



WELCOME TO CAREER SERVICES



HANDBOOK
Professor J. Rose
Career Services Coordinator
jrose@uinternational.edu

Greetings –

Welcome to UIC's Career Center!

It's a well-known fact that many post-secondary students do not take full advantage of the services offered at their college or university. This publication contains information that all students should find useful, and I encourage you to make the most of your UIC Career Center. Actually, it's really easy!

For decades, I've shared a quote from my high school marketing teacher on the first day of class: **"With a positive attitude, you can increase your aptitude, and reach a high altitude."**

Mr. Pirrello, who shared this wisdom, was a true role model. He set goals, engaged with his community, and served as the Chapter Advisor of DECA—a student organization for those pursuing careers in marketing, management, entrepreneurship, and merchandising. Through his hard work and dedication, he realized his dream of becoming Principal of Verona High School in New Jersey. He never boasted about his achievements; instead, his actions spoke for themselves.

Years later, when I was honored with Collegiate DECA's Life Achievement Award, I invited Mr. Pirrello to the opening session of our conference where the award was presented. While I received the plaque, I dedicated my acceptance to Mr. Pirrello and the many role models, colleagues, and team members I was fortunate to work with throughout my career in business, industry, and educational administration. That moment was a reminder that success is rarely achieved alone—it is built with the guidance and support of others.

I have always encouraged students to take advantage of extra-curricular activities that build leadership, social, and communication skills—all of which contribute to long-term career success. At UIC, we pride ourselves on a holistic education model because employers evaluate *the whole person* during the hiring process. They ask: *What sets this candidate apart from the rest?*

Your involvement in sports, clubs, organizations, community service, and volunteer opportunities strengthens your resume by demonstrating leadership, decision-making, problem-solving, and excellent communication skills. If you're already active in these areas, you've likely set S.M.A.R.T. goals for yourself. If not, I strongly encourage you to seek out opportunities that will help you grow both personally and professionally.

Finally, for assistance with resumes, cover letters, interview skills, or follow-up strategies, please email me at jrose@uinternational.edu and include your cellphone number. I will be happy to connect with you and schedule a one-on-one session.

We look forward to helping you reach your career goals.

Sincerely,

Professor J. Rose
Coordinator - UIC Career Center

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SAMPLE RESUME

YOUR NAME (12 pt Arial. Bold. – ALL CAPS)

Your address -

City, State Zip Code - (14 pt Arial Bold)

Phone number -

Email address -

(Then switch to 12 pt Times New Roman)

Summary:

Demonstrated leadership; successful team training and development; strong organizational skills; proven analytical, problem-solving, and decision-making skills; strong ethical, empathy, and the ability to motivate others.

Education:

January 2020 to Present
United International College
Miramar, Florida 33025
Associate of Science: Business Administration

West University of Timisoara
Timisoara, Romania 300223
Master's Degree in Economics and European Integration - Conferred: July 13, 2017

The School of Traditional Music
Timisoara, Romania 300223
Certificate of Canto Traditional Music - Conferred: September 2015

West University of Timisoara
Timisoara, Romania 300223
Bachelor Degree in Economics - Conferred: July 13, 2015

Employment History:

September 2012 to January 2012
Alin.s RL
Timisoara, Romania
Founder and President

Special Skills:

Fluent in English, Romanian/ Conversational Serbian, and Greek
Microsoft Office

Activities and Interests:

Reading and discussing international economic trends; politics; physical fitness; traveling; business and industry trends; cultures and traditions, professional singer

YOUR NAME

2.

REFERENCES (14 pt Times New Roman)

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Dean of Academic Affairs
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Dania Beach, Florida 33004
(954) 607-4344
angelica@uinternational.edu

Professor Jack J. Rose
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LETTER OF APPLICATION

A good cover letter is crucial to making a strong first impression and standing out from the competition. It's a chance to present yourself in more detail and showcase your enthusiasm for the role.

For samples of application/cover letters, cut and paste the link below to your browser.

<https://www.google.com/search?client=safari&rls=en&q=sample+letter+of+application+for+a+job&ie=UTF-8&oe=UTF-8>

WEBSITES FOR JOBS

Top job search sites include general platforms like Indeed, LinkedIn, Glassdoor, Monster, and ZipRecruiter, which offer a broad range of job types and features. Specialized sites like Robert Half focus on specific industries, while platforms such as FlexJobs list remote and flexible positions. You can also use [Google for Jobs](#) as a search engine to find listings across many platforms, or explore individual company career pages directly.

Indeed.com

monster.com

linkedin.com

CareerBuilder.com

Google Search

flexjobs.com

glassdoor.com

GOVERNMENT PUBLICATIONS

DICTIONARY OF

OCCUPATIONAL TITLES - occupationalinfo.org AND occupationalinfo.org/onet

OCCUPATIONAL OUTLOOK HANDBOOK

Bureau of Labor Statistics (.gov) - bls.gov

ARE 'THANK YOU' NOTES APPROPRIATE?

To express thanks after an interview, you should send a personalized thank-you email within 24 hours to reiterate your enthusiasm for the role and company, mention something specific from your conversation to show you were engaged, and briefly highlight a key skill or two that makes you a strong candidate. This professional courtesy demonstrates respect for the interviewer's time and strengthens your connection, giving you a competitive edge.

4 Sample Thank-You Emails to Send After an Interview

Go to Indeed.com and use the above keywords

ESSENTIAL SKILLS REQUIRED FOR SUCCESS

Critical Thinking Skills Analytical Skills Problem Solving Skills

Decision Making Skills Oral and Written Communication Skills

Effective and Productive Team

THE IMPORTANCE OF TRADE ASSOCIATIONS

Trade associations are the backbone of every industry. These trade associations provide to its members -marketing opportunities, trade shows, employment opportunities, legislative voice of the industry. Attending workshops, seminars, and networking contribute to the success of your business.

SHOULD I RESEARCH THE COMPANY BEFORE THE INTERVIEW?

Absolutely! Don't just research the company or organization before your interview, but it is equally important to know current trends in that particular industry that you wish to become a productive member. If you can interject these trends during an interview, you can stand out above most of your competition. We'll discuss all about the interview, later in this handbook.

DO YOU HAVE A LINKEDIN PROFILE?

I have always encouraged college freshmen to create a LinkedIn profile, for one very important reason! Start building your network of business professionals who may become a resource in working with you to secure a position with their particular company. If you have a course project and need to research someone in that industry, create a message on LinkedIn. For example, "I am a sophomore at UIC and am doing some research on business trends within different areas. I would appreciate you sharing your thoughts for my research. When you receive a response, make sure you thank them and ask if you can count on them in the future. Every so often, communicate with them, and share your progress. In addition, 4-6 months before graduation is the time to actively start researching opportunities. This is a great time to communicate with these individuals you've interacted with on LinkedIn, and ask if they know of any career opportunities within their organization. They also have a network, and can be of value in recommending you to one of their colleagues.

Sample Application Letters

ENRIQUE S. PEREZ
13269 NW 118th Terrace
Miami, Florida 33182
(786) 555-5555
[**gabperez28@gmail.com**](mailto:gabperez28@gmail.com)

June 6, 2025

Mr. Fernando Martinez
General Manager
Foot Locker
11401 Pines Boulevard, Suite 796
Pembroke Pines, Florida 33026

Dear Mr. Martinez:

I am writing with much enthusiasm regarding the Sales Representative position at Foot Locker.

My strong interest in sports and activities, along with excellent interpersonal skills and a commitment to outstanding customer service, aligns well with the qualities you seek in a candidate.

As a passionate sports enthusiast, I've always admired Foot Locker for its dedication to equipping athletes and shoe lovers with the best gear. My firsthand experience and knowledge in sports and fashion enables me to connect with customers and guide them in selecting the right products to meet their needs.

I am confident in my ability to contribute positively to your team by creating an engaging and informative shopping experience for every customer. I am eager to leverage my passion for sports and customer service skills to drive sales and build loyalty among Foot Locker shoppers.

Thank you for considering my application. I am looking forward to the opportunity to discuss further how I can be a valuable addition to your sales team.

Very truly yours,

Gabriel Perez

PATTY JOHNSON
2077 Southwest 1st Court
Pembroke Pines, Florida 33021
(501) 672-3467
pjohnson@uinternational.edu

August 20, 2025

Mr. Frederic Sellam
Modani Furniture
2898 Biscayne Boulevard
Miami, Florida 33137

Dear Mr. Sellam:

I am writing to express my interest in the Furniture Retail Sales Associate position at Modani furniture, as advertised. With my extensive experience in sales and proficiency in Spanish, I am excited about the opportunity to contribute to your team and provide exceptional service to your customers.

Having worked in sales for several years, I have developed a strong foundation in building relationships with customers and guiding them through the purchasing process. I thrive in fast-paced environments and am adept at meeting sales targets. My ability to communicate in Spanish has been instrumental in connecting with a diverse range of customers, enhancing their shopping experience and loyalty to the brand.

Enclosed is my resume, which further outlines my relevant experiences and qualifications. I am enthusiastic about the possibility of becoming part of the Modani Furniture team and look forward to discussing how my skills align with the needs of Modani Furniture.

Thank you for considering my application. I look forward to the possibility of joining your team to the success of your company.

Sincerely,

Patty Johnson
(Sample MEMO)

ABC ENTERPRISES, INC.
123 Any Street
Anytown, Florida 33333
(555) 555-5555

MEMO

Date: May 8, 2025

To: John Doe
Director of Human Resources

From: Your Name
President

Subject: **STRATEGIC PLANNING MEETING – SESSION #1**

The first meeting of the Strategic Planning Committee will take place on Thursday, May 16th at 8:00 a.m. in the Executive Conference Room.

Please bring with you the following materials:

- FY 2025 – 2026 Sales Forecast
- Operating Manual
- FY 2026 – 2027 Budget (Division and Department)
- Vision Plan 2030 (5th-Year of Plan - Adopted 2029)

Please make sure your calendars are cleared through 3:00 p.m.

Breakfast and lunch will be served.

Should you have any questions, please see me.

Thank you.

(Sample BLOCK STYLE LETTER)

**ABC ENTERPRISES, INC.
123 Any Street
Anytown, Florida 33333
(555) 555-5555**

Date

Addressee (*3 spaces below date*)

Title

Company Name

Street Address/P.O. Box

City, State, Zip

Salutation (*2 spaces below City/State/Zip*)

This letter demonstrates block letter style (no indents). It is single spaced with a double space between paragraphs. This is the most contemporary style and has wide acceptance.

The first paragraph of a letter should be short and should introduce the reader to the letter's subject matter as clearly as possible. Subsequent paragraphs should present corroborating ideas and more specific information.

A few suggestions can lead to marked improvement in your letters.

1. If you have several items to mention, try listing them for visual clarity.
2. Keep sentences on the short side; avoid choppiness by varying sentence length.
3. Try to keep the letter to only one page.
4. Don't think wordiness will make you sound more intelligent; be brief and direct.

Effective letters are clear, concise and organized. They should end by indicating what you will do next or what you want the reader to do. When you said what you want to say, stop.

Sincerely, (*2 spaces below body of letter*) **OR** Very truly yours,

(*4 spaces between closing and typewritten name for signature*)

Name

Title

Writer/typist's initials (*optional – 2 spaces below title*)

Enclosure

c: Name, Title

INTERVIEW QUESTIONS YOU SHOULD BE PREPARED TO ANSWER

To answer how you deal with pressure or stressful situations in an interview, focus on your proactive strategies, calm demeanor, and ability to maintain productivity. Highlight specific examples of how you've successfully managed stress in the past, emphasizing your problem-solving skills and positive attitude.

Here's a more detailed approach:

1. Acknowledge the Importance of Stress:

- Start by acknowledging that pressure and stress are normal parts of most jobs.
- Frame it as a natural part of the work environment, not a personal weakness.

2. Showcase Your Strategies:

- **Prioritization:**

Explain how you break down large tasks into smaller, manageable steps and prioritize effectively.

- **Time Management:**

Mention techniques like creating to-do lists or using scheduling tools to stay organized.

- **Problem-Solving:**

Describe your approach to analyzing stressful situations, identifying the root cause, and developing solutions.

- **Seeking Support:**

If appropriate, mention that you're comfortable asking for help from colleagues or supervisors when needed.

- **Positive Reframing:**

Discuss how you view challenging situations as opportunities for growth and learning.

- **Maintaining Well-being:**

Mention healthy habits like exercise or mindfulness that help you stay calm under pressure.

3. Use the STAR Method (Optional but Effective):

- **Situation:** Briefly describe a specific stressful situation you encountered.
- **Task:** Explain what your responsibilities were in that situation.
- **Action:** Detail the specific steps you took to manage the stress and overcome the challenge.
- **Result:** Share the positive outcome of your actions.

4. Maintain a Calm Demeanor:

- Project confidence and a positive attitude throughout your response.
- Avoid complaining or dwelling on the negative aspects of stressful situations.
- Focus on the actions you took to address the situation and the positive results you achieved.

Example Answer:

"I view pressure as an inherent part of most jobs, and I've developed several strategies to manage it effectively. I prioritize tasks based on urgency and importance, breaking down larger projects into smaller, manageable steps. For instance, during a recent project with a tight deadline, I used a project management tool to track progress and ensure we stayed on schedule. I also believe in maintaining a healthy work-life balance to avoid burnout. I find that taking short breaks, exercising regularly, and practicing mindfulness helps me stay focused and composed under pressure, which ultimately allows me to perform my best."

Common interview questions cover topics like your "tell me about yourself," strengths, weaknesses, reasons for leaving your current job, and career goals, with answers requiring you to highlight skills relevant to the role and to provide specific examples of your accomplishments and how you've overcome challenges, according to the Voiland College of Engineering and Architecture at Washington State University and [Indeed](#). To answer effectively, use the [STAR method](#) (Situation, Task, Action, Result) for behavioral questions and keep your responses positive and focused on the employer's needs.

Common Interview Questions & How to Answer Them

- **"Tell me about yourself":**
Summarize your relevant work experience, education, and key accomplishments, connecting them to the job you're interviewing for.
- **"What are your greatest strengths?":**
Highlight a few strengths that directly align with the job description, providing specific examples of how you've used them to benefit a company.
- **"What is your biggest weakness?":**

Name a genuine professional weakness but also explain what steps you are taking to improve it or how it's a weakness in one context but a strength in another.

- **"Why do you want to work here?":**

Show enthusiasm and explain how your skills and passion can contribute to the company's success in this specific role.

- **"Why are you leaving your current job?":**

Frame your reason positively, focusing on seeking new opportunities or a challenge, without speaking negatively about your past employer.

- **"What are your goals?":**

Start with an immediate goal and explain how this specific job will help you achieve it.

- **"Tell me about a time you handled a difficult situation":**

Use the STAR method: Describe the Situation, the Task you needed to accomplish, the Action you took, and the Result of your efforts.

- **"Do you have any questions for me?":**

Always have thoughtful questions ready to ask about the role, the team, or the company culture to show your engagement and interest.

Tips for Success

- **Research the company:**

Understand the company's mission, values, and goals to tailor your answers effectively.

- **Use the STAR method:**

For behavioral questions, structure your answers with the STAR method to provide clear and compelling examples.

- **Stay positive:**

Always maintain a positive attitude and avoid speaking negatively about past employers or colleagues.

- **Be specific:**

Instead of vague answers, provide concrete examples and data to support your claims and demonstrate your capabilities.

Now, go themuse.com and do a search for –

60+ Most Common Interview Questions and Answers

Why? So, you are prepared to shine at the interview show-off your brand (YOU)

HOW TO DRESS FOR THAT INTERVIEW

To dress for a job interview, aim for a clean, professional, and well-fitting outfit that is one step above the company's typical dress code, such as a suit for formal environments and smart casual for less formal ones. Choose conservative colors like navy, black, or gray, with white or pastel shirts or blouses. Ensure your shoes are polished and closed-toe, with minimal accessories, and pay attention to your overall neatness, including grooming and avoiding strong scents. Refrain from wearing overbearing jewelry.

Another suggestion, park near the company and observe what employees are wearing, whether arriving for work or after work. Take a look at their website; sometimes they have pictures of their employees at work.

ON THE DAY OF THE INTERVIEW

Do you know where you're going? Did you take some time to drive there beforehand so you don't get lost and arrive late at the interview?

Plan to arrive 10-15 minutes before your scheduled interview. When you enter the company, you will probably be welcomed by the gatekeeper, who is usually the first person you will come in contact with (receptionist). He or she needs to be impressed with you, too, so smile, shake their hand, and say, "Good morning, my name Pat Jones and I have an appointment with Mr. Smith, and present him/her with your resume. If he or she has a name tag on, say, "Thank you, Brenda, for your warm welcome".

Most likely you will be given a clipboard and be told to complete the application form. Make sure you have another resume with you. Bring two erasable ink pens with you. If you make a mistake, you can erase it neatly. If you brought one pen, and it runs out of ink, you have a second and will be noticed that you are prepared. Always bring two since you just gave one to the gatekeeper, even if you mailed it or downloaded the resume prior to the interview. The second resume is important for you to refer to when completing the application form. You might be a little nervous so you want to make sure the information on the application form coincides with what is on your resume. For example, if you stated on your resume, under Employment History, that you worked for the XYZ Company, August 2022 to June 2025, you need to have the exact same information on your resume. I refer to these as "flags". Yes, people can make a mistake, but you don't want them to think you are being untruthful.

Also, bring a notepad and writing instrument with you. You'll see why later.

When you have finished completing the application, bring the clipboard to the gatekeeper's desk, with a smile, and present your completed application. You will probably be told to have a seat and will be called in shortly. Perhaps an executive assistant, secretary, or an administrative

assistant appears and calls your name. You immediately stand up, smile, shake their hand and introduce yourself and follow that person to the interview room/office.

Now, you will be welcomed by Mr. Smith to the XYZ Company. Extend a warm handshake to Mr. Smith and thank him for his time and how excited you are at the possibility of becoming part of the XYZ team. Do NOT sit down until you are invited to sit down. After sitting, place your notebook and pen on your lap, sit up straight, and recognize that eye contact is very important. When you're asked a question, answer it professionally and showcase your brand and why you should be a candidate that is considered for the position. Hopefully, you reviewed the typical interview questions and know how to respond. If you do not understand a particular questions, say so, and the question will be explained or rephrased.

Now, why is that notebook on your lap? During the interview, Mr. Smith might talk about the company's involvement in the community. While keeping your eyes on Mr. Smith, feel the pad on your lap and write, "Community Involvement". Scribble your notes, but be able to read them. You will not be judged on your handwriting. This is for your use! When the interview starts coming to a close, Mr. Smith might ask, "Do you have any questions?" Now, the notebook or pad comes out and you say, "Mr. Smith, earlier you spoke about the XYZ Company's involvement in the community. I certainly recognize the importance of being involved within the community and have had some volunteer opportunities during my educational journey. Can you share a couple community involvement programs that the XYZ Company assisted in their efforts?"

WOW! Mr. Smith will be totally impressed. First, you demonstrated that you were listening and also demonstrated jotting down a word to help you during this process. It's a great way to showcase yourself from your competition.

When the interview concludes, thank Mr. Smith for the opportunity and how much you look forward to this opportunity that you are truly excited about. Give a huge smile and a firm handshake and leave. On the way out, stop at that gatekeeper's desk and extend your thanks and appreciation.

You ask why? Having spent years in human resources and doing some research, it is more common than you think that, in this case, Mr. Smith might ask all those whom you came in contact with for their opinions. There was a case where the receptionist had to step away from her desk and the Director of Human Resources was covering the desk. The applicant went through what I shared above, but when he was called into the office, he was invited to sit down, and was told, "I'm not even going to interview you. We are a team, and I observed that when anyone of our team members walked by, you didn't say anything or smile. This position demands a strong team and interaction with customers. I hope you consider this a learning experience and wish you luck in securing a position elsewhere."

Take the time to practice, practice, practice.

After the interview, refer back in this handbook to the section on writing a “thank you” note and do so within 24 hours of the interview. Make sure it is short and grammatically correct. You might not know this, but many companies will have their administrative assistant locate your resume and staple your note to the resume. Guess where your resume winds up – at the TOP of the pile.

If you do not hear anything in a week, there's nothing wrong with calling and ask if a decision has been made. This really shows that you are interested in the position. Remember, there is a difference between being aggressive and being assertive.

NOTES

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

NOTES

[illegible]
