

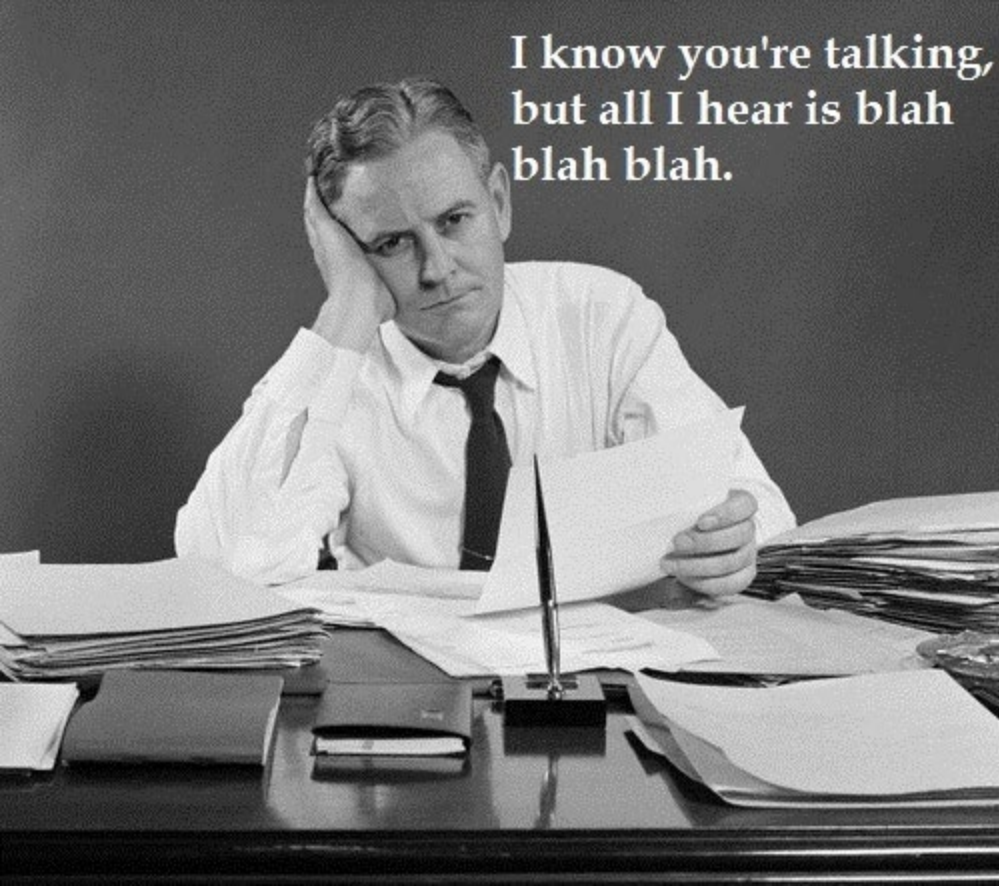
UNT Career Services and Your Future

G. Brint Ryan College of Business
Career Resource Center

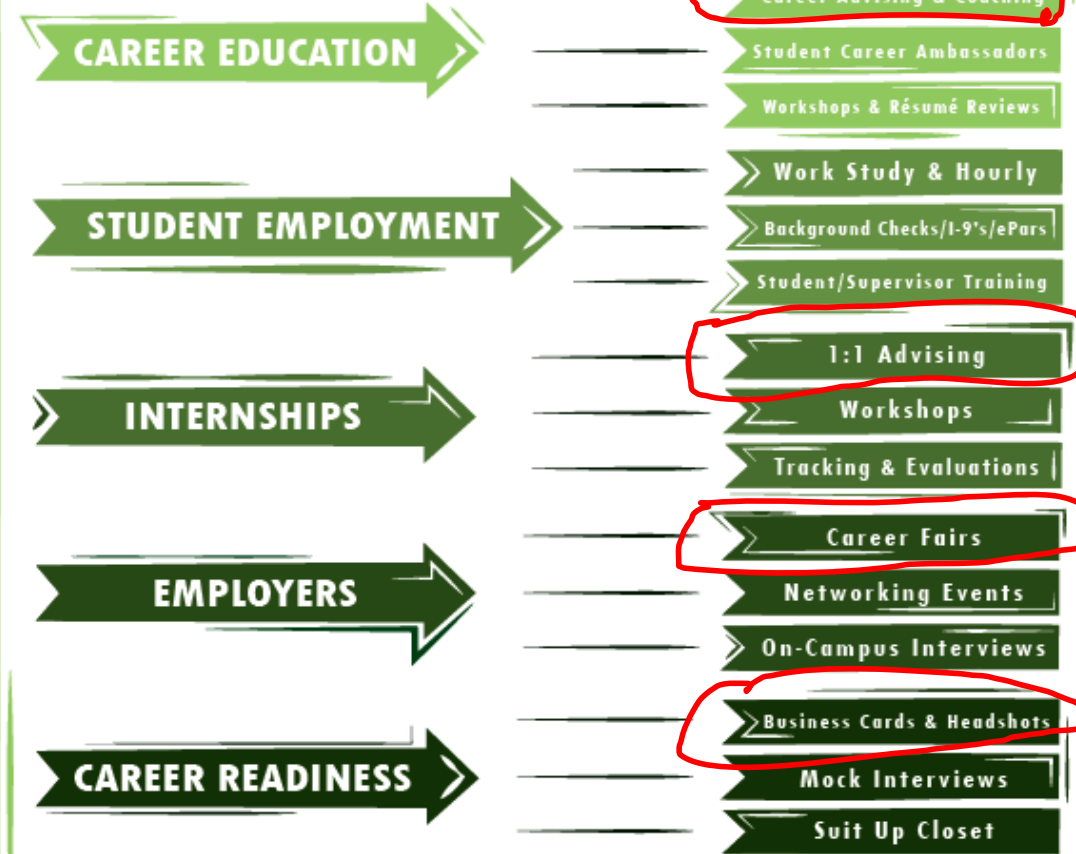
Brian Hirsch, Ed.D.

Fall 2020





We Can Help



Join the Eagles in landing a great career!



DIV
STU
Car

Are You Career Ready?

DISCOVER YOUR PATH

- Take MyPlan Assessment to help inform your education and career decisions
- Meet with your Career Coach or Career Ambassador
- Develop Résumé/CV initial and your personal branding statement

EXPLORE MAJORS AND CAREERS

- Research careers and programs of study
- Build an academic plan with academic advisor
- Create ePortfolio to showcase projects and experiences
- Continue to refine your Résumé/CV and branding statement
- Research employers and/or graduate/professional schools

GAIN EXPERIENCE

Build skills for any career and start networking by:

- Joining and learning in student organizations
- Taking part in job shadowing Take Flight Program
- Finding mentors on *Mean Green Mentors*
- Applying for internships in *Handshake*
- Volunteering
- Applying for part-time and full-time jobs in *Handshake*
- Participating in study abroad
- Attending career-related events, fairs, academic conferences and networking opportunities

ACHIEVE YOUR GOALS

- Take graduate school tests if applicable
- Update/create LinkedIn and ePortfolio
- Practice interviews on-demand using *Big Interview*
- Create/update your Résumé and Cover Letter
- Select and contact professional and academic references
- Apply for internships, jobs, graduate/professional schools
- Consider your opportunities and evaluate your offers
- Follow-up effectively to close the deal!



SC/OPS Opportunities NOW

- FT
- 63 - Industry Postings
- 103 -- for LSCM
-
- Interns
- 21 Internships Industry Postings
- 43 for LSCM
-
- 31+ for 2021



Callaway Golf
Amazon
BNSF
Bridgestone*
Choptank
DHL
Echo
General Motors
IBM
Medline Industries
Nestle Waters
Penske
Schneider
Southeastern Freight
TI
Odom Corp
Unilever
Western Digital
Whirlpool
Williams Sonoma

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Virtual Events in
Handshake:
NASA
Texas Instruments
PetSmart
Target
Pepsico
?JB Hunt

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Virtual Career Fair
Advance Auto Parts
AAFES
Choptank
DHL
Enterprise
Expeditors International
GIX
JB Hunt
Labatt Food Service
McKesson
Nolan Transportation
Group
Saddle Creek Logistics
Schneider
Stevens Transport
Target
TD Industries
TI
Textron Aviation
Velocity Transport

Virtual Logistics/OPS
Networking
10/7



DIVISION OF
STUDENT AFFAIRS
Career Center

TAKE ACTION: COMPLETE YOUR Handshake PROFILE

Getting STARTED:

- SET UP YOUR PROFILE
- Set up your preferences
- Upload your resume

WATCH Your Account for

- Job and internship recommendations
- Upcoming Events and Workshops
- Upcoming On-campus Interviews

The screenshot shows the Handshake website interface. At the top, there is a navigation bar with the Handshake logo, a search bar, and menu items for 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and a user profile for 'Brian'. Below the navigation bar, a green bar indicates 'Logged in!'. The main content area is blue and features the UNT logo, a welcome message 'Welcome to Handshake, Brian.', and a 'View Profile' link. To the right, there is a section for 'Your tasks for today' with a task to 'Complete this mandatory survey for your school' and a 'Take Survey' button. Below this, there is a section for 'Upcoming Events' with a list of recommended events, including 'McAfee and Prospanica Networking and Recruiting Night' and 'Pre-Career Fair, Online Orientation'.

RCOB Approved Format

Chronological/Jobs

- Employers Like the format
- Provides Consistency in applicant deliverable
- Looks Professional
- Key Word driven
- ATS Parsable

FULL NAME

City, State
Customized LinkedIn URL

Phone Number
Email

PROFESSIONAL PROFILE (~3 Sentences)
Summarize your strongest qualifications and experiences in relation to the position for which you are applying. Highlight your strongest relevant core competencies and tech skills. Include "seeking a _____ position starting _____" as your last sentence to clarify for the reader exactly what you are looking for.

CORE COMPETENCIES (Soft Skills)
Core Competency | Core Competency | Core Competency | Core Competency

TECHNICAL SKILLS (Computer Software packages/programs)
Skill | Skill | Skill | Skill | Skill

EDUCATION
Degree Name in Major GPA: If above 3.0
University of North Texas, Denton, TX Expected Graduation Date: Mon Year

HONORS & AWARDS (remove if n/a)

ADDITIONAL EDUCATION/CERTIFICATIONS/TRAINING/RELEVANT COURSEWORK (remove if n/a)

EXPERIENCE (Jobs, Internships, and Relevant Class Projects)

COMPANY NAME Starting Mon Year - Ending Mon Year
Optional: One or two short sentences explaining the company if not well-known

Job Title City, State

- 3-step bullet point: what did you do, what did you use to do it, quantify with numbers
- Examples below...
- Worked with a team of 3 to develop a 5-year financial budget using advanced functions in Excel such as pivot-tables and VLOOKUPs.
- Utilized multitasking abilities to effectively manage the cash register, while simultaneously taking and preparing orders for approximately 300 customers per shift.

CLASS PROJECT NAME, UNT Term Year
Job Title City, State

- 3-step bullet point: what did you do, what did you use to do it, quantify with numbers
- 3-step bullet point: what did you do, what did you use to do it, quantify with numbers
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COMPANY NAME Starting Mon Year - Ending Mon Year
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LEADERSHIP, CAMPUS & COMMUNITY INVOLVEMENT (remove if n/a, bullet points for significant contributions)

Member (or other leadership title), AMA, UNT American Marketing Association Fall 2018 - Present

- 3-step bullet point: what did you do, what did you use to do it, quantify with numbers

Volunteer, Denton Red Cross Starting Mon Year - Ending Mon Year

- 3-step bullet point: what did you do, what did you use to do it, quantify with numbers



How to Get a Job (or internship)



Prepare

Evaluate

Practice

Engage

Start Early

Take Responsibility

Real



UNT

DIVISION OF
STUDENT AFFAIRS
Career Center

Internships for Business Students

For Credit Internship Has Requirements



- Declared Major
- Be in Good Academic Standing
- Eligible for Professional Level Courses
- Job Description
- Must be paid
- Must be supervised
- Work Minimum of 240 total hours

Internships for Business Students

How To Get An Internship

START LOOKING: When you are ready for professional level courses

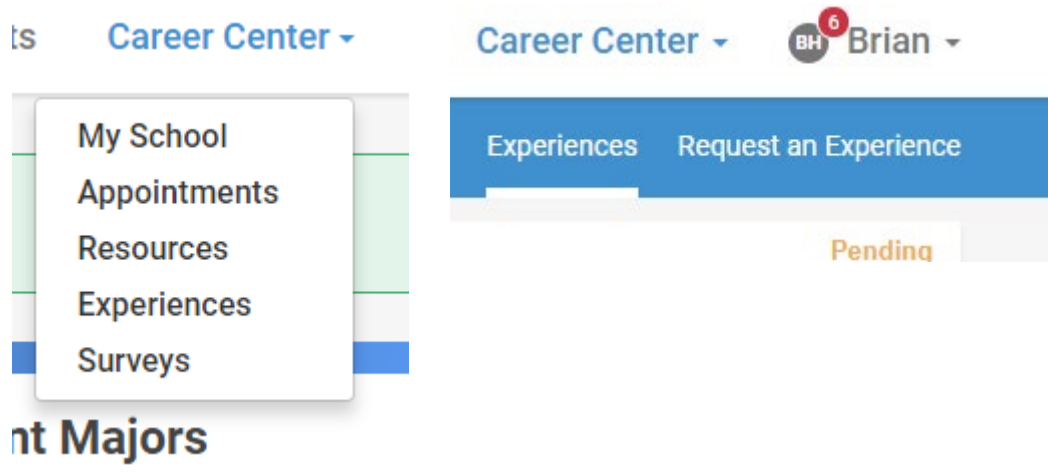
START LOOKING: When you are taking any prerequisite courses

- Use handshake to apply
- Attend Job Fairs/Expos
- Network
- Use LinkedIn



Internships for Business Students

After You Are Hired



- Report Your Internship in handshake
 - Click on “Experience” and fill in the requested information
- Verification Process
- Approval Process
- Notified You Are Clear to Register

Mean Green Mentors

<https://meangreenmentors.unt.edu/>



Introducing



Practice Interviews

Four Categories:



General

Covers 80% of the interview questions you might be asked.



By Industry

Start practicing mock interviews in over 20 industries.



By Competency

Practice interview questions sorted by competency and skillset.



Admission Interviews

Practice interviews by program type and school.

Questions

Conveniently Located in BLB 037

