



# Beaver Career Success



## Know yourself

Develop a professional profile, outlining who you are and what you can do. Set up a career consultation and explore your strengths, skills, interests and values.



## Connect

Attend events and keep up with on-campus recruiters. Schedule an appointment to learn about networking strategies, including informational interviews and using social media as a professional.



## Access the World of Work

Search employers and access industry information, like average salaries and growth opportunities. Delve into the virtual resource library, full of current information on work trends.



## Tools & Skills

Improve your resume, cover letter, work samples, unofficial transcripts and more. Use InterviewStream or in-person mock interviews to practice and improve your interviewing skills.



# beaver.careers

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# Career Development Online



## beaver.careers

Upcoming  
Events



Popular Links

Tools and  
Resources



Office Partners



Featured Jobs

Social Media

### Login to Beaver Careers

You can access your Beaver Careers account through our website. Use self-assessment tools, find jobs and internships, register for career events, and schedule career consultations.

### Explore Resources

Use the Career Development Center website to find professional organizations, explore major-specific resources, and learn about career events around campus and in your college.



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# Professional Attire

## Business

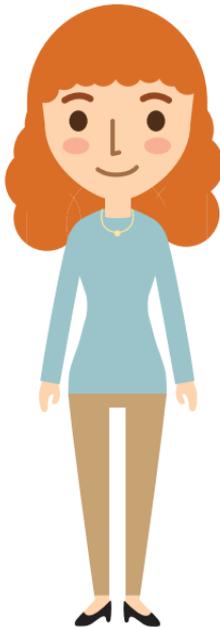


Keep hair and makeup conservative for a polished look.

If wearing a skirt, make sure the hem comes at least to the knees when standing.

Check for dangling threads and make sure your shoes are polished.

## Business Casual



Tailored shirts or blouses are great choices. Stick to materials like cotton, silk, or blends.

Any jewelry should be subtle and professional.

Wear skirts or pants in a neutral color; they should not be patterned.

Always wear closed-toe, conservative shoes with a heel of 3 inches or less and ensure you are fragrance and body-odor free.

For more about dressing your best, go to



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# Professional Attire

Hair (facial and otherwise) should be clean and well-groomed.

Wear darker colors – they give a more formal vibe.

You can carry a padfolio or small briefcase for your materials.

## Business



## Business Casual



Ties are generally not necessary.

Long-sleeved shirts are a safe bet; best colors are white or light blue.

Make sure your socks match your pants and rise to mid-calf.

Polish your shoes, trim your nails and ensure you are fragrance and body-odor free.

For more about dressing your best, go to



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# Career Expo



## Employer Meetups

Meet with employers looking for new professionals in your field. Explore opportunities and expand your network.



## Mocktail Hour

After Speed Mock Interviews, stick around for a “Mocktail Hour” where you can network with employers.

## Career Fairs

Fairs occur during the Career Expo and are the culminating events of the week. Depending on the term, there can be as many as four career fairs during a career expo.



## Speed Mock Interviews

An opportunity for you to get feedback on your interviewing skills from real employers.



## Interview Days

Interview Days is an opportunity for employers to interview students during and after the Career Fairs here on campus.

For more about the Career Expo, go to



**beaver.careers/expo**

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# Career Fairs

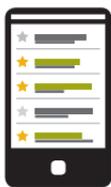
Employers from many industries come to campus to meet with students; many of those students walk away with interviews or job offers. This is a great way to network with professionals in your field.

1



Download the **Oregon State Career Fair+** app or go to **beaver.careers**

2



Research and favorite the employers you want to meet at the fair

3



Plan your route through the fair to best utilize your time

4



Practice your “elevator pitch” and tailor it to the different employers you speak to.

5



Get your resume and cover letters reviewed at drop-ins, and print out several copies.

6



Make sure you're dressed to impress in business or business casual attire.

For more about Career Fairs, go to



**beaver.careers/expo**

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# Resume

## Resume Length

Resumes should be just 1 page if possible.\*

## Name

Make your name large and bold. It should stand out from the rest of the document.

## Education

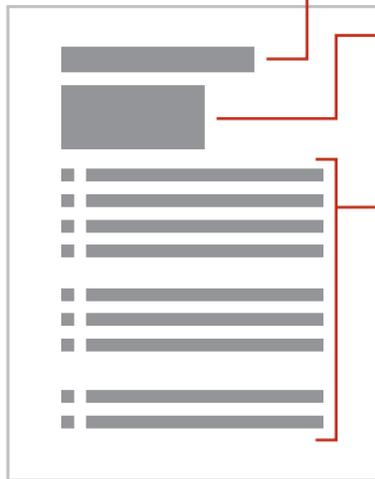
Make sure to include awards and valuable experiences. Do not include high school information.

## Experience

Highlight your skills and expertise in this section. Include relevant projects and volunteer experiences.

## Order

Experiences should be in reverse chronological order by start date. Use past tense for experiences that have ended.



## Format and Send

Save your resume as a PDF when sending over email. This ensures your resume will appear exactly as you intended.

**\*Note:** Resume length preference is industry-specific. Be sure to research what employers in your industry prefer.

For more about resumes, go to



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# Experiences Sample

## Relevant Experience

Sunshine Farm | Corvallis, Oregon | Summers 2014–Present  
Assistant Farm Manager

- Plant and care for over 30 cultivars of orchard fruits trees and 100+ greenhouse plants and herbs
- Keep records of farm equipment, machinery, and tractors for over 50 acres of land
- Promote, design and implement a grass seed program that successfully tripled production by three folds

National Green House Horticulture Association | Bend, OR | 12/2013–3/2014  
Sales and Marketing Intern

- Developed and implemented a social media campaign that increased attendance to event by 50%
- Presented outreach presentations to sister companies and local communities about landscaping
- Researched and performed cost–effectiveness analysis on landscape models for golf courses

University of Sydney | Sydney, Australia | 3/2013–9/2013  
Study Abroad Program

- Facilitated in 12 breakout sessions and group discussions with other agriculture students from around the world
- Researched and reported on greenhouse gas emission and how to improve the environment
- Interacted and collaborated with business professionals about safe horticulture practices and positive impact on regional growing environments

## Leadership/volunteer Experience

Alpha Zeta Agricultural Honor Fraternity | Corvallis, OR | 10/2014–Present  
Recruit Chair

- Collaborate with other club members to execute a philanthropy project to help poor farmers
- Educate community about Agriculture and Horticulture
- Prepared Brotherhood Report which was nominated for nationals

YMCA | Salem, OR | 6/2012–9/2012  
Student Volunteer, Mentor

- Interacted and socialized with 30 middle and high school and help plant a butterfly garden
- Tutored children in academic subjects such as math and life science

National Farmland Association (NFA) | Corvallis, OR | 1/2012–9/2012  
Event Planner

- Planned social gatherings and events for the members of the NFA
- Attended the NFA regional and national conference that aims to protect farmer rights
- Performed lead role at charity events that raise awareness for farmers across America

## Activities And Honors

Horticulture Membership Award | 9/2014–Present

Outstanding Agriculture Businesses Student of the Year | 9/2013 –Present



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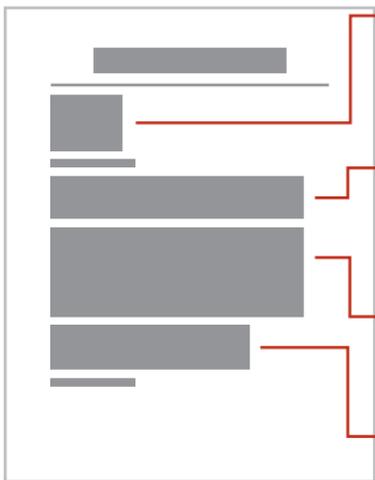
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# Cover Letter

## Email

Using what you wrote in the cover letter, be sure to send an email to the hiring manager or designated email address with the cover letter attached.



### Addressing

Address your letter to an actual person. If you do not know a name, write "Dear Hiring Manager."

### First Paragraph

State why you are writing this letter and how you found the job/internship. Show enthusiasm for the position!

### Second Paragraph

Connect your skills to the needs of the employer.

### Final Paragraph

Summarize your interest in this position, thank them for their consideration, and sign your letter.

## Formatting

Use a paragraph block format. Do not indent paragraphs; use a line break instead. If possible, include a signature at the end of your cover letter- this gives it a personal and meaningful finish.

For more about cover letters, go to



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# Cover Letter Sample

**Betty Beaver**

1234 Beaver Way | Corvallis, OR 97330 | bettybeaver@gmail.com | 541-737-1000

November 9, 2015

Ms. Dana Edwards, Director  
Pacific North Tech  
P.O. Box 1700  
Portland, OR 97086-97299

Dear Ms. Edwards:

I am writing to apply for the Software Engineer Intern position advertised in Beaver Careers, Oregon State University's job posting site. I am extremely interested in working for Pacific North Tech because of your reputation as a global leader in next-generation mobile technologies. I would like to become part of your highly skilled team where I can apply my knowledge and experience in mobile technology development.

Through my engineering coursework and practical experience, I have developed a strong interest in mobile technology. In my Mobile Application Design class, I worked with a small collaborative design team where I built small mobile applications for both iPhone and Android devices. I was able to successfully design and implement applications for small smart mobile phones and mobile devices utilizing GUI programming, application structure, network, database, GPS sensors, and multi-touch applications. My experience working as an Intern with MobileQ provided me with the opportunity to perform mobile application code and data interface testing of mobile solutions to meet quality and security standards.

Since my freshman year, I have been an active member of the Institute of Electrical and Electronics Engineers (IEEE) and now serve as President. During my tenure, I was instrumental in helping our club compete and win several events and competitions.

I am confident that my background accompanied with my education and professional experience makes me well-suited for this position. I look forward to meeting with you to discuss my qualifications for the Software Engineer Intern position with Pacific North Tech.

Thank you for your time and consideration.

Sincerely,

Betty Beaver



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# Elevator Pitch

Your elevator pitch is a brief statement of what really interests you (your focus), what you've been doing lately (your experience), what you're good at (your skills), possibly what's important to you (your values, needs and work style preferences), and how you are the solution to the employer's needs and interests.

## Prep your pitch:

My name is \_\_\_\_\_ and I have \_\_\_ years  
(or year in school)

of related experience in \_\_\_\_\_ .

For the past \_\_\_ years, I've been

working/ studying \_\_\_\_\_ and I'm

interested in working for a \_\_\_\_\_  
(specific company, organization, non-profit)

where I can contribute to \_\_\_\_\_ .



For more about networking, go to



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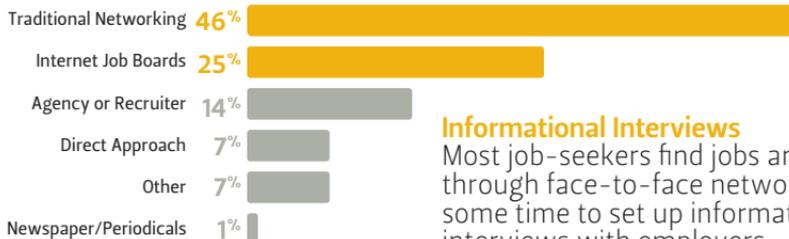
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# Social Networking

## The Importance of Networking

How do job-seekers find new employment and land the job?



[www.greatbusinessschools.org](http://www.greatbusinessschools.org)

## Informational Interviews

Most job-seekers find jobs and internships through face-to-face networking; take some time to set up informational interviews with employers.

## Job Seekers vs. Employers

Make social networking work for you! When you're looking for the next step in your career, go where the employers are.

Job Seekers  
40%  
Use LinkedIn



Employers  
94%  
Use LinkedIn

*www.jobvite.com - 2014 Social Recruiting Survey & 2015 Job Seeker Nation Study*

For more about networking, go to



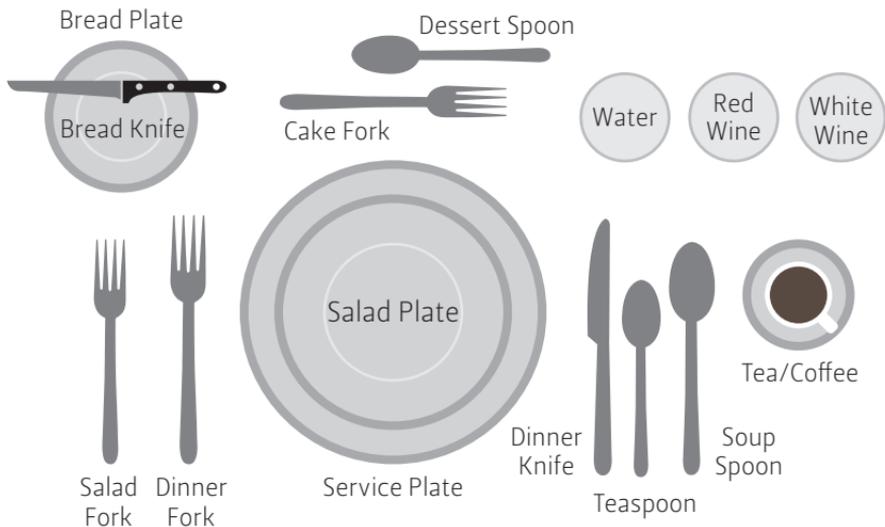
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# Dining Etiquette

Lots of interviews today take place over dinner; learning table etiquette can help you ace the interview and get the job!



**1.** Use your cutlery from the outside in. Once a utensil has been used, it shouldn't touch the table again.

**2.** Glassware is filled from the right; make sure you don't grab someone else's drink!

**3.** Tea/Coffee signifies that the formal part of the evening is over. You may leave, or stay to network!

For more about etiquette, go to



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# Behavioral Interviewing

*“Describe a work-related accomplishment that you are most proud of.”*

*“Tell me about a time you made a mistake at work and how you handled it.”*

During an interview, an employer will ask you tough questions like these.

**By using S.T.A.R., you can easily and succinctly answer behavioral questions.**

**When answering, be sure to use a specific example; avoid using vague statements**

## Situation

**Identify the situation or problem you solved.**

## Task

**What was the specific task or targets?**  
(who, what, when, where, what's required)

## Action

**Detail your specific action.**  
What did you do? How did you do it? If you were on a team, how did you contribute?

## Results

**Explain the results and quantify them.**  
(savings, accomplishments, recognition)

For more about interviewing, go to



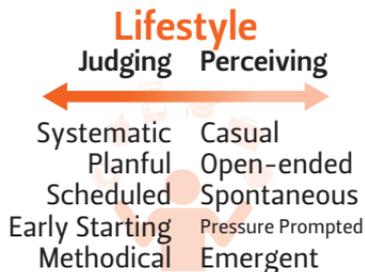
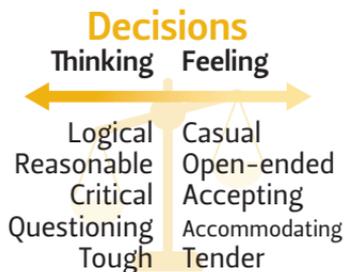
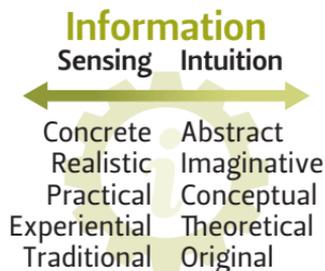
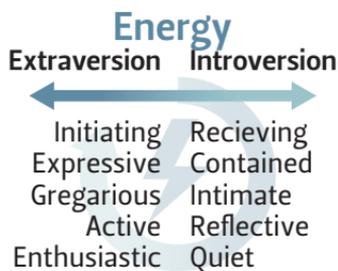
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# MBTI & Assessment

The Myers-Briggs Type Indicator (MBTI) measures personality preferences on four scales; these preferences help a person understand themselves and how they interact with the world around them, which can influence their career path. The Career Development Center offers students the opportunity to participate in many assessments, including the MBTI, the Strong Interest Inventory, and others.



For more about assessments, go to



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# Internships



## Know and Meet Expectations

Ask what is expected of you and work to meet and exceed it. internships can lead to job offers.



## Learn from coworkers

Ask about their professional and academic journey into their careers.



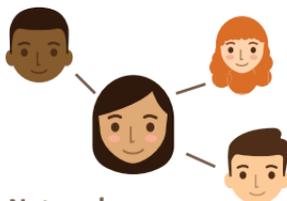
## Take your work seriously

If you do make a mistake, own it and make sure it doesn't happen again.



## Ask For Feedback

Listen and be open to feedback. You will expand your skillset and develop your communication.



## Network

Stay connected to the people you meet and keep in touch.

For more about internships, go to



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