

LC STATE

CAREER READINESS GUIDE



**STUDENT EMPLOYMENT
& CAREER READINESS CENTER**

Student Employment & Career Readiness Center



ABOUT US

At LC State, we're focused on both your success as a student and your future career. Our dedicated Career Center is ready to guide you toward your next milestone, offering support in resume crafting, mock interviews, securing part-time jobs during your studies, pursuing internships, or launching into a fulfilling full-time career.

Here are just some of the things that our office provides and assists students with:

- Personalized 1:1 appointments covering a variety of topics including resumes, cover letters, interview coaching, and *more!*
- A dedicated professional space for students needing a nice, quiet area to conduct their interviews.
- Free professional clothing available for students in our Career Closet!
- Assistance in general job searches, personalized to YOUR needs and aspirations!

HANDSHAKE

Handshake is a multi-purpose job service platform made specifically for students. It's where you'll need to go for on-campus jobs, career readiness resources. and more.





YOUR FOUR YEAR CAREER ROADMAP

First year - Explore

- Visit the SECRC
- Activate your *Handshake* account
- Get involved with clubs on campus
- Begin the resume building process

Junior - Prepare

- Meet with Career Center team to set goals
- Refine your resume
- Participate in an internship or job shadow experience

Sophomore - Specialize

- Confirm major
- Regularly attend Career Center events
- Begin developing your network
- Participate in volunteer service

Senior - Launch

- Update your resume and cover letter
- Send in job or grad school applications
- Practice your interview skills
- Graduate career ready!



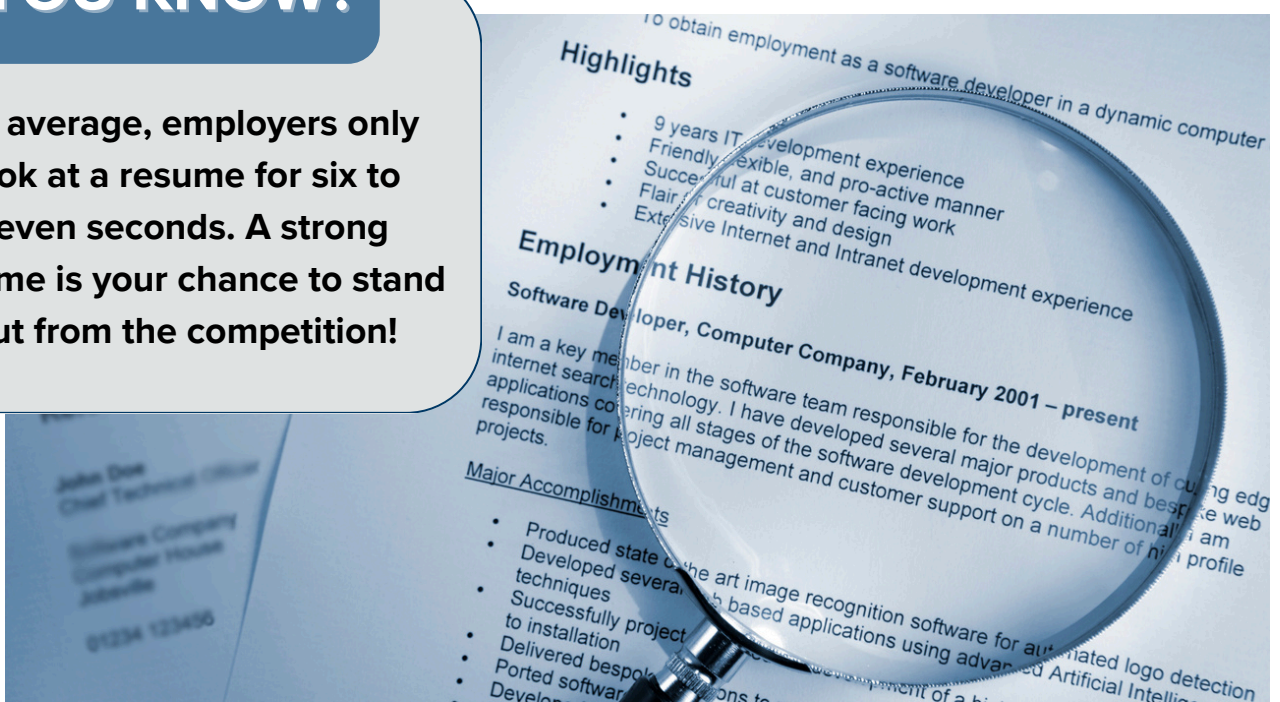
ALL ABOUT RESUMES

WHAT IS A RESUME?

A **resume** is a document that highlights your experiences and qualifications. Most students start with a one-page resume that over time grows to a maximum of two pages. Often times, a resume is the first impression you make on an employer, so it is pertinent to create a specific, organized resume that is tailored to each position you apply to.

DID YOU KNOW?

On average, employers only look at a resume for six to seven seconds. A strong resume is your chance to stand out from the competition!



A resume is more than a piece of paper- it is the first conversation you have with an employer!

RESUME SECTIONS

PERSONAL INFORMATION

This section includes your name, phone number, and email address. It should be brief and located near the top of the page. Including your address is optional; in our increasingly digital world, including your city and state is often succinct enough.

EXAMPLE:

Warrior A. Squirrel

warriors@students.lcstate.edu

208-123-4567

Lewiston, ID



If you use your personal email address, make sure it is some derivation of your name that makes a professional impression.

PERSONAL STATEMENT

A personal statement, also sometimes called an objective statement, is a statement that focuses on the content of your resume and expands slightly on key skills you might contribute to a position.

EDUCATION

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RESUME SECTIONS (CONT.)

EDUCATION

Start this section with the school you are currently attending. Now that you are in college, it's assumed that you've earned your high school diploma or GED, so you can remove any high school education information from this section. *Fully spell out* your degree, major, and minors. If you haven't graduated yet, you can write out the date as "Anticipated Month 20XX".

EXPERIENCE

Arrange this section in reverse chronological order; that is, the most recent experience first followed by older experiences. If you don't have work experience, this is a good place to reference your extracurricular activities such as student clubs, sports, or more.

Always summarize your accomplishments and experience in bullet points. Start your bullet points with action verbs, such as "managed" "developed", "assisted with", and so on.

SKILLS

Use this section to show off skills that haven't been mentioned in previous sections. For example, if you had a bullet point about "leading small and large group discussions", you don't need to put "communication" or "leadership" in your skills section. Good additions to the skills section can include additional languages or computer programs, like Microsoft Word or Google Docs.

EXAMPLE

Firstname Lastname

LCstudent@lcmail.lcsc.edu | 123-456-7890

PERSONAL STATEMENT

Excellent communication and interpersonal skills, with 4+ years' supervisory experience. Very detail oriented, dependable, and proficient with *<insert super cool software name>* your company uses.

EDUCATION

Bachelor of Science in Business Administration (Minor in Marketing)

May 2019

Lewis-Clark State College (LCSC) | Lewiston, ID

EXPERIENCE

Support Specialist

September 2019- Present

Idaho Food Bank | Lewiston, ID

- Coordinate and supervise 15 volunteers during annual off-site food drives and food sort events to ensure efficient use of resources and effective execution of food drive objectives
- Manage donations by maintaining a cash database and sending thank you letters to donors to support activities that further the organization's mission of providing food for all
- Compile information for over 30 food pantries in Nez Perce County and develop food assistance resource guides for distribution to 58 clients to provide helpful information for community partners

Cashier's Assistant, College Student Retention Program

May 2019-August 2019

Costco Wholesale | Portland, OR

- Collaborated with a large employee team to excel in member service by locating products in an inventory system, responding to member requests and preferences, and ensuring the cleanliness and safety of the warehouse

Office Assistant

October 2014- May 2019

LCSC Admissions Office | Lewiston, ID

- Coordinated with a staff of 13 professionals to support department events and execute project-based tasks effectively
- Developed and distributed marketing materials for events
- Exercised excellent communication skills to meet the needs of students, parents, and alumni through scheduling appointments, answering phone calls, and responding to specific requests and questions

Peer Career Mentor

September 2014-May 2019

LCSC Student Employment Center | Lewiston, ID

- Aided peers in developing professional documents through one-on-one appointments
- Promoted Student Employment services and events through presentations and peer interaction

COMMUNITY INVOLVEMENT

Volunteer Mentor & Supervisor

McSorley Elementary School | Lewiston, ID

January 2016-May 2016

- Mentored 25 elementary school students while supervising a team of 10 college student mentors through weekly games and activities to foster meaningful relationships and expose students to the opportunity of higher education

SKILLS

- Bilingual: English/Spanish
- MS Office Suite
- Adobe Photoshop

CRAFTING YOUR COVER LETTER

WHAT IT IS

A cover letter is a brief document that accompanies your resume. It's not always required to submit one with your resume, but it is a good practice to always have one ready.

A strong cover letter should not restate your resume, but instead expand upon your experiences. Use your cover letter to show employers *why* you want this job and *why* they should hire you.



- Proof-read!
- Keep it to one page
- Give examples
- Avoid negativity
- Emphasize achievements



- Restate your resume
- Make it generic
- Speak about the wrong job
- Address it to “whom it may concern”

USING ARTIFICIAL INTELLIGENCE (AI) TOOLS

Generative artificial intelligence (AI) tools are becoming popular for their help in creating resumes and cover letters. Keep these tips in mind to use AI effectively and wisely:

- **Complement, not create:** AI tools can be helpful in finetuning your documents, but they don't know your story. Remember to personalize your documents with specific examples and achievements.
- **Find a balance:** Some use AI tools to optimize their documents for Applicant Tracking Systems. Make sure that your documents have a mix of ATS keywords and natural language that sounds true to you!

EXAMPLE

Firstname Lastname

LCstudent@lcmail.lcsc.edu | 123-456-7890

MM/DD/YYYY

Mark A. Moneymaker
Hiring Manager
Super Corporation
Great City, ID 83501

Dear Mr. Moneymaker,

As a soon-to-be graduate of Lewis-Clark State College in <list degree>, I was pleased to learn of the position of **Very Important Idea Creator** within Super Corporation's Marketing Division. This position aligns with many of my interests and areas of experience, including project management, creation/production of marketing materials and campaigns, and leadership.

As a <list degree> student, and through extracurricular activities, I have gained experience leading both large and small teams — successfully completing projects and managing events. One of the most challenging and fulfilling projects allowed me to team with other students across campus to help market a newly established program office for LCSC. Through a process that spanned nearly an entire semester, the team of Student Creators developed marketing materials in a variety of formats — physical and online. We learned valuable lessons in adaptability and communication. Ultimately, our work helped launch <new office name> that is now helping a wide array of LCSC students.

During my Junior year, I gained valuable firsthand experience through my internship with Mega Marketing. The projects I worked on during this internship included: a promotional campaign for a regional security company, a statewide travel guide publication, and brand and label development for a local winery. In addition to my internship work, I successfully juggled campus leadership responsibilities and coursework. I know the importance of goal setting, managing timelines, and meeting deadlines.

Combined, my education, work experiences, and interests position me well to contribute to Super Corporation's goals. Thank you for your time and consideration. I look forward to discussing this opportunity with you.

Sincerely,

Firstname Lastname

Firstname Lastname

MAKING POSITIVE FIRST IMPRESSIONS

DRESSING THE PART

When it comes to first impressions, you always want to dress to impress. At job interviews, networking socials, or similar events, it is best to pick an outfit that aligns with business casual to business professional standards.



What do you do if you have an interview coming up and you don't have something appropriate to wear? Stop by the **Career Closet** in SUB 202, of course!

Our Career Closet is open to all LC State students and alumni. We have a variety of business professional clothing that is free to you and yours to keep!

HYGIENE AND GROOMING

When it comes to first impressions, you always want to dress to impress. At job interviews, networking socials, or similar events, it is best to pick an outfit that aligns with business casual to business professional standards.

BODY LANGUAGE

Body language is a large part of communicating your interest in an opportunity or contact. Stand up straight, make eye contact, and smile!

EXCELLING IN INTERVIEWS

SO, YOU HAVE AN INTERVIEW...

What's the best way to prepare? Here's a couple of tips to help ease your nerves before the big day.

1. Thoroughly research the company and its values.
2. Arrive early and bring extra copies of any documents, including your resume and cover letter.
3. Ask thoughtful questions about the job.
4. Answer questions using the STAR method: describe the Situation, your required Task, your Actions, and the Results.

“DO YOU HAVE ANY QUESTIONS FOR US?”

You'll hear this at the end of interviews. Don't answer it with “nope, I think you covered it all!” Asking a question or two shows that you are interested in the company and their opportunities. It's also one more chance to gauge if the organization is a good fit for you.

FOLLOWING UP

Send a thank you note within 24 hours of the interview. A handwritten note is best, but an email is appropriate as well. If you do not hear from the employer after the hiring timeline they initially indicated, follow up once with the interviewer or Human Resources.

Want to practice before the real thing? Schedule a mock interview with the Career Center!

THE VALUE OF NETWORKING

WHAT'S NETWORKING?

In short, networking is just a fancy word for talking to people! More specifically, it's the exchange of ideas among a group of people, often with similar professional interests or occupations.

DID YOU KNOW?

Up to **60%** of jobs listings are **NOT** posted publicly. This is something called the *hidden job market*.

WHY IS IT IMPORTANT?

Many job listings are never published and instead filled through recommendations. Strong networking skills ensure that these job opportunities don't pass you by!

REMEMBER TO *CHAT* AS YOU NETWORK WITH OTHERS!



Connect genuinely. Approach networking as building real relationships, not just seeking opportunities. Show interest in the conversation.



Have your pitch ready. Be prepared to introduce yourself with a clear, concise elevator pitch. Include who you are, what you do, and what you're looking for.



Ask questions. Engage others by asking them open-ended questions about their experiences. This helps keep the conversation flowing.



Take initiative. Follow up with the people you meet. Send a thank you message or connect on LinkedIn, or social media if appropriate.

DEVELOPING AN ONLINE PRESENCE

HANDSHAKE AND LINKEDIN

As a student, you can use your Handshake profile as an introduction to making professional connections online. A **complete** profile is the best way to stand out to employers. Employers are also more likely to reach out to you with opportunities and invitations if your profile is complete. Complete profiles include at least one work experience, organization, and skill.

LinkedIn is a great way to connect with colleagues, classmates, professionals, and LC State alumni in your field.

KEEPING THINGS PROFESSIONAL

In our digital age, your online presence is often the first impression you make on an employer, and it extends beyond your Handshake and LinkedIn profiles. From time to time, review your privacy settings and clean up your following lists to reflect your current values. Try to avoid posting anything that could be considered inappropriate or hurtful to your professional image. Keep in mind, if you wouldn't say it at a meeting, it's probably best not to post it!

REMEMBER!

Keep your social media clean! 67% of employers are checking job candidates' social media profiles.

MAKING THE MOST OF YOUR COLLEGE EXPERIENCE

FROM COLLEGE EXPERIENCES TO CAREER SUCCESS

Your college years are the perfect time to start building your career. The work you do now, whether it's through internships, part-time work, or projects, will set you up for success later. Keep these tips in mind to make the most out of your college experiences.

1. Treat Every Role as a Learning Experience

- Approach tasks with a growth mindset - be curious and always look for ways to learn and improve.

2. Build Meaningful Connections

- Don't wait for opportunities to come to you—take the initiative! Introduce yourself to people, attend events, and be someone others can count on!

3. Sharpen Skills That Matter

- Many employers are looking less at experience and more at skill mastery in areas like communication, time management, and more.

4. Take Charge of Your Career

- Ask Questions: Find ways to take on new challenges or learn more about the industry.
- Keep Learning: Attend workshops, webinars, and seek out courses that boost your skills.

CAREER READINESS CREDENTIAL

WHAT IT IS

The Career Readiness Credential is a digital badge that you can share with employers. It is designed around eight core competencies outlined by the National Association of Colleges and Employers (NACE) that build the foundation for future career success.



WHY EARN IT?

This credential is one-of-a-kind in the State of Idaho. By earning it, you stand out from the competition in your career field. You'll also earn a co-curricular transcript full of your college experiences to show employers proof of your transferable skills.

EARNING THE CAREER READINESS CREDENTIAL

LC State students can earn the Career Readiness Credential by getting involved on campus and taking advantage of opportunities offered outside of the classroom. Progress is tracked in the Do More app, but students are encouraged to check in the Student Employment & Career Readiness Center to be sure of their standing.

STUDENT EMPLOYMENT & CAREER READINESS CENTER SERVICES

STUDENT APPOINTMENTS

Career Preparation: We assist students and alumni in reviewing their resumes and cover letters and advise them on any general career questions.

Interview Practice: We tailor mock interview experiences to reflect what students will experience in the professional world. We offer different modalities, such as in-person, virtual, and panel-style interviews.

Featured events:

- **Fall Career Fair** – Network with employers and explore opportunities.
- **Workshops** – Resume building, networking tips, and more.
- **Info sessions** – Learn about internships and jobs.
- **Employer spotlights** – Meet recruiters and industry professionals.



Click or scan to activate your Handshake account and make an appointment today!



secc@lcsc.edu



208-792-2144



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