations or extracurricular activities, and coursework.

### Add relevant interest, desired industry, job function, and city. Use filters to fine-tune your search.

Handshake will give you suggestions of jobs and events tailored to **YOU** based on your profile and career interests.

### Make your profile public to employers and the NMSU campus.

Handshake will help you appear in relevant searches conducted by employers and enable you to connect with other NMSU students.

**Find career events.** You can find career events on campus like employer information sessions, career fairs, and networking opportunities. Join the event and favorite employers to receive updates.

Chronicle of Higher Education: [jobs.chronicle.com](https://jobs.chronicle.com). Academic and university positions.  
Handshake: [nmsu.joinhandshake.com](https://nmsu.joinhandshake.com). Job and internship search platform designed for college students.  
Idealist: [idealist.org](https://idealist.org). Jobs with nonprofit organization.  
Indeed: [indeed.com](https://indeed.com). Employment opportunities in many industries.  
LinkedIn: [linkedin.com](https://linkedin.com). Job search and suggested jobs based on your profile.  
State of New Mexico: [careers.share.state.nm.us](https://careers.share.state.nm.us). Jobs in New Mexico, State government agencies. Each state, county and city has its own.  
Federal Government: [usajobs.gov](https://usajobs.gov). Federal jobs and internships are collected on this website

DOWNLOAD THE APP  
 **handshake**



# MARKET

**“Surround yourself with people who are smarter than you.”**

RUSSELL SIMMONS

## Getting a job takes **TIME & PATIENCE:**

Average time from  
**job posting** to an  
**interview:**

**38**  
DAYS

Average time from  
**interview** to an  
**offer:**

**24**  
DAYS

## RESEARCHING A COMPANY:

Choosing a company to work for should not be taken lightly. Recall your self-assessment. Prioritize a company's location, corporate culture, ethics, reputation, and offered salaries.

### WHERE DO I LOOK?

**LinkedIn** offers insights in hiring trends and growth, information about current and former employees, and the opportunity to follow, connect, and engage.

**Glassdoor** provides reviews from current and former employees and salary information.

And always, Always, ALWAYS: visit the company's **website**, follow them on **social media**, and search for **news articles**.

## JOB HUNTING CHECKLIST:

### ASSESS GOALS

- Narrow down type(s) of positions & companies
- Identify regions/locations of interest.
- Create a budget to identify salary requirements

### ONLINE PRESENCE

- Google yourself to get an inventory of your digital footprint
- Clean up public social media accounts
- Boost or increase your industry specific posts
- Create or update your website or portfolio

### CAREER RESOURCES

- Update and tailor your resume.
  - Save copies on a cloud for mobile/remote access
- Compose an original cover letter for each position
- Update your LinkedIn profile
  - Sign up for a FREE trial of Premiere for additional company insights
  - Avoid sending connection requests to those you haven't met in person without an introductory message
  - Follow industry and interesting #hashtags
- Practice answering interview questions
- Send THANK YOU notes
- Secure References

### NETWORK

- Visit the OEL office at NMSU
- Meet with company recruiters on campus
- Attend Career Fairs
- Attend Information Sessions
- Meet with headhunters/recruiters in your industry
- Attend industry conferences
- Join industry associations
- Read industry publications
- Join social media groups

# ON-CAMPUS RECRUITING: CAREER FAIRS

## CAREER CONNECTIONS

February 4 & 5, 2025 • 9 AM to 2 PM

## EMPLOYMENT EXTRAVAGANZA

March 5, 2025 • 9 AM to 2 PM

## EDUCATORS' JOB FAIR

April 22, 2025 • 1 PM to 6 PM

## STUDENT EMPLOYMENT FAIR

August 26, 2025 • 10 AM to 1 PM

## CAREER EXPO

September 16-17, 2025 • 9 AM to 2 PM

## ENGINEERING, SCIENCE, & TECHNOLOGY FAIR

September 17, 2025 • 9 AM to 2 PM

## GRADUATE & PROFESSIONAL SCHOOL FAIR

October 1, 2025 • 10 AM to 2 PM

## HEALTH PROFESSIONS CAREER FAIR

November 4, 2025 • 2 PM to 5 PM

**ALL FAIRS WILL BE IN  
CORBETT CENTER.**

## COME PREPARED. LEAVE WITH A JOB.

### 1 WEEK BEFORE THE FAIR:

- Study the list of companies/schools who will be at the fair. Start to pair down a list of those you're interested in.
- Research companies.** Visit their websites to see what positions are available. Search for them in the news. Follow them on social media.
- Draft your **resume**, highlighting the skills and experiences that the companies desire. Have your resume reviewed.
- Update your **LinkedIn** profile and portfolio. Attend a **Getting LinkedIn Workshop**. Clean up your public social media accounts.
- Browse **EVENTS** in Handshake for **Info Sessions, Networking Opportunities, and Tabling** for more opportunities to connect with **recruiters**.
- Schedule an appointment for a **Mock Interview**.
- Prepare and practice your Elevator Pitch. Come up with questions that will help you learn more about available positions.
- Attend the **Career Fair Prep Workshop** on the Monday before the fair for a crash course of "Who's who" and "What's what."
- Make arrangements with work or class schedules to allow for time to attend.



**“Television is not real life. In real life people actually have to leave the coffee shop and go get jobs.”**

BILL GATES

### DAY OF THE FAIR

- Dress to impress.
- Stand in the Superman pose at least a minute before you arrive—hands on hips, feet slightly further apart than usual, chin uplifted.
- Arrive early.
- Bring multiple copies of your resume.

### AFTER THE FAIR

- Follow-up with the recruiters you met via email or **LinkedIn** connection request. Remind them who you are, what you discussed, & reinforce your interest.
- Check **Handshake** for info sessions. You are more likely to make an impact if you meet with a recruiter multiple times.

### ELEVATOR PITCH

Prepping an elevator pitch means that you're prepared when you need to introduce yourself. And it's a great way to answer the common interview question, "tell me about yourself." Although practicing your pitch is helpful, remember that it's not a canned speech - it's a starting point for a two-way conversation. Make sure to ask questions and listen.

-Include your name. Major and year in school.

-State what you are seeking (job or internship) and in what field,

-List one or two experiences (job, internship, volunteer service) that have strengthened two or three of your skills.

-State what you know about the organization, such as open positions ongoing projects or organizational values.

-End by stating how interested you are to learn more about the organization.

### SAMPLE ELEVATOR PITCH

“Hello, my name is \_\_\_\_\_, and I'm completing a \_\_\_\_\_ degree at New Mexico State University.

I'm interested in a (career/internship) in the \_\_\_\_\_ field/industry.

I've been involved in \_\_\_\_\_ and have developed skills in \_\_\_\_\_.

I have also worked as a \_\_\_\_\_ at \_\_\_\_\_ and discovered that i really enjoy \_\_\_\_\_.

Could you tell me more about \_\_\_\_\_?”

# CRAFTING & TAILORING YOUR RESUME

*An effective resume enables you to stand out and be competitive so you can get an interview. Hiring managers want to know what your skills are and what your responsibilities have been.*

## APPLICANT TRACKING SYSTEMS:

Many organizations use an Applicant Tracking System (ATS) in their candidate search. ATS software scans resumes for certain keywords and evaluates each candidate's skills and strengths in relation to the job description. An ATS is likely to read your resume before it reaches a recruiter.

### Identify and use **KEYWORDS** often

It is important that the language of your resume match the language of the job description to avoid being sorted out of contention.

**TYPES OF RESUMES:**  
Chronological  
Functional  
Combination  
Creative  
Federal  
... and more!

## FUNCTIONAL SKILLS

### LEADERSHIP

Administered  
Appointed  
Delegated  
Directed  
Guided  
Implemented  
Led  
Managed  
Oversaw  
Recommended  
Scheduled  
Supervised

### INSTRUCTION

Advised  
Clarified  
Cultivated  
Educated  
Enabled  
Facilitated  
Instructed  
Simulated  
Specified  
Taught  
Trained  
Tutored

### ORGANIZATION

Built  
Cataloged  
Categorized  
Charted  
Compiled  
Formalized  
Organized  
Prepared  
Recorded  
Registered  
Restructured  
Simplified

**“That’s been one of my mantras – focus & simplicity. Simple can be harder than complex: You have to work hard to get your thinking clean to make it simple. But it’s worth it in the end because once you get there, you can move mountains.”**

STEVE JOBS

Your resume should be more than a simple listing of job duties. Additionally, it shouldn’t be treated as your complete job history.

Include relevant experiences highlighting your qualifications for the position you are applying for. Use the **CAR Method** to communicate your experiences in a concise and impactful manner.

**CONTEXT.** What was a task you were given?

**ACTION.** How did you complete the task?

**RESULT.** What was the result? Use numbers where possible.

**EXAMPLE:**

**Task:** Rejuvenate the corporate brand by increasing Gen Z customers.

**How was task completed:** Adopted a fresh, authentic voice while creating 3 US trending hashtags on Twitter.

**Result:** Increased followers and Gen Z leads from Twitter by 500% in 2 months.

- Created a Twitter campaign to increase Gen Z followers and leads by 500% in 2 months by initiating 3 US trending hashtags.

**ANALYTICAL**

Accounted  
Allocated  
Analyzed  
Appraised  
Balanced  
Budgeted  
Calculated  
Forecast  
Optimized  
Maximized  
Reduced  
Recovered

**DESIGN**

Adapted  
Assembled  
Built  
Constructed  
Created  
Developed  
Designed  
Initiated  
Interpreted  
Introduced  
Mapped  
Produced

**RESEARCH**

Assessed  
Collected  
Compared  
Diagnosed  
Evaluated  
Examined  
Explored  
Formulated  
Measured  
Studied  
Surveyed  
Tested

**TEAM WORK**

Collaborated  
Coauthored  
Co-presented  
Counseled  
Critiqued  
Influenced  
Interacted  
Partnered  
Participated  
Mediated  
Moderated  
Motivated

**COMMUNICATION**

Addressed  
Advertised  
Articulated  
Communicated  
Composed  
Documented  
Edited  
Lobbied  
Persuaded  
Presented  
Translated  
Wrote

# HELPFUL RESUME

# TEMPLATES

## Engineer Aggie

(575) 555-0000 • [estudent@nmsu.edu](mailto:estudent@nmsu.edu) • [linkedin.com/in/student](https://www.linkedin.com/in/student)

### CAREER OBJECTIVE

Seeking an electrical engineering position. Experienced in AC/DC motors devices, high voltage cabling, and preliminary electrical designs. In-depth knowledge of control and power delivery systems.

### EDUCATION

New Mexico State University, Las Cruces, NM  
Candidate for Master of Science in Electrical Engineering

GPA: 3.6  
December 2023

New Mexico State University, Las Cruces, NM  
Bachelor of Science in Electrical Engineering

GPA: 3.87  
December 2021

### RELATED COURSE WORK

Computer Architecture Design	CMOS & VLSI Design	High Speed Digital Design
Hierarchical Digital Design	Analog & Mixed Signal IC Design	Digital System Design
Electron Devices	Linear Integrated Circuits	Integrated Circuits
Microwave Devices and Circuits	Numerical Methods for Engineers	Digital Signal Processing

### TECHNICAL SKILLS

- Scripting/Programming Languages: C, Perl, HTML, Matlab
- Engineering Tools: Xilinx ISE, L Edit
- Tools/Packages: Synopsys VCS, ModelSim, Pspice 9.1, MS Office, AutoCAD
- Platforms/Environments: DOS, Windows (Me, 2k, XP, Vista), MS-DOS, UNIX, Linux

### RELATED PROJECTS

**Circuit Data Analysis**, New Mexico State University, Las Cruces, NM Fall 2021

- Built different Op-Amp using the TL074 chip and compare to ideal result provided in datasheets
- Designed the unity gain, non-inverting and inverting ideal Op-Amp circuit in LTSpice and ran simulation
- Constructed the circuit using real components on a breadboard using an oscilloscope to read results
- Produced in real circuit with percent error of less than 3% when compared to ideal results

**Digital to Analog Converter**, New Mexico State University, Las Cruces, NM Spring 2019

- Designed, verified and documented Pulse Width Modulated (PWM) Digital to Analog Converter
- Determined filter type, ordered filter, and implemented filter design using Python and LTSpice
- Produced Butterworth Filter of a 3rd order with ability to read in as much as 10 bits

### EXPERIENCE

**Computer Lab Assistant**, ICT, New Mexico State University, Las Cruces, NM

January 2019 - Present

- Applied technical knowledge and excellent customer service while assisting student lab users
- Perform routine and preventive maintenance of computer lab and classroom equipment
- Troubleshoot malfunctions of hardware and software applications for the purpose of determining appropriate actions to maintain computer lab operations

**Electrical Assistant Intern**, Northrop Grumman, Linthicum, MD

May 2021-July 2022

- Monitored and controlled pressure, temperature and volume of fluids using an automated system.
- Provided support to the lead Electrical Engineers in tasks such as part and assembly drawing/design or classification, engineering analysis and testing

### ACTIVITIES

**Ambassador**, College of Engineering, New Mexico State University, Las Cruces, NM

August 2018 - May 2021

- Conducted campus tours for prospective students and new students
- Developed relationships within the community to recruit future NMSU Engineers

## Teacher Aggie

132 Education Lane, Las Cruces, NM 88003

[teacher@nmsu.edu](mailto:teacher@nmsu.edu)

575-555-5555

### ELEMENTARY EDUCATION TEACHER

Dependable and accomplished new professional with experience in delivering instruction, evaluating performance, developing procedural strategies, implementing plans and managing multiple projects simultaneously. Proven adaptability and able to flourish in high-pressure and fast-paced environments.

### AREAS OF KNOWLEDGE

**Planning and Preparation:** In-depth Knowledge of Content and Pedagogy | Select Instructional Goals | Design Coherent Instruction | Assess Student Learning | Knowledge of Resources

**Instruction:** Communicate Clear and Accurate Instruction | Use Questioning and Discussion Techniques | Engage Students in Learning | Provide Feedback to Students | Demonstrate Flexibility and Responsiveness

**Classroom Environment:** Create an Environment of Respect and Rapport | Establish a Culture of Learning | Manage Classroom Procedures | Manage Student Behavior | Organize Physical Space | Supervise Students

### EDUCATION

Master of Arts in Education, Concentration: Curriculum and Instruction, Expected: December 2023  
New Mexico State University, Las Cruces, NM, GPA: 3.67

Bachelor of Science in Education, Major: Elementary Education, May 2021  
New Mexico State University, Las Cruces, NM, GPA: 4.0

### CERTIFICATION & LICENSURES

Level Three K-12 Teacher Licensure, NM (Pending)  
Level One K-8 Teacher Licensure, NM

### TEACHING EXPERIENCE

**Teacher** June 2021 - Present

- University Hills Elementary School, Las Cruces, NM
- Manage Classroom of 2<sup>nd</sup> and 3<sup>rd</sup> grade students, establishing clear objectives for all lessons, units and projects.
- Exceed state requirements by achieving advanced test scores through the utilization of technology and volunteers.
- Selected as "model classroom" by administration for emphasis on dynamic, hands-on learning environment.
- Design lesson plans specifically for students with special needs to ensure classroom participation, positive self-image.

### Student Teacher

Mesilla Park Elementary School, Las Cruces, NM January 2021 - May 2021

- Directed students through a writing activity, "I Wish I Were", that resulted in a class book.
- Co-managed classroom of 25 students including 6 with IEPs.
- Assisted with developing and evaluating tutoring material and services for students.

## COMPUTER-SCIENCE AGGIE

LinkedIn: [linkedin.com/in/j.smith](https://www.linkedin.com/in/j.smith) WWW: [smithj.com](http://smithj.com) Github: [github.com/smithj](https://github.com/smithj)

### Contact

PO Box 30001  
Las Cruces, NM 88003  
(575) 646-0000  
Jsmith005@nmsu.edu

### WEB DEVELOPER

Skilled in developing databases, creating user interfaces, writing and testing codes, troubleshooting simple and complex issues. Seeking a role to grow and learn from experienced team members while drawing on project experience already successfully executed.

### RELATED EXPERIENCE

**Web Developer Intern** • Spectrum Technologies

January 2021-Present, El Paso, TX

- Designed and established user-friendly website, including optimized check-out page, resulting in 35% increase in user clicks
- Manage website design/development projects from concept to completion
- Collaborate with end client about design and aesthetic changes needed before launch
- Partner with 3 interns and senior developer to brainstorm and implement ideas and feedback for application development
- Selected as the top performing intern by the technology team

### PROJECTS

**Social Media Scheduler** • Creator • May 2021-Present

- Built responsive app using Django and Node that allowed users to schedule social media posts across Instagram and Twitter
- Develop features using scikit-learn in Python that learned the time of day of maximum engagement with social media posts, which increased overall engagement rate by 23% for users
- Released an app for free for New Mexico State University students and it quickly grew to over 500 monthly active users
- Featured across 7 local newspapers, radio stations, and news networks with focus around use of Twitter and Instagram APIs
- Social Media Scheduler** • Co-founder • April 2019- April 2021
- Presented a need for a computer science club to ASNMSU student government, obtained club approval, and secured club advisor
- Co-founded the computer science club at New Mexico State University to encourage exchanges among CS students surrounding new concepts and technical problems
- Led club members to spend 2 hours a week pair programming with another member to share learnings
- Partnered with journalism majors to attract 35 active members to the club in first year, using web and TV campaigns

### Education

B.S. Computer Science  
New Mexico State University  
Las Cruces, NM  
Expected: December 2023  
GPA 4.0

### Achievements

Crimson Scholar (2020-2022)  
1888 Society (2019)  
Dean's List (2020-2021)

### Technical Skills

JavaScript (Angular)  
HTML/CSS  
Python (Django)  
SQL (PostgreSQL, Oracle)  
REST APIs  
Git

## BUSINESS AGGIE

### Phone Number

### Email Address

### EDUCATION

Bachelor of Business Administration, Major: Management  
New Mexico State University, Las Cruces, NM

Expected: May 2024  
GPA: 3.87

### HONORS & AWARDS

Dean's List, 2021-Present  
Crimson Scholar, 2022  
Daniels Fund Ethics Case Competition, 1<sup>st</sup> Place, 2022

### RELEVANT SKILLS/COURSEWORK

- Interpersonal and Organizational Behavior
- Human Resource Management
- Team Building and Leadership
- Labor and Employment Law
- Employee Relations
- Training, Compensation, and Safety

### EXPERIENCE

**Assistant Store Manager**, Hot Topic, Las Cruces, NM Sept. 2019-Present

- Train and supervise over 5 staff members per work shift
- Evaluate competition by researching competing stores and gathering information such as style, quality, and prices of competitive merchandise
- Promote sales by demonstrating merchandise and products to customers
- Assist customers by providing information, answering questions, obtaining merchandise requested, completing payment transactions and preparing merchandise for delivery
- Maintain and order new inventory by checking inventory levels on merchandise

### INTERNSHIP

**Executive Team Leader Intern**, Target, Phoenix, AZ May 2022-Aug. 2022

- Assisted in the administration of new hires, terminations, compensation, performance management and benefits programs
- Ensured availability of merchandise and services by approving contracts and maintaining inventories
- Formulated pricing policies by reviewing merchandising activities; determining additional needed sales promotion; authorizing clearance sales and studying trends
- Worked closely with regional managers to coordinate and determine the most cost-effective marketing strategies
- Ensured great service by interacting with guests and team members

### PROFESSIONAL ORGANIZATIONS

- Delta Sigma Pi, 2020-Present
- Society for Human Resource Management (SHRM), 2022

### VOLUNTEER WORK

- Keep State Great, October 2021; October 2022
- Volunteer Income Tax Assistance (VITA), April 2021

# YOUR SKILLS + THEIR NEEDS = CONNECTION

## RESUME CHECKLIST: FORMATTING & APPEARANCE

- Stick to one page. Avoid using templates
- Margins between .7 & 1”
- Font Size
  - Body: 10.5-12
  - Headers: 12-14
  - Name: 14-16
- Fonts: sans-serif are often preferred
  - Sans Serif: Calibri, Ariel, Helvetica, Avenir, Gotham
  - Serif: Garamond, Georgia
- Differentiate sections with Headings and organize in order of relevance
- Use adequate white space to avoid over crowding
- Consistency with spacing, alignment, and punctuation.
- Emphasize titles/organizations with bold or italics. Avoid more than 2 types of emphasis
- Keep bullet points to one line or nearly complete second line
- Organize degrees and experiences in reverse chronological order
- Save as PDF to preserve formatting

## CONTENT, PUNCTUATION, & GRAMMAR

- Spell check
- Writing is clear, concise, and tailored to keywords in job descriptions
- Remove personal pronouns I & my
- Remove references; create a separate Reference List
- Avoid passive phrases: “worked with” or “responsible for”
- Avoid repetition; offer something new when describing similar experiences
- Unless necessary, avoid text boxes, shading, photos, and graphs

## CONTACT INFORMATION

- Preferred professional name
- Phone Number
- Professional email address
- Street Address is optional (remove on resumes posted publicly)
- City, State is optional
- LinkedIn URL if you’re active
- Link to your website/portfolio when necessary

## EDUCATION

- Formal name of the Institution
- City, State
- Full Degree name
- Major/minor
- Graduation month/year
- Optional:
  - Courses that focus on your knowledge and skills
  - Projects & Research
  - Thesis/Dissertation Titles
  - GPA: 3.0+
  - Affiliations, trainings, certifications
  - Conferences
- Remove High School after 1st year

## EXPERIENCE

- Employer name/organization and your Title & City, State
- Dates of employment: month & year
- Create strong bullet points using the CAR approach
- Where possible, measure achievements with numbers, percentages, and results
- Ensure tenses reflect experiences-current in present / previous in past
- Strongest bullet points should be first
- 3-5 bullet points for each experience

## OPTIONAL ADDITIONS ON NEXT PAGE

# CATEGORIES AND HEADERS: CUSTOMIZING YOUR

*Not all resumes are created equally. Everyone has different backgrounds, experiences, interests, and goals. Additionally, each field has its own set of priorities.*

## **JOB TARGET.**

- Type of position, interest or category of employment desired
- Serves as a guide for the resume to focus experiences on the targeted goal

## **VALUE STATEMENT.**

- List of your exceptional qualifications for the job
- Express how you add value to the bottom line of the job target
- Your Personal Brand + Job Target + Exceptional Skills + Benefit to Employer

## **SKILLS.**

- Categorize relevant skills (e.g., Computer, Lab, Code)
- List only the skills you can perform with little to no supervision
- State your proficiency with languages and programs (fluent, advanced, etc.)

## **RELEVANT COURSES/ PROJECTS.**

- List course titles (not numbers) of courses in order of relevance. If a Lab, include (Lab) after title
- May be listed separately or as a subsection under EDUCATION

## **HONORS & AWARDS.**

- Students and recent grads can include academic honors, awards, and scholarships
- May be listed separately or as a subsection under EDUCATION
- Include date or # of semesters received

## **CREATE YOUR OWN TARGETED HEADING.**

- Instead of a general EXPERIENCE section, consider creating headings to highlight targeted competencies: Management, Writing, Marketing, Engineering, Lab, etc.

## **RESEARCH.**

- List the research project, department/lab/organization name, dates, and description of the project, methods, and findings
- Use the same format as the EXPERIENCE section

## **PUBLICATIONS.**

- Cite publications using the correct format for your discipline (MLA, APA, Chicago, etc.)
- Bold your name
- Identify if still in submitted status
- Indicate if peer-reviewed

## **LEADERSHIP.**

- List office(s) held, organization, dates, and a brief description of accomplishments
- Use the same format as EXPERIENCE

## **ACTIVITIES/VOLUNTEER.**

- List of membership in any clubs, sports, or community service experiences
- May not include a description, depending upon the depth of involvement

## **INTERESTS.**

- List outside hobbies, interests, and talents
- Only include those that are unique, specific, and/or require skill/dedication.

## **CERTIFICATIONS/ LICENSES.**

- List if applicable to the position or field

# RESUME OR CV

## *“What is a CV?”*

CV stands for Curriculum Vitae, or “course of life.”

Where a resume is a snapshot of your accolades, the CV encompasses the entirety of a person’s professional accomplishments. There is no page limit. In the United States, CVs are almost exclusively used for pursuing a job in academia or research.

### **POTENTIAL CV CATEGORIES.**

- Academic Preparation
- Academic Interests
- Academic Awards
- Activities & Distinctions
- Affiliations
- Areas of Experience
- Areas of Knowledge
- Committee Leadership
- Conferences Attended
- Dissertation & Thesis Titles
- Educational Highlights
- Fellowships
- Graduate Fieldwork
- Honors & Distinctions
- Internships
- Languages
- Licensure
- Presentations
- Professional Certifications
- Professional Interests
- Professional Memberships
- Proficiencies
- Programs & Workshops
- Publications
- Related Experience
- Research
- Research Assistantships
- Scholarships
- Special Honors
- Special Training
- Study Abroad
- Teaching Assistantships
- Teaching Experience

# COMPOSING YOUR COVER LETTERS

*“Tell me about yourself.”*

Cover letters are often equated to resumes. In actuality, they are more similar to interviews. When writing, assume that you are answering the interview question, “Tell me about yourself, and why you would be a good match for this position and our company?”

## GETTING STARTED:

Your cover letter is an opportunity to begin a conversation with the employer and illustrate the reasons why you feel you are qualified for the position.

**“But, I’m not very good at talking about myself.”**

Cover Letters and, to a larger extent, Interviews are less about **YOU** and more about the hiring needs of the employer.

While a resume can be used for various positions in the same field, your cover letter should directly tie your skills and experiences to the needs of this particular employer.

As an example: if you’re applying to be a research lab assistant at 5 different labs, chances are that your resume won’t vary greatly between them as the same skills are required by each position. By contrast, your cover letters might be vastly different. Perhaps you were referred by the Project Lead to apply for one position, you had an internship with another, the third has a contract with your dream job, another is currently researching in a field you have a lot of experience, and the last is a start-up with the potential to grow exponentially.

Can you see how each letter may have a different focus?

## COVER LETTER CHECKLIST:

### FORMAT

- Header: Same as resume OR Name & Address
- Date
- Employer Contact Information
  - Name & Title
  - Company
  - Address
- Salutations - Name followed by colon, “:”
- Handwritten signature
- Never exceed a page

### CONTENT

- Is this letter an original letter written for this specific position at this company?
- Did you list the title of the position (and reference number)?
- Did you demonstrate your value as an employee? (CAR method)
- How will the company benefit from hiring you? Avoid talking about how the job will benefit you
- Is there a specific reason why you are applying for this position with this company?
- Did a current employee at the company refer you to apply for this position?

### OTHER

- Write in the Company’s voice. If they are formal, be formal. If they use a trendy tone, match it
- Go easy on the enthusiasm
- Spell check / Proofread





**“Life is what we make it, always has been, always will be.”**



GRANDMA MOSES

Your Present Address  
City, State, ZIP Code

Date

Person’s Name  
Title  
Company  
Street Address  
City, State, ZIP Code

Dear [NAME]:

**First Section:** State the reason for the letter, name the specific position or type of work for which you are applying, and if relevant, indicate from which resource (Handshake, newspaper, job announcement) you learned of the opening. If an employee of the company has suggested you apply, you should give the name, title, and department where that person is employed. Briefly describe why this particular company interests you, and what relevant knowledge, skills or abilities you bring to the position.

**Second Section:** This is the main section of your letter and should be utilized to draw parallels between your experience, skills and knowledge, and the needs of the employer. Indicate why you are interested in the position, the company, its products or services, and, above all, what you can offer the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have some practical work experience, point out your specific achievements or unique qualifications.

Use your knowledge of the company to dig deeper into what sort of person they are looking for; annual and fiscal reports can provide a hint about the employer’s goals and needs. **If every other sentence begins with “I” or “My,” this is an indication that you need to refocus on the goals of the employer.**

**Final Section:** Indicate your desire for a personal interview and your flexibility as to the time and place. Repeat your phone number in the letter and offer any assistance to facilitate a timely response. Finally, close your letter with a statement or question to encourage a response. For example, state that you will be in the city where the company is located on a certain date and that you would like to set up an interview. You could also ask if the company will be recruiting in your area, or if additional information or references are needed.

Sincerely,

[Your Signature]

Type your name



# BEST PRACTICES FOR LINKEDIN

*LinkedIn is the largest online professional network with over 500 million members. Over 80% of recruiters say they rely on LinkedIn for recruiting!*

Your LinkedIn profile highlights your experience outside the limitations of a one-page resume. Here are a few tips to get the most out of your profile and increase your odds of being seen by a recruiter.

## HEADLINE

- Keep it concise
- Include key terms that make it easy for others to define the industry you are interested in
- Similar to summary statements on a resume just shorter

## SUMMARY

- Share your present and future career ambitions. Evaluate what projects, research, experience, and relevant involvement you want to include to help viewers learn more about you
- Use a first person narrative to tell your professional story

## PHOTO

- Adding a professional photo can result in 7 times more profile views
- Dress like you would for a job interview
- Photos can show your personality. Know your industry.

## EDUCATION

- This section is essential for gaining access to alumni groups on LinkedIn
- Use the Descriptions and Activities sections to share more about your involvement on campus and academic projects

## EXPERIENCE

- Share your responsibilities, contributions and accomplishments.
- Upload media or link to sites to support your credibility.
- Copy bullets from Word or, on PC, hold alt key -- type 0149 on numpad -- release alt

## SKILLS & OTHER

- Utilize the full range of headings available on LinkedIn to tell your professional story
- Include at least 10 Skills; more is better



**“Things do not change; we change.”**

HENRY DAVID THOREAU

## LINKEDIN CHECKLIST:

### SETTINGS

- Customize your Profile URL
- Make yourself contactable
- Review your public profile settings
- Optimize your location: include all areas you're willing to commute/relocate

### PROFILE

- Use industry keywords liberally
  - Headline
  - Summary
  - Education
  - Experience
- Professional preferred name
- Professional looking photo
- Add a background image
- Show examples of your work in media uploads & links
- Add PROJECTS, TEST SCORES, COURSES, PATENTS, CERTIFICATIONS, and VOLUNTEERING/CAUSES
- Take Skills Tests to earn Badges
- If uploading your resume, remove your address

### ENGAGE

- Share thoughtful/insightful news within your industry
- Update your profile on a regular basis
- Share samples of your work
- Write articles that add to the industry's conversation
- Request and manage endorsements
- Request and manage recommendations
- Connect with peers & colleagues from your past
- Join relevant LinkedIn groups
- Follow influencers and companies of interest to you



### NEED A NEW PROFILE PICTURE?

Experiential Learning offers a state of the art **Professional** headshot photo booth located at Corbett Center Student Union, across from Pete's Place Computer lab

Look for *GETTING LINKEDIN Workshops* on Handshake!

# PREPARING FOR YOUR INTERVIEWS

## CONGRATULATIONS!

You have been invited to an interview.

Making it to this phase means that you have the core competencies desired by the employer. It is now time to make a good first impression.

There are several **INTERVIEW FORMATS** including the following:

- On-campus Recruitment:** Recruiters frequently visit campus, but most notably during career fairs
- Screening:** Before the official interview, and employer may screen you with pre-qualifying questions
- Phone Interview:** Typically a screening medium
- Virtual Interview:** Usually for screening purposes, but also useful when relocating
- One-on-one:** one interviewer
- Panel:** 2 or more interviewers
- Group:** You are interviewed alongside other candidates
- Case:** You are given a complex problem and asked to formulate a solution under tight time constraints
- Presentation:** Evaluation of your public speaking & communication skills
- Day/Multi-Day Interviews:** Multiple interview segments with different interviewers and varying formats
- Dining:** If at any point in the pre-hire phase you are invited out for a meal, consider it part of the interview experience.



**New Mexico  
CONSORTIUM**

Advancing Scientific Research  
Collaborations in New Mexico

### About Us

The NMC was created to facilitate research in the state of New Mexico and increase scientific research collaborations between the three main research universities in New Mexico (UNM, NMT, NMSU) and Los Alamos National Laboratory (LANL).

**The NMC helps Universities, LANL & Industry work together**

**Contact:**  
info@newmexicoconsortium.org  
505-412-4200

[newmexicococonsortium.org/get-involved](http://newmexicococonsortium.org/get-involved)





## COMMON INTERVIEW QUESTIONS:

1. Tell me about yourself.
2. What is your understanding of the position and why are you interested in it?
3. How have your past experiences prepared you for this position?
4. How does this position align with your long-term and short-term goals?
5. What do you know about the company, our products, and our mission statement?
6. In what significant ways can you contribute to our organization?
7. What are your greatest strengths and weaknesses?
8. Tell us about a time when...
9. Describe an example when you showed...
10. Tell us about one of your greatest accomplishments.
11. Describe what you would consider to be the ideal job.
12. What would you do if your colleagues were not doing their share of the work?
13. Describe your decision making process.
14. What kind of boss do you prefer?
15. How do you feel about working in an unstructured environment?
16. Why should we hire you instead of another candidate?
17. Who is your role model and why?
18. If one of your professors or former supervisors were to evaluate you, what would they say?
19. Do you have anything else you would like us to know about you?
20. Do you have any questions for us?

## INTERVIEW CHECKLIST: BEFORE

- Practice your introduction
- Prepare for Behavioral Questions
- Prepare for Technical Questions
  - Review software, coding languages, strategies, etc. mentioned in the job description
- Research the company
  - Mission Statement
  - Products & Services
  - Locations / Size
  - Current News / Announcements
- Come up with questions of your own
- Review your submitted materials
- Schedule a Mock Interview with Career Services
- Attend an Improv Games for Interview Success Workshop

## DURING

- Arrive early
- Dress professionally
- Turn off your cell phone
- Bring copies of your application materials
- Bring a notepad and pen for notes
- Be poised and expressive
- Engage with the interviewer
- Breathe and speak in a relaxed, conversational style
- Communicate effectively & concisely
- Firm handshake and maintain eye contact
- Avoid fillers: “like, um, & you know”
- Be prepared to talk about compensation and benefits, but don’t broach the topic

## AFTER

- Evaluate and reflect on the interview
- Take notes of what you learned, key facts, and interviewers’ names
- Follow up with the employer with a
- Thank You Letter via email

## ADDITIONAL RESOURCES:

# INTERVIEWS &

### WHAT DOES “DRESS FOR SUCCESS” MEAN TO YOU?

Preparing for an interview doesn't just mean practicing interview questions or researching the company. You have to look the part as well. Your appearance is what your interviewer will notice first and it can go a long way in showing them you're ambitious, professional, and a great fit for the company.

### DO YOU HAVE CONCERNS?

Do you have questions about tattoos or hair styles or anything else appearance-related?

**Just be authentically you, but with a bit of polish.**

People have tattoos.

People have various hair types.

It is highly inadvisable to change yourself beyond recognition unless you plan on maintaining the “new you” indefinitely.

## THANK YOU LETTERS:

After an interview, it is crucial that you send a thank you letter to your interviewer(s). Nearly a third of hiring managers admit to thinking less of candidates who don't.

### WHAT DO I SAY?

There's a lot to choose from!

- If you took notes during the interview, address any topics that needed further attention.
- As you left, did you remember another experience that would impress them?
- Do you have any additional questions?
- Provide any samples of your work that may have come up during the interview.
- And, thank them for sharing their time with you.

Most importantly, **send your thank you note quickly**; same day, same hour is optimal.

## NMSU CAREER CLOSET

Corbett Center Student Union 2nd floor,  
Outside Campus Tutoring  
Mon-Fri • 8am to 5pm  
For more information,

NM  
STATE

# NETWORKING

## “What should I wear?”

Consider the culture of the place you’re applying to before you pick out your ensemble.

### **BUSINESS CLASSIC:**

Suit in dark gray or navy, carrying a briefcase. Dress shoes/basic black pumps. Simple, elegant accessories.

### **BUSINESS CASUAL:**

Think what you’d normally wear to work but dressed up a bit. Exchange the suit jacket for a cardigan or blazer.

### **START-UP STYLE:**

If normal office wear is jeans and a T-shirt, a suit would be overdressed and a signal that you might not fit in with the company culture. Think dressy casual: dark jeans, a casual dress, or a nice sweater.

### **FASHIONISTA:**

Looking for a job in fashion? Pair a traditional business classic piece with items that are fun and trendy.

**When in doubt, default to Business Classic.**

Need to give your professional wardrobe a pick-me-up? Look for the **JCPenney SUIT-UP Event** in Handshake.

## ATTEND A CAREER DEVELOPMENT WORKSHOP (IN-PERSON OR VIRTUAL)

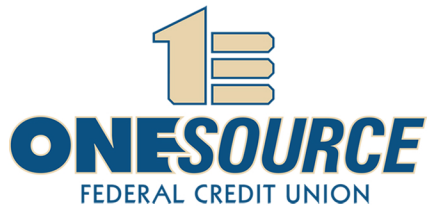
- Career Fair Preparation
- Internship Search Strategies
- Resume Building 101
- Interview Tips
- LinkedIn Basics
- Job Search Strategies
- Resume and Cover Letter

**BETTER EVERY DAY**  
*in every way!*



Kansas City, Kansas Public Schools is a nationally recognized urban school district that serves approximately 21,000 students. Over 65 languages are spoken in the homes of our students. We are hiring teachers, alternative certified staff, and more!






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- o Personalized member service where **we know you by name**, not a number
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### ALWAYS ON THE GO?

When you're busy or on the go, our One Source Mobile Banking App ensures you get the access you need to manage your accounts anytime, or anywhere 24/7! Download our FREE app at the Google Play or iTunes App store TODAY!



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Ready to start looking for your FOREVER home? We can help. Once approved we will help pay your CLOSING COSTS\* UP TO \$4,000! Visit our Mortgage Resource Center at OneSourceFCU.org for helpful information from the different types of home loans we offer, to how the mortgage process works.

## SO, WHAT ARE YOU WAITING FOR?

Join our One Source family TODAY and experience the difference! Contact One Source FCU at 575-523-5524 or 1-800-532-0223. You can also visit our Las Cruces branch at 1375 E. Boutz and meet our friendly staff who will gladly assist you!



# CONTINUING EDUCATION: GRADUATE SCHOOL

*Much like applying to jobs, applying to graduate school requires time – time to reflect, research, network, and application preparation. If graduate school is part of your journey, create a plan early.*

## PERSONAL STATEMENTS:

Some programs allow for a general personal statement while others require you to answer specific questions. A personal statement should communicate your promise as a member of the academic community and indicate what you have done to prepare yourself for success in graduate school. While it is important to highlight the skills you possess, you will also want to blend in information about who you are, your experiences, and your long-term goals.

### CONSIDER THESE QUESTIONS AS YOU GET STARTED:

1. Why are you interested in this field?
2. What are your career goals and how will completing the program help you accomplish them?
3. How do your experiences set you apart?
4. What do you ultimately want to do with this degree?
5. Are there red flags in your academic record that you need to address? If so, how? Explain in a positive manner.
6. Why do you wish to attend this particular school? Research the school to identify their unique qualities.

## GRADUATE SCHOOL CHECKLIST:

### SELECTION

- Identify programs that meet your needs:
  - Quality and reputation
  - Likelihood of acceptance
  - Cost of attendance
  - Traditional vs. Online
  - Degree requirements
  - Time
  - Location

### APPLICATION

- Identify all deadlines
- Test requirements? (GRE, LSAT, GMAT, TOEFL, etc.)
- Application and supplemental materials:
  - Application to the School
  - Application to the Program
  - Letters of Recommendation
  - Personal Statement
  - Writing Samples
  - Transcripts
- Interviews/Auditions

### FINANCING

- Identify deadlines for Scholarships and Graduate Assistant & Fellowship Applications
- Complete FAFSA by deadlines

# ACCEPT OR DECLINE:

# EVALUATING THE OFFER

## Congratulations on receiving an offer!

Your first inclination might be to immediately accept, but resist that urge. Don't let the length of the job search prompt you to make a hurried decision. Reflection is key for determining if the position is the best fit for you.

Take time to evaluate the offer. Consider factors beyond the salary.



## Six colleges.

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# FER

**“What ever you decide to do, make sure it makes you happy.”**

Paulo Coelho

## JOB FIT.

- Does the role fit with your goals?
- Do you have a firm understanding what your day-to-day duties will be?
- Will you like the work?
- What are your responsibilities?
- Will your work be routine or varied?
- Will you work in a team or on your own?
- What level of stress can you expect with the position?

## LOCATION.

- Are you concerned with factors such as the weather, cost of living, or city vs. rural life?
- Will you need to relocate? If so, does the company provide relocation assistance?
- Will you have a long commute?
- Are you able to take public transit or ride a bike?
- Do you have friends or family in the area?

## COMPANY CULTURE.

- Can you envision yourself working within the company?
- Do your values align?
- Does the workspace match your needs? (Open concept, cubicle clusters, outdoors, etc.)
- Is there a dress code?
- Is overtime expected?
- Is creativity valued or is it more important to follow protocol?
- Do you like the people who work there?

## ADVANCEMENT.

- Will the position challenge you and give you room to grow?
- Will you gain experiences to further your career?
- Is continuing education or professional training provided?
- Is the company successful/profitable?

## BENEFITS.

- What benefits does the company provide?
- How much paid vacation and sick leave will you earn annually?
- What are the health insurance benefits?
- Do they offer tuition reimbursement? Some industries fall under Federal Loan Forgiveness programs.
- Do they offer childcare or wellness benefits?
- What are the retirement benefits?

## SALARY/COMPENSATION.

- Is the offer competitive for the industry, job level, and location? Do you know where to look to see? (LinkedIn, Glassdoor)
- Will the salary cover your cost of living?
- Will you work on commission or billable hours?
- Do they provide bonuses?
- What are the company's policies on raises?

Putting your strategy into action is how your marketing plan should work. Make sure. At the same time, it will also show you how you're going to work with your customers through networking, advertising etc.

Strategizing the right timing that fits your customer's buying cycles will help you maximize sales. The marketing plan should be innovative. It should have the details sales are followed up and the activities you are doing to develop your offers.



**YOU GOT THE JOB!**

**... NOW WHAT?**

**GO AGGIES!**

Getting the job is only a small part of your professional journey. Continue to look for training and learning opportunities in your industry. The skills you utilized along the way in your job search will continue to serve you long after.

But for now, **celebrate your win!** You deserve it.

**GRADUATES:** Don't forget to report your employment status. Complete the **FIRST DESTINATION SURVEY**. Look for it in your email.

**Looking for a good career working outdoors?**

**Want to help conserve our nation's natural resources?**

*Want to work with Farmers and Ranchers to implement conservation and keep working lands working?*

**Do you like digging in the dirt?**

*Want to make a difference?*

**Would you like a job with good benefits and a good work/life balance?**

At the USDA NRCS we need people who are committed to action. People who want to apply their education and experience to make sure that all of us enjoy the benefits of productive soil, clean water, clean air, and abundant wildlife that come from a healthy environment. NRCS offers career opportunities in Natural Resources and Conservation.

Our Conservation Careers include Soil Conservationists and Soil Conservation Technicians, Engineers, Soil Scientists, Rangeland Management Specialists, Biologists, and many more. NRCS also hires in the fields of finance, human resources, public and legislative affairs, and other professional fields aimed at supporting NRCS to meet its mission.



Careers



NM Jobs



NRCS History



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## ARE YOU INTERESTED IN MAKING A DIFFERENCE IN YOUR COMMUNITY?

### GROW YOUR CAREER BEYOND THE CLASSROOM!

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Are you passionate about supporting families with young children and making a lasting impact in your community? The Early Childhood Education (ECE) field offers countless ways to get involved beyond teaching.

#### EXPLORE DIVERSE CAREERS

From child development specialists to community program coordinators, discover rewarding career paths in ECE.

#### VOLUNTEER OPPORTUNITIES

Engage and support children and their families through play at the toy lending library and mobile children's museum

#### POLICY ADVOCACY AND ORGANIZING

Be a voice for change by participating in advocacy efforts to improve education outcomes and strengthen the ECE pipeline.

## ARE YOU PASSIONATE ABOUT EMPOWERING YOUNG PEOPLE AND TRANSFORMING EDUCATION?



### WE'RE LOOKING FOR MOTIVATED INDIVIDUALS LIKE YOU TO JOIN US AT THE DECISION-MAKING TABLE!

#### MAKE AN IMPACT

Help create inclusive and supportive environments where all students in the Kinder-Career pipeline have the chance to thrive.

#### WORK TOGETHER

Collaborate with young leaders, community members, and peers to promote whole-student well-being and expand opportunities for those who need it most.

#### BE A CHANGEMAKER

Team up with educators, policymakers, and local partners to drive real, meaningful change in our schools and communities.



**GAIN VALUABLE EXPERIENCE, DEVELOP LEADERSHIP SKILLS, AND CONTRIBUTE TO A BRIGHTER FUTURE FOR STUDENTS IN OUR COMMUNITY.**

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# STUDENT SUCCESS CENTER

## CAREER DEVELOPMENT

**Yvonne Franco**  
**Student Program Coordinator**  
**575-646-3136**  
**yrel@nmsu.edu**

## SERVICES

### **Career Development:**

**One-On-One Support, Career Workshops, Resume and Cover Letter Reviews, Grow with Goggle**

### **Graduate School Preparation:**

**Graduate School/Professional Test Preparation, One-On-One Support**

### **Workshop Series:**

**Career Development Series-LinkedIn Basics, Resume and Cover Letter**  
**Student Success Skills-Mastering Collaborations & Teamwork, Preparing for Finals Week**  
**Graduate Development Series-Crafting an Impressive CV/Resume**

### **Request a Workshop:**

**Request a Workshop for you student organization or event.**

### **Walk-In/Center Resources:**

**Learning Strategy Resources-Critical Thinking, Learning Styles, Listening and Note-Taking, Math Study Skills, Study Reading and Reading rate, Study Skills for Academic Success, Time Management and Procrastination**





**OFFICE OF EXPERIENTIAL LEARNING**  
**CORPORATE RELATIONS AND CAREER EVENTS**

**For more information  
on  
Co-ops and Internships  
Phone: (575)646-1129  
Email: [coop@nmsu.edu](mailto:coop@nmsu.edu)**

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**Employer Relations  
Phone: (575)646-1631  
Email: [employer@nmsu.edu](mailto:employer@nmsu.edu)**

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**General Career Event Information  
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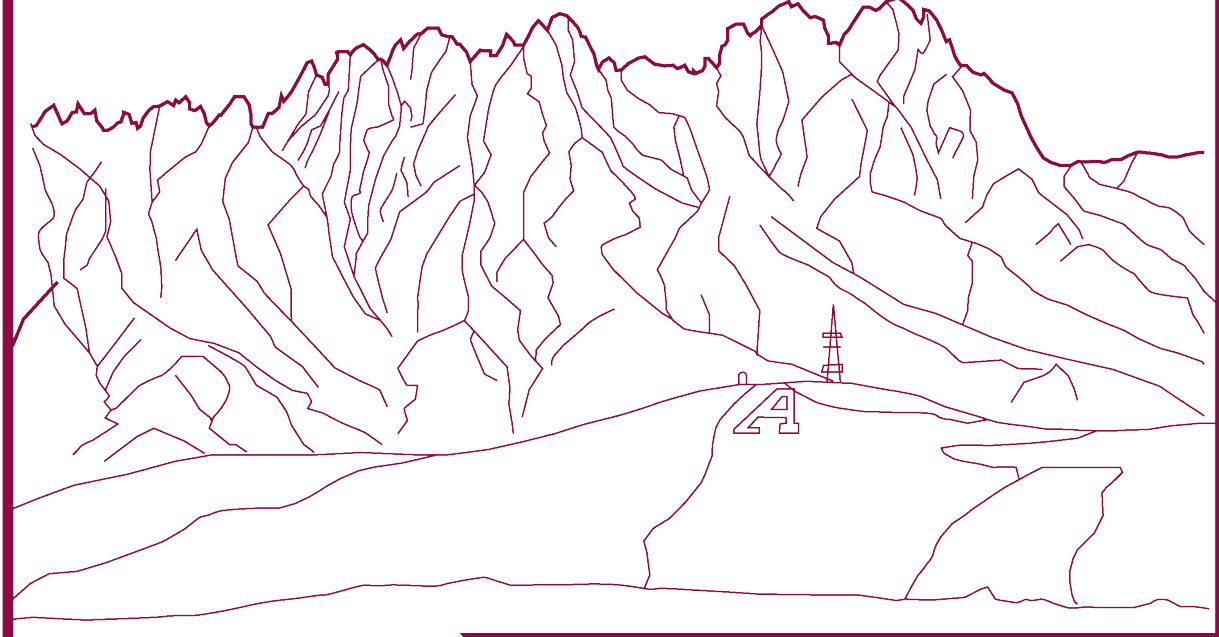


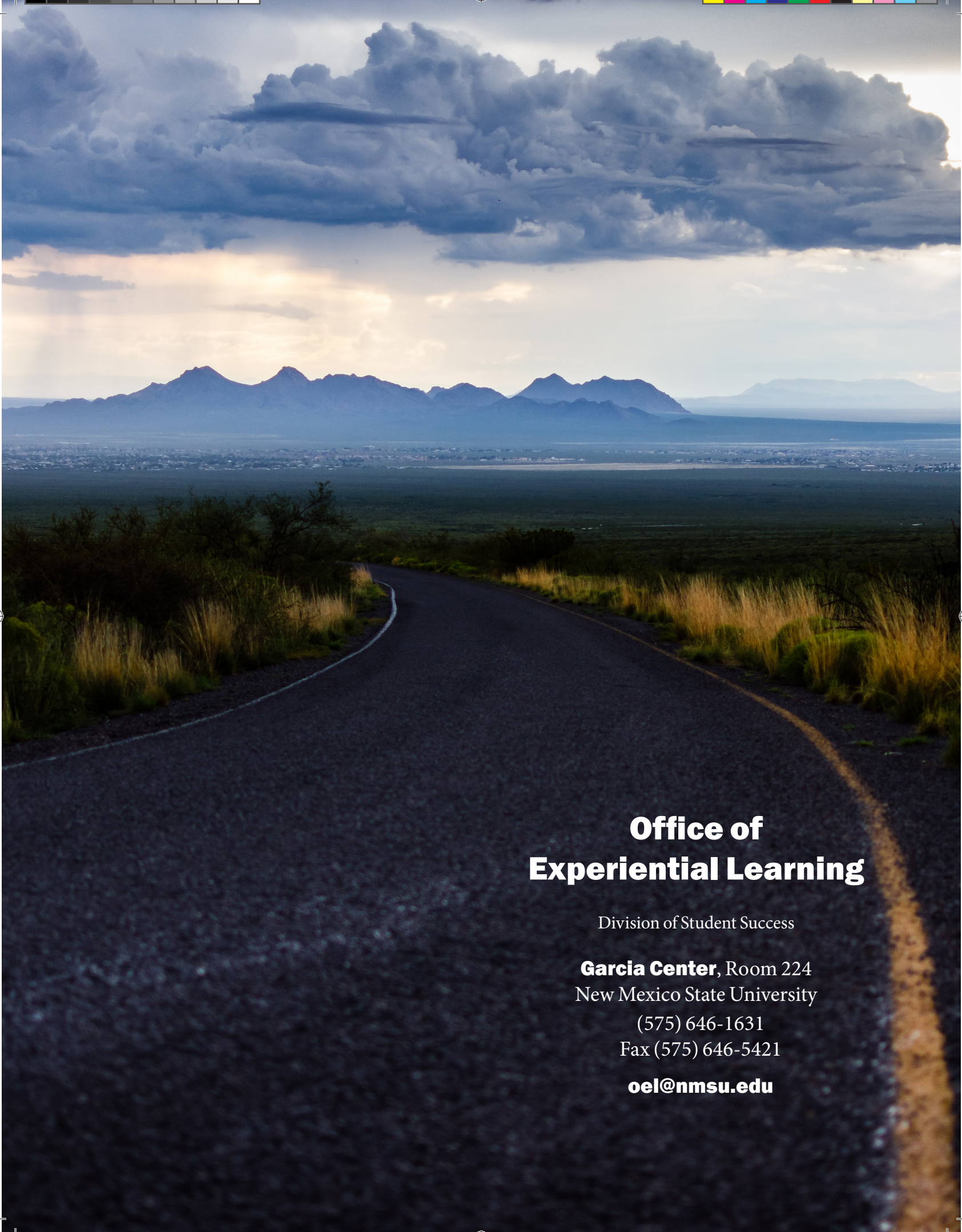
CoreCivic is a Drug-Free Workplace and EOE – including Disability/Veteran.



# NMSU

## OFFICE OF EXPERIENTIAL LEARNING





# Office of Experiential Learning

Division of Student Success

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