



GRADUATING SENIOR  
**CAREER PLAN**



## Congratulations on graduating!

The Office of Career Services has developed this booklet to assist your transition from academia into the workforce. That is no simple feat so we've compiled a number of resources and guides to help you identify fitting opportunities and how to prepare for them. This career plan's aim is not to find the "perfect job." It is to point you in the direction of the future you want.

**What are your career interests? Topics? Activities?**

*Don't let your degree limit your prospects. Many entry-level roles and starting positions include job training. Awareness of company culture and demonstrating an interest in supporting an employer's vision is often the most important thing. Need help identifying interests? Visit [MyNextMove.com](http://MyNextMove.com) to discover some.*

**What is your career outlook? What lifestyle are you interested in building? Desired pay?**

*It is essential to understand workforce trends as you begin your career. The U.S. Bureau of Labor Statistics offers data on the American workforce. View its [Fastest Growing Occupations table](#) to see the 20 occupations with the highest positive percent change of employment between 2018-28. The Occupational Information Network (O\*NET) is a centralized resource for information about over 1,000 different occupations. Visit [O\\*NET OnLine](#) to explore their average pay, daily tasks, and relevant skills.*

**What skills or talents you like the world to know about you?**

*In recent years, the idea of branding oneself as a professional is becoming more popular. While you may have personal social media accounts, you must develop a professional presence as well. Activating and updating your XULA Handshake account keeps you connected to employers interested in Xavierites. Complete the [LinkedIn Student Profile Checklist](#) for help creating a dynamic profile. Review [Indeed's Skills Description article](#) to learn the difference between hard and soft skills. Handshake, Indeed, and LinkedIn are three great sites to begin promoting your skillset and employment goals.*

**What type of professional environment would you like to join?**

*It is essential to know what environments you most enjoy. Do you enjoy working on teams? Would you enjoy working outside, with animals, or instructing students? Reflect on volunteering experiences and internships to inform your comforts. If there are companies with environments you'd enjoy, visit their corporate site to view their job postings.*

**What resources would best help your transition?**

*The OCS believes every student should have a strong resume, an effective cover letter, and a personalized elevator speech before beginning their post-grad job search. Review the following pages to see how to formulate each.*

## What type of information should I consider for a resume?

Your academic background, paid and volunteer work, or internship opportunities should have special attention. Your resume is also the opportunity to showcase research projects, extracurricular activities, awards, and special skills and awards. After completing the list, organize the information into categories while also tailoring the information specific to the target industry.

## How do I develop bullet points?

The most important information on your resume is the bullet points. These points display the skills and experience that your employers are seeking. Developing an ideal bullet point takes time and effort; however, there is an easy format to follow.

### Action Verb + Core Content + Result, Purpose, or Impact

- **Created** a tutoring/mentoring program for 20 sixth graders
- **Raised** over \$1000 for the sophomore class for professional attire
- **Organized** a fall run event that raised over 3,000 for art supplies
- **Developed** a quarterly newsletter for sophomore resident halls

Don't forget to diversify the bullet points and align them with the job description. Make sure you don't repeat yourself even if you have similar experiences across jobs. Focus on a variety of experiences, activities, and skills that can display your skills and the connection to the listed job requirements.



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A **resume** is a personal marketing tool that may increase your chances of getting an interview. In an interview you will have the opportunity to further explain what skills and knowledge that you can contribute to an organization while also separating yourself from the competition. We hope that this guide assists you in organizing a well-developed, concise and accomplishment focused resume for your career needs.

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Some of the sections most used on a college resume are listed below:

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- Education
  - Relevant Coursework
  - Relevant Projects
  - Relevant Research
  - Professional Experience
  - Work Experience
  - Internship Experience
  - Leadership Experience
  - Activities
  - Community Service
  - Skills
  - Awards & Honors
  - Certifications
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← **18-24 pt. font for name (bolded)  
First and last name**

Single spacing, narrow margins (.5), 10 or 11 pt. for the body of the resume

Current (or Permanent) mailing address | Phone | Professional e-mail address | LinkedIn address

**OBJECTIVE (optional)** Seeking (position title) with (type of company or industry), utilizing (skills, at least three)

**EDUCATION**

Xavier University of Louisiana, New Orleans, LA  
Bachelor of Science (Arts) in \_\_\_\_\_ (major) Month & Year of Graduation  
Minor: \_\_\_\_\_ | GPA: \_\_\_\_\_ (if 3.0 or higher)

**Community College (optional)** Month & Year of Completion  
or (total credits)

High School Name, City, State  
High School Diploma Month & Year of Graduation  
College Preparatory  
GPA: 3.85

← **High School  
information is omitted  
after freshmen year**

**RELEVANT COURSEWORK (optional)**  
(List classes related to career goals and job)

**RESEARCH (optional)**

Project, Xavier University of Louisiana, New Orleans, LA Month & Year – Month & Year  
• List your accomplishments and what skills were gained  
• Use action verbs to integrate transferable skills to explain what you did  
• When possible, quantify your experience

↑ **Dates should be right justified**

**EXPERIENCE (list in reverse chronological order)**

**Position Title/Role** Month & Year – Month & Year  
Company/Organization, City, State  
• Strongest selling point first! Review job description for relevant skills  
• Focus on accomplishments and results, not just job duties  
• Provide details of specific responsibilities and the impact on the organization  
• Remember to quantify when possible

**Position Title/Role** Month & Year – Month & Year  
Company/Organization, City, State  
• Begin each bullet with a strong action verb  
• Be consistent with your verb tense; if it happened in the past, use past tense  
• Avoid repetition of verbs and phrases

← **Capitalized and bolded headings**

**ACTIVITIES/HONORS/INVOLVEMENT**

- Organization (title) only if leadership role held • Scholarship

**SKILLS**

- Computer skills • Language skills • Industry- Specific skills: (optional)

# Micah D. Student

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1331 Carson St | 504.540.1244 | chandlerstudent@xula.edu | www.linkedin.com/in/chandlerstudent

## OBJECTIVE

Innovative, versatile and creative scholar with the skills and passion to successfully participate in the STEM Scholars internship program

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## EDUCATION

Xavier University of Louisiana, New Orleans, LA

Bachelor of Science in Biochemistry

May 2021

**Minor:** Spanish | **GPA:** 3.48

Texas Community College, Houston, TX

May 2018

Dual Enrollment (12 credit hours)

## EXPERIENCE

North Oaks OB/GYN Clinic, Houston, TX

**Medical Intern**

June 2017 - Present

- Assist physician with pre and post-operation checkups
- Collect and review data from medical files
- Measure patient blood pressure and pulse
- Use Doppler fetal monitor to detect fetal heartbeat
- Meet with more than 25 patients weekly

## COMMUNITY SERVICE

STEM NOLA, Xavier University of Louisiana, New Orleans, LA

**Volunteer**

November 2018 - Present

- Conduct science experiments with children in grades k – 12
- Meet weekly with students to tutor in science-related subjects
- Developed activities that increased student knowledge by 25%

Mount Carmel High School, New Orleans, LA

**Academic Tutor**

October 2018 - November 2018

- Assisted lead teacher with classroom management and clerical duties
- Proofed and corrected English essays for over 25 freshmen students
- Helped students with developing lab reports

## CERTIFICATIONS

- Cardiopulmonary Resuscitation (CPR)
- Certified Nursing Assistant (CNA)

February 2018- Present

May 2018 - Present

## ACTIVITIES/HONORS/INVOLVEMENT

- Xavier University of Louisiana Academic scholarship • Jack and Jill of America (Regional Teen Officer) • Black Student Union (President)

## SKILLS

- Laboratory • Light microscope • Auto analyzer • pH meter • Statistical analysis

## Resume Checklist

Layout & Appearance	Yes	No	Comments
Is name at the top of the page in a correct font and size? Are address, phone number, and e-mail address acceptable?			
Is resume one page?			
Is formatting consistent throughout the resume? (i.e., font style, size, bullets, dates, bold and capitalization)			
Are verb tenses correct?			
Are there 2 – 4 statements per position?			
If bullet points were used, are they consistent and properly spaced?			
Is there consistent punctuation?			
Is it free from typographical errors and misspellings?			
Is it appealing to read and clearly written?			
Is there any color on the resume?			
Content			
If an objective was listed, is it clear and consistent with the job opportunity?			
Are all of the appropriate headings used? (i.e., Education, Experience, Achievements, etc.)			
Is all relevant education listed? ( i.e., university, major, minor)			
If GPA is listed, is it 3.0 or higher?			
Is the resume reflective of the job being applied?			
Are appropriate and varied action verbs being used?			
Are relevant work and educational experiences included?			
Were accomplishments quantified when applicable?			

## Action Verb List by Skillset

### Management

produced	anticipated	analyzed	approved	assigned	delegated
attained	chaired	checked	reviewed	contracted	developed
devised	directed	evaluated	enforced	formed	governed
headed	increased	initiated	integrated	organized	planned
prioritized	administered	recommended	coordinated	scheduled	supervised

### Communication

Addressed	composed	drafted	interpreted	persuaded	recruited
Arbitrated	conveyed	edited	lectured	presented	translated
Arranged	transcribed	enlisted	mediated	promoted	corresponded
Authored	developed	formulated	moderated	publicized	collaborated
Wrote	directed	influenced	negotiated	reconciled	

### Research

Assessed	critiqued	surveyed	examined	interviewed	investigated
Clarified	discovered	diagnosed	identified	reviewed	summarized
Collected	defined	dissected	inspected	organized	determined
Correlated	detailed	evaluated	interpreted	reported	systematized

### Teaching

adapted	revised	evaluated	informed	simplified	coordinated
advised	developed	explained	inspired	set goals	tailored
clarified	enabled	facilitated	instructed	sparked	encouraged
coached	communicated	guided	persuaded	stimulated	trained
unified					



## Action Verb List by Skillset (Continued)

### **Detailed**

approved	dispatched	compiled	organized	retrieved	met deadlines
validated	responded	arranged	purchased	classified	implemented
retained	recorded	judged	compared	operated	reorganized
executed	enforced	collected	inspected	copied	processed

### **Financial**

verified	audited	developed	forecasted	projected	researched
allocated	balanced	earned	managed	rectified	reviewed
analyzed	budgeted	estimated	marketed	reduced	administered
appraised	calculated	financed	planned		

### **Creative**

acted	decorated	planned	founded	instituted	performed
designed	established	illustrated	integrated	dramatized	conceptualized
created	developed	shaped	imagined	introduced	revitalized
invented	directed	fashioned	initiated	customized	transformed

### **Helping**

accepted	conducted	educated	guided	provided	represented
assisted	counseled	effected	motivated	served	empowered
assessed	dealt	resolved	participated	questioned	restored
clarified	handled	protected	referred	validated	demonstrated
coached	diagnosed	facilitated			

## Action Verb List by Skillset (Continued)

### **Clerical**

adjusted	collected	distributed	indexed	organized	retrieved
approved	compiled	generated	inspected	cataloged	implemented
arranged	controlled	grouped	monitored	processed	specified
prepared	copied	screened	operated	purchased	systematized
classified	dispatched	recorded	ordered	improvised	tabulated

### **Analytical**

compared	consulted	enlarged	originated	enlightened	experimented
conceived	converted	predicted	utilized	constructed	investigated
perceived					

### **Manual**

assembled	controlled	ground	fed	lifted	shipped
bent	operated	set up	moved	pulled	handled
bound	tended				

### **Accomplishment**

achieved	executed	expanded	innovated	pioneered	experienced
displayed	recognized	improved	overcame	succeeded	

### **Technical**

assembled	computed	installed	overhauled	maintained	strengthened
built	designed	repaired	remodeled	upgraded	programmed
calculated	engineered	operated	solved		

# Cover Letter Outline

Your Present Address

City, State Zip Code

Date

(quadruple space)

**Format the cover letter similarly to your resume, using the same size and style of font. Doing so shows organization and professionalism.**

Ms./Mr. Employer Name

Title

Company

Mailing Address

City, State Zip Code

**Take the time to identify who will receive the letter. Often job postings will include the recipient. It adds a personal touch and focus to the letter.**

Dear Ms./Mr. \_\_\_\_\_:

Opening Paragraph - Tell why you are writing. Name the position, field, or general vocational area about which you are asking. Tell how you heard of the opening or the organization. Mention a contact name if you have one.

Middle Paragraph - Mention those qualifications you think would be of greatest interest to the employer, slanting your remarks to his/her point of view. Tell me three things you want the employer to know about you, "sell" your skills and abilities to the potential employer. Document your claims with statements that show evidence of your skills. Tell why you are interested in the company/organization, location, or type of work. If you have had related experience or specialized training, be sure to point it out.

Closing Paragraph - Restate your interest in the position and thank the reader for their time. Refer the reader to the enclosed application form or resume. If this is a letter of inquiry, inform your contact that you will be calling to set up an informational interview. If this is a letter of application, you may state that you will call or e-mail on a certain date to check on the status of your application and inquire about the hiring timeline.

Sincerely,

**Include your signature here. Create a digital version for quick access.**

(quadruple space)

Type your name

Enclosure(s)

**Enclose additional documents when requested. This can include reference, portfolio document, work samples, etc.**

## Elevator Speech

There may be times when an opportunity appears spontaneously, such as meeting an excellent work contact at a happy hour or in a waiting room. When you only have a minute to promote your skills and express interest, having a polished elevator speech will serve you well.

### SPEECH ELEMENTS

- **CREDENTIALS.** Your name and something that differentiates you from your peers (major/degree, athlete, veteran) or establishes a relationship (graduate of the same college, from the same home town, etc.).
- **SPECIFIC INTERESTS.** Sharing your goals allows your contact to help you or connect you with someone who can.
- **EXPERIENCE.** Demonstrate your interest and experience in the field with examples of things you have done Don't just say, "I have always wanted to be a scientist;" say, "I have performed well in chemistry courses and presented research findings."
- **QUALIFICATIONS.** Demonstrate your qualifications by sharing leadership and work experience, achievements, expertise, skills, and strengths.
- **ASSISTANCE.** Consider giving the person two options for ways they may be of assistance. For example, "If your company offers internships, I would appreciate the name of the person in charge of that program, or perhaps I could meet with you in person to find out more about your organization and opportunities in the marketing profession." Be sure to offer each contact your business card for future reference.

### TEMPLATE

Hello, my name is \_\_\_\_\_ and I am completing a \_\_\_\_\_ degree in \_\_\_\_\_ at Xavier University of Louisiana with a minor in \_\_\_\_\_. I am interested in a career in (or position as a) \_\_\_\_\_ in the \_\_\_\_\_ field (industry). I have been involved (during college) in \_\_\_\_\_ (relevant organizations). And developed skills in \_\_\_\_\_. I have also had an internship position (employment) as a \_\_\_\_\_ with \_\_\_\_\_ and found that I really enjoy \_\_\_\_\_. Could you tell me more about \_\_\_\_\_?