

RESUME

CHEAT SHEET --- CAS

LENGTH & MARGINS

ONE PAGE & 1" OR .5"

Resumes are tailored documents designed to highlight your relevant experiences to the job/internship/scholarship/graduate program you are applying for.

FONT SIZES

SAN SERIF FONTS ONLY

Name = 24 - 26 pt. font
Contact Info = 14 pt. font
Section Headers & Body = 10 - 12 pt. font

SECTION TITLES

UNIQUE TO YOU

Education, Paid or Unpaid Experience, Personal Projects, Research, Labs, Shadowing, Volunteering, Clubs, Technical Skills, etc.

BULLET POINTS

TASK + SKILL + RESULT

Tailor your bullet points to include the qualities, skills, or experiences that they job description requires that you have.

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COVER LETTER

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HEADER

SAME AS YOUR RESUME

Application documents should go together so use the same header for your resume, cover letter, and references

STYLE

TRADITIONAL LETTER

Contact: Name of Hiring Manager, Name of Company, Location

Greeting: Dear (name of hiring manager)

NEVER TO WHOM IT MAY CONCERN

CONTENT

UNIQUE TO YOU

First Paragraph: Introduction, the job you are applying for and why

Second Paragraph: Your skills and experiences related to the job description

Third Paragraph: Thanking them for their time and how to follow up with you

SALUTATION

SINCERELY,

Always end with a salutation and a signature

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PERSONAL STATEMENT CHEAT SHEET --- CAS

SECTION ONE

MOTIVATION

Write about the spark that led you to your interest, why you are interested in the field, and what motivates you to continue your education.

SECTION TWO

QUALITIES

Give descriptions of how your experiences impacted who you are, your interests, and what you want to be. Discuss how these qualities/experience will help you succeed.

SECTION THREE

FUTURE GOALS

Explain what you want to do and more importantly what impact you want to make on your community and those you will work with.

SECTION FOUR

PROGRAM

Break down how a graduate program is going to help you reach your goals. If you are submitting an application to a specific college instead of a common app, explain how the programs courses, faculty, graduate student opportunities are going to help you grow and reach your goals.

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INTERVIEW

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**TELL ME
ABOUT
YOURSELF**

PAST + PRESENT + FUTURE

1-2 minute response detailing where you came from, what you are doing now, and what you want to do and how this job will help you achieve that goal.

**WEAKNESSES,
CHALLENGES,
FAILURES**

20/80 RULE

20% of your answer is the negative.
80% of your answer is how you overcame, what you learned, or the steps you are taking to improve.

**EXPERIENCES
AND
BEHAVIORS**

STAR METHOD

What is the SITUATION, what TASK did you need to complete, what ACTION did you take, and what were the RESULTS of that action

**ASK
QUESTIONS**

THEMES

Training
Culture
Professional Development

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JOB SEARCH

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JOB BOARDS

OSU & NICHE WEBSITES

Career Services | Job and Interview Portal has employers looking for OSU students
Internet | Search for industry specific job boards to broaden your search

SEARCH ALERTS

SAVE YOUR FILTERS

When you save your filtered search you will receive emails with new job postings so you don't have to continue to return to the job board.
Common Filters | Location, Job Type, Industry

NETWORKING

FIND PROFESSIONALS

Use LinkedIn or other connections to meet with people who have the job you want.
Connect with them to learn about how they got to where they are and what it is like.

THE SOURCE

COMPANY WEBSITES

Go to the company website and find their careers page, look to see what they are offering and reach out if you have questions.

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EXPLORING YOUR OPTIONS CHEAT SHEET _____ CAS

WHO ARE YOU?

ASSESSMENTS

Take the free assessments provided by Career Services to learn more about your personality, interests, and values and how those connect to different career paths.

FIND OPTIONS

MAJORS & CAREERS

Use your assessment results and oneline.org to explore in detail job titles. Learn the skills and education needed, work environment, and salary ranges.

CONNECT

CLUBS, FACULTY, STAFF

Join clubs and professional organizations to get involved in your area of interests. Talk with faculty, academic advisors, or other staff to learn more about the steps to get into a field.

EVALUATE

CAREER COACHING

Make a career or major exploration appointment to discuss what you have learned and to map out a plan to find the right career for you.

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TESTING YOUR CAREER CHEAT SHEET _____ CAS

NETWORK

INFORMATIONAL INTERVIEWS

Connect with professionals in the industry you are interested in and ask to questions about their day-to-day life. This can be done over email or in person.

SHADOW

FIND PROFESSIONALS

Reach out and find opportunities to shadow a professional at their workplace. This can be a day experience where you see what goes into the job.

INTERN

APPLY

Look for opportunities to intern in the industry you are interested in working for. Use job boards, career fairs, and employer events to learn about internship opportunities.

MICRO- CREDENTIALS

EDUCATION

OSU students have access to the forage and Coursera where you can gain experience through micro-internships or online coursework.

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