

UNT Career Services and Your Future

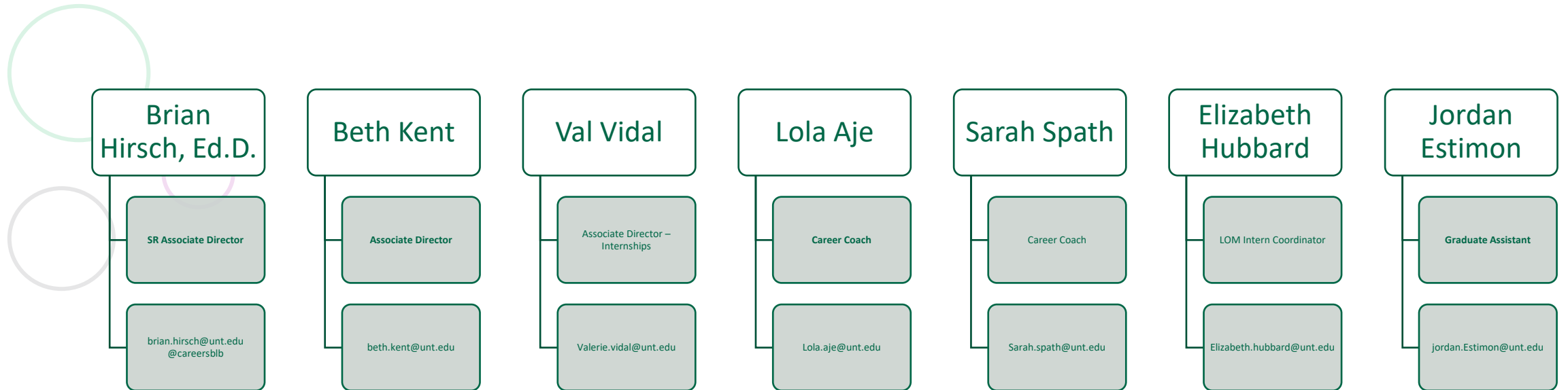


G. Brint Ryan College of Business
Wilson Jones Career Center

Brian Hirsch, Ed.D.

Wilson Jones Career Center Staff

Conveniently Located in BLB 195



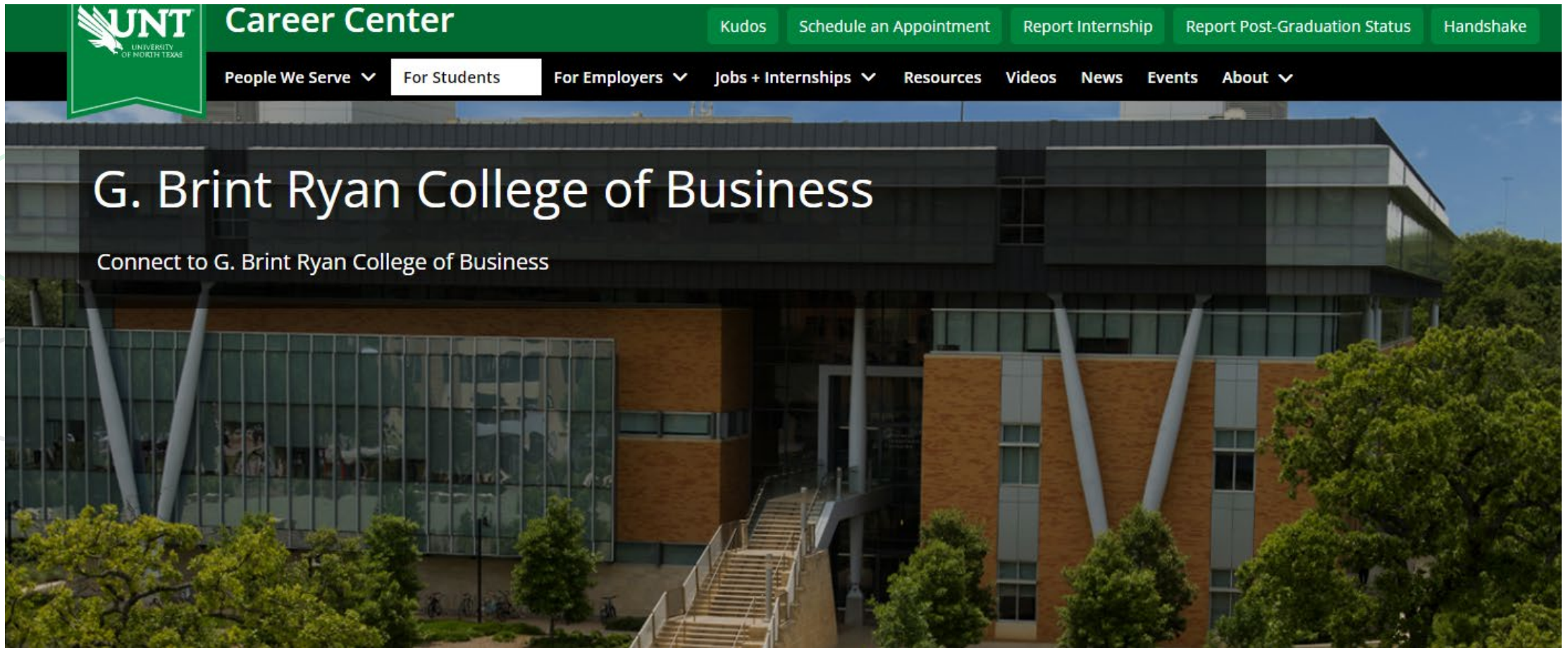
Services (partial list)

- Career Coaching
- Selecting appropriate target occupations or work roles
- Jobs/Internships database (Handshake)
- Multiple Career Fairs throughout the year
- Applying for jobs and internships
- Resume writing
- Interview Skills (Big Interview)
- Skills Assessment

Resources

Career Center Website

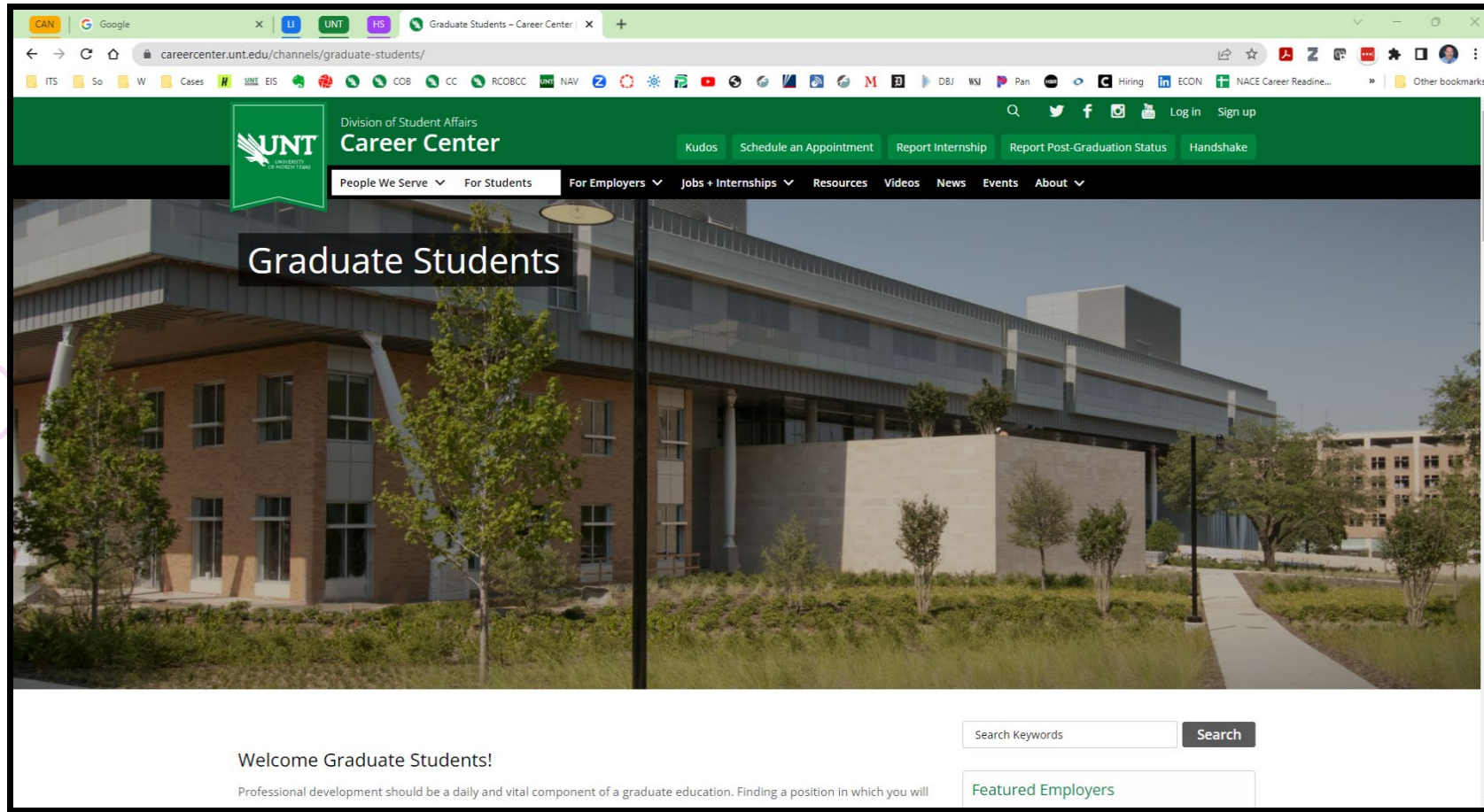
(<https://careercenter.unt.edu/channels/business/>)



Resources

Career Center Website –Graduate Students

(<https://careercenter.unt.edu/channels/graduate-students/>)



Handshake



 Handshake

Handshake is the #1 way college students find jobs.

Join today and get recruited by the top employers for full-time, part-time jobs and internships—no experience required.

Handshake is here to help.
joinhandshake.com



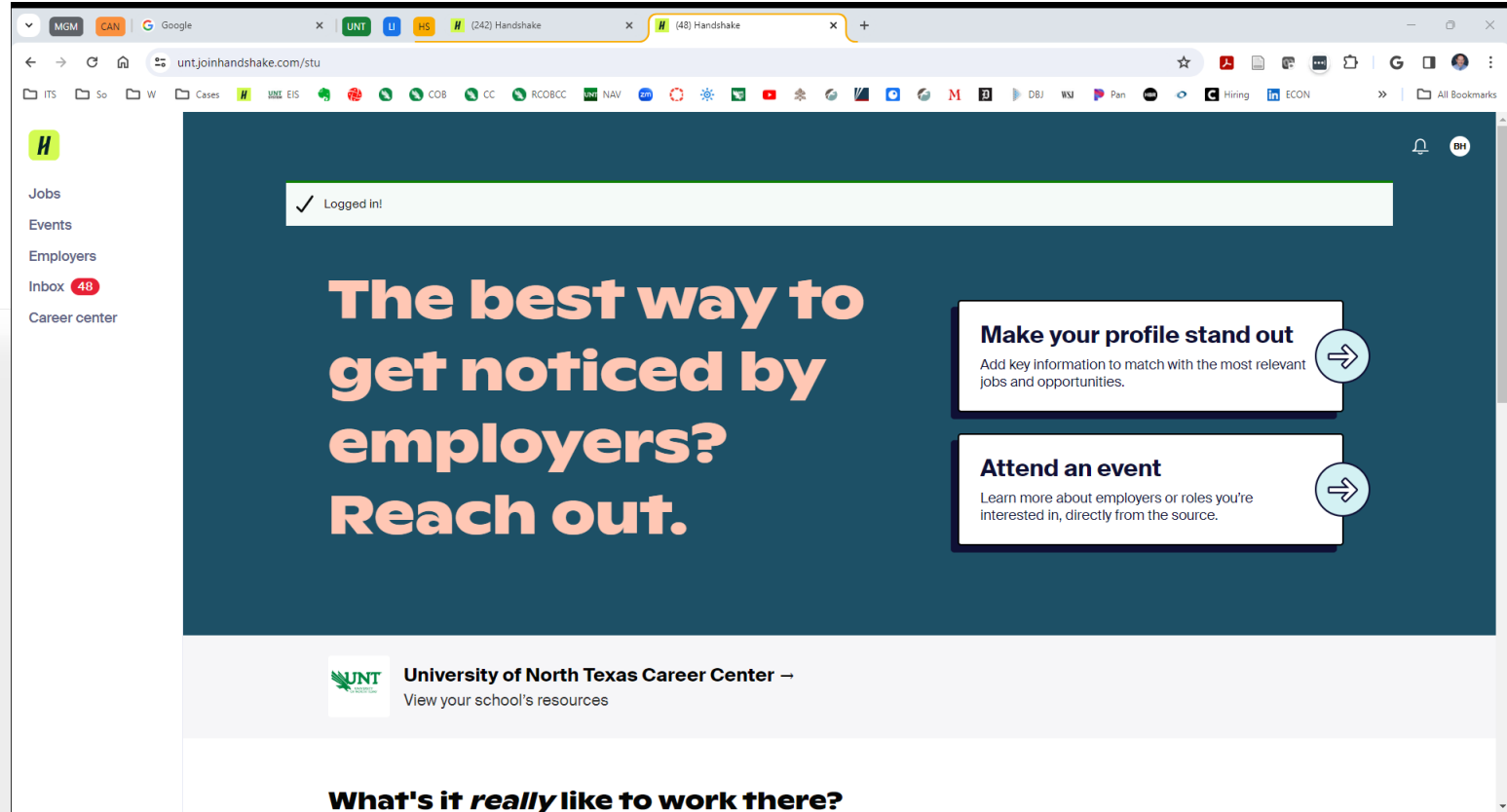
TAKE ACTION: COMPLETE YOUR Handshake PROFILE

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 a web browser window with the URL `unt.joinhandshake.com/stu`. The page is for a student user, as indicated by the 'stu' in the URL and the 'Logged in!' status. The main content area features a dark blue background with the text: "The best way to get noticed by employers? Reach out." Below this, there are two white call-to-action boxes: "Make your profile stand out" (with subtext: "Add key information to match with the most relevant jobs and opportunities.") and "Attend an event" (with subtext: "Learn more about employers or roles you're interested in, directly from the source."). The footer includes the UNT logo and the text "University of North Texas Career Center -- View your school's resources". At the bottom, there is a section titled "What's it really like to work there?".

Big Interview



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

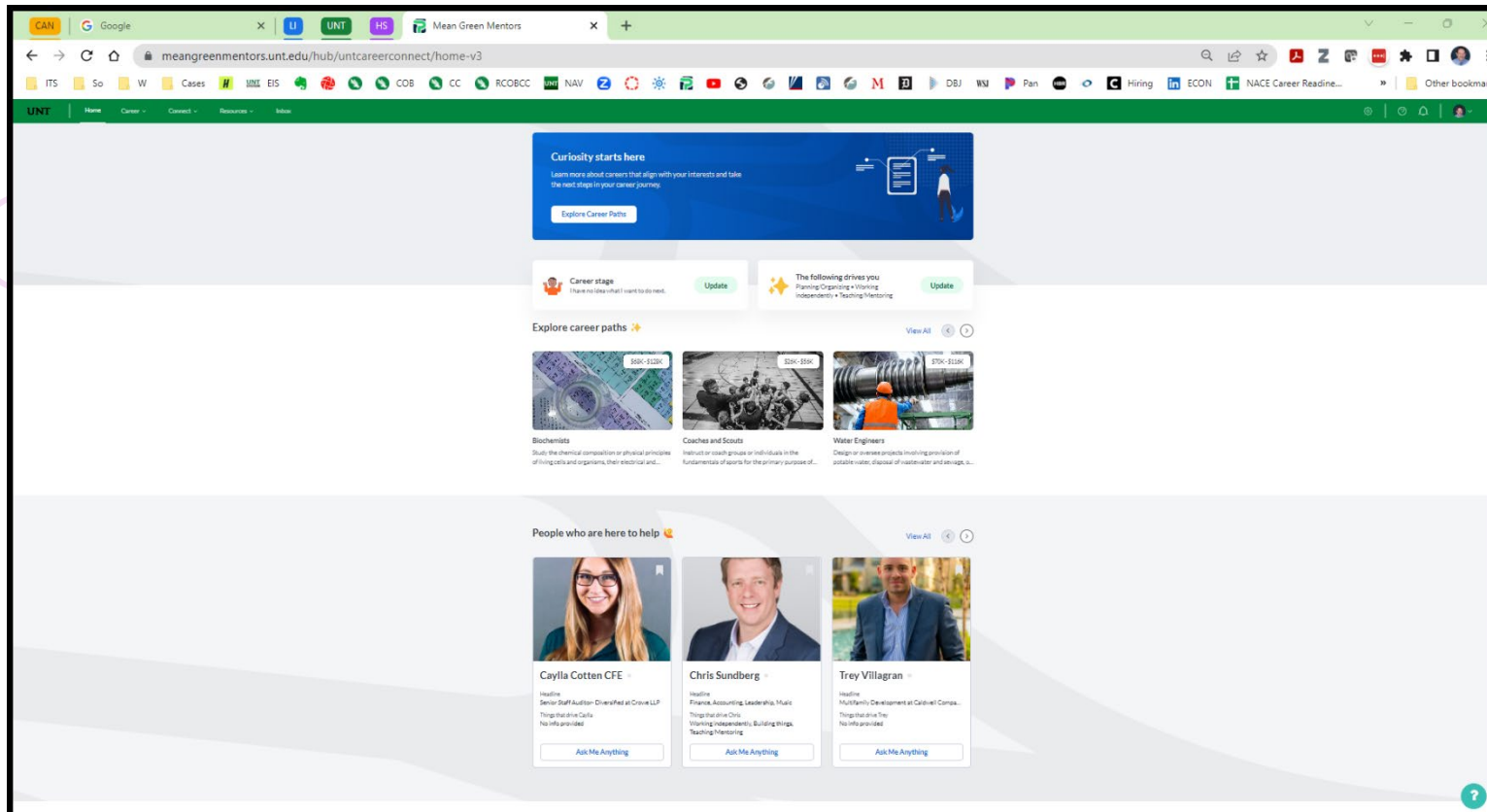
Practice interviews by program type and school.

Grow Your Network!

Mean Green Mentors

Helping UNT students and alumni with a destination for career, community, and connection.

- Personal Interaction with UNT Alumni
- Advice on careers, school, life
- Resources for gaining professionally related experience



RCOB Approved Format

WHY AN APPROVED RESUME FORMAT?

- 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	
EDUCATION	
Degree Name in Major University of North Texas, Denton, TX	GPA: If above 3.0 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 Optional: One or two short sentences explaining the company if not well-known	Starting Mon Year - Ending Mon Year City, State
Job Title	
<ul style="list-style-type: none">• 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 City, State
Job Title	
<ul style="list-style-type: none">• 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• 3-step bullet point: what did you do, what did you use to do it, quantify with numbers	
COMPANY NAME Optional: One or two short sentences explaining the company if not well-known	Starting Mon Year - Ending Mon Year City, State
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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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 3-step bullet point: what did you do, what did you use to do it, quantify with numbers	

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

Requirements for Business Students

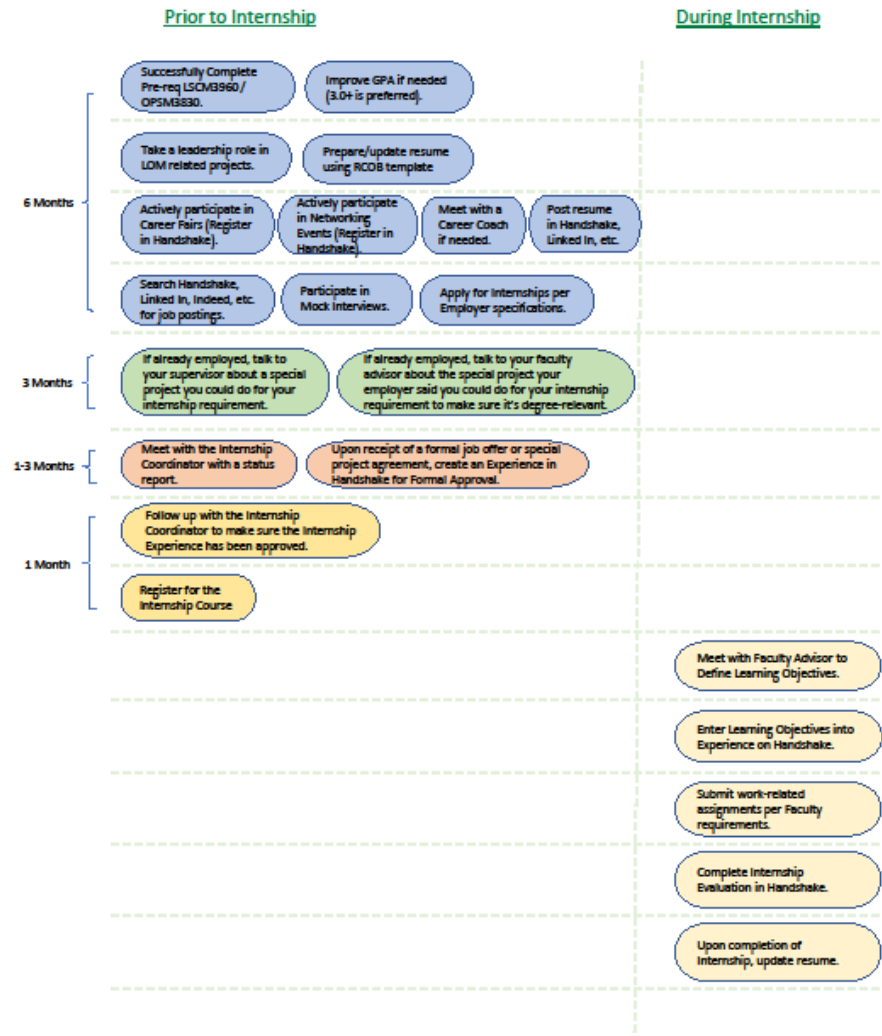
For Credit Internship Has Requirements



- 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

Logistics and Operations Management Department Internship Task/Deliverable

Required



Spring 2024 LOM Student Internship Planning Survey

An internship is a graduation requirement for all LSCM, OPSM, and LGAV majors. Help us help you with your internship by completing a short survey. Scan the QR code to take the survey.



RCOB Career Center

?Questions?

Conveniently Located in BLB 195

