
UNT Career Services and Your Future

G. Brint Ryan College of Business

Career Resource Center

Brian Hirsch, Ed.D.

Fall 2019

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G. BRINT RYAN COLLEGE OF BUSINESS

CAREER RESOURCE CENTER

Presents

Leadership at Microsoft and My Life at UNT

Phil Sorgen ('90) Corporate Vice President, US Enterprise Commercial at Microsoft. will discuss leadership lessons he has learned as an alumnus of UNT and career at Microsoft.

As Corporate Vice President of Microsoft's US Enterprise Commercial group, Phil's organization serves the largest commercial customers in the US by helping them to deliver their digital transformation using Microsoft's full suite of enterprise cloud offerings. In this role, Phil is responsible for leading US enterprise sales and customer success teams including national, industry and technical teams.

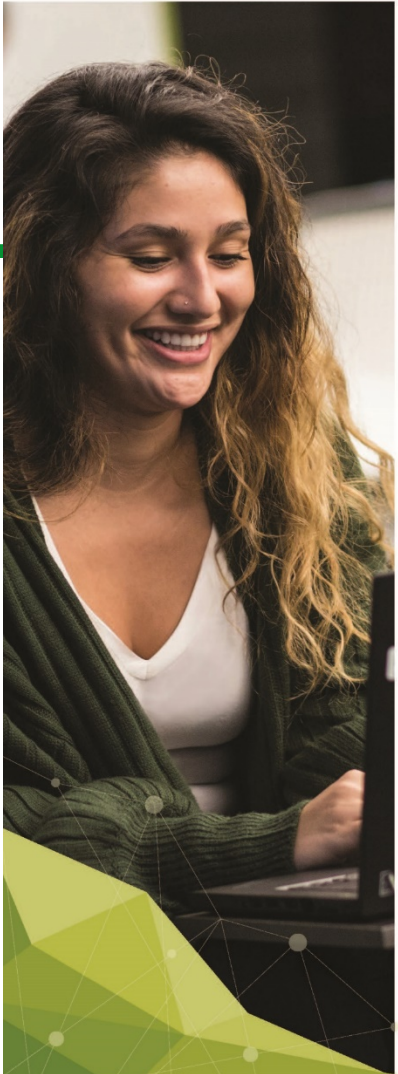
Monday, September 23, 2019

BLB 010

5:00 PM – 6:15 PM

Co-sponsored by AIS
All Majors Invited and
Welcome





WHAT COMES NEXT

Fidelity Investments has opportunities for college students!

Are you someone who could make a difference at Fidelity? Join us at our campus to hear from associates, take a tour and learn more about our opportunities in service, sales, technology, operations, finance, and more.

Visit Fidelity in Westlake

Friday, Sept. 27 | 1 PM–3:30 PM
1 Destiny Way, Westlake, TX 76262

REGISTER NOW ▶



Fidelity is an equal opportunity employer



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CAREER CENTER FALL 2019 EVENTS



CAREER AND INTERNSHIP FAIRS

Frisco Part Time Job Fair

Thursday, August 22 from 1:00pm - 4:00pm at Frisco

Frisco Meet and Greet

Friday, August 23 from 9:00am - 11:00am at Frisco

Part-Time Job Fair

Thursday, September 5 from 1:00pm - 4:00pm in UNT Union 314

Graduate & Professional School Fair

Thursday, September 19 from 11:00am - 2:00pm in UNT Union 314

Business Career Fair

Wednesday, September 25 from 3:00pm - 6:00pm in the UNT Coliseum

Engineering Career Fair

Wednesday, October 2 from 11:00am - 3:00pm at Discovery Park

Frisco Business Fair

Wednesday, October 9 from 3:00pm - 6:00pm at Frisco

All Majors Career Fair

Wednesday, November 6 from 1:00pm - 4:00pm in UNT Union 314 & 333

UNT/TWU Education Career Fair

Friday, November 8 from 11:00am - 2:00pm at TWU

NETWORKING EVENTS

Risk Management and Insurance Career Fair

October 16, 2019 from 3:00pm to 5:00pm in the UNT Union 314

HR Networking Event

October 17, 2019 from 5:00pm to 7:00pm in the Gateway Ballroom

Logistics Networking Event

October 21, 2019 from 5:00pm to 7:00pm in the UNT Union 333



CAREER CENTER
Division of
Student Affairs

CAREERCENTER@UNT.EDU
940.565.2105



@UNTCAREERCENTER

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COMING SOON!



Fall 2019
Business Career and Internship Fair
September 25, 2019
UNT Coliseum
3 PM – 6 PM

Business Attire Required

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Remember...

- Complete your handshake profile and upload your resume
- Use the Ryan College of Business approved resume format
- Attend career fairs and network
- Big Interview
- Students can reserve a space for video interviews in our Office
 - Also request free business cards
- Report to us if you get an internship or full-time job
 - We like to know and want share your success



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We Can Help

- Career Path
- Resume Cover Letter
- Interviewing Practice
- On-campus Jobs
- Off Campus Jobs/Internships
- Networking and Professional Development
- Employer Research



UNT CAREER DEVELOPMENT

Career Model

A “Feedback Loop” of **Strategic** Career Planning

Create a Vision

Tell Your Story

Take Action

We all we go through this process many times during our lifetime



HANDSHAKE



<http://studentaffairs.unt.edu/career-center/eagle-careers/students-and-alumni>

Click here to login:



- Discover new career paths. Find amazing jobs and internships. Connect with great companies and non-profits.
- Show off your best self to employers
- Over 14,000,000 students from over 800 universities use Handshake

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HANDSHAKE



Getting Started:

- Set up your profile
- Set up your preferences
- Upload your resume

WATCH Your Account for

- Job and internship recommendations
- Upcoming Events and Workshops
- Upcoming On-campus Interviews

HOW TO GET A JOB (OR INTERNSHIP)



Prepare

Evaluate

Practice

Engage

Start Early Take Responsibility Real

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Internships for Business Students

For Credit Internship Has Requirements



- Declared Major
- Minimum 2.7 GPA
- Pass at least 12 hours of 3000+ level business courses
- Job Description
- Must be paid
- Must be supervised
- Work Minimum of 240 total hours

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Internships for Business Students

How To Get An Internship

START LOOKING: When you are reach 9 of the 12 hours at 3000+

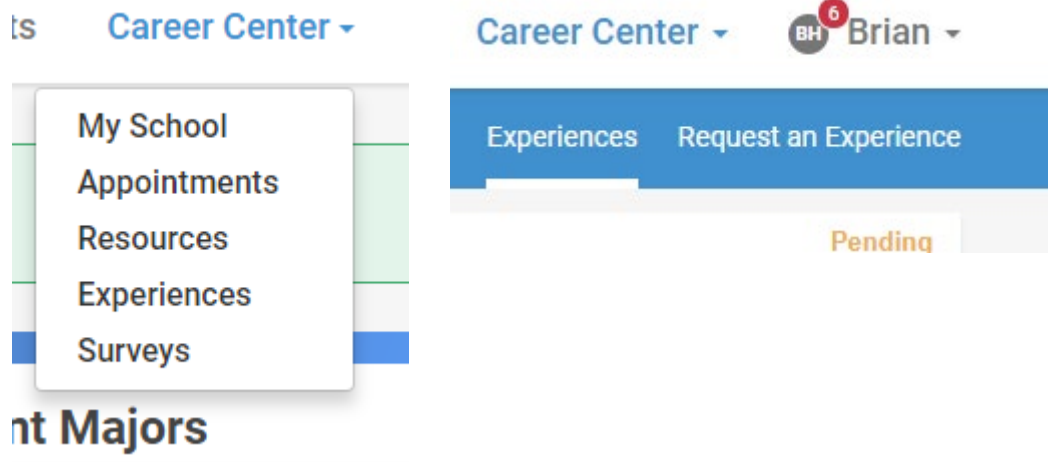
START LOOKING: When you are taking any prerequisite courses

- Use Eagle Careers to apply
- Attend Job Fairs/Expos
- Network
- Use LinkedIn



Internships for Business Students

After You Are Hired



- Report Your Internship in Eagle Careers
 - Click on “Experience” and fill in the requested information
- Verification Process
- Approval Process
- Notified You Are Clear to Register

INTRODUCING



Practice Interviews

Four Categories:



General

Covers 80% of the interview questions you might be asked.



By Industry

Start practicing mock interviews in over 20 industries.



By Competency

Practice interview questions sorted by competency and skillset.



Admission Interviews

Practice interviews by program type and school.

or Resource Center



SOCIAL MEDIA



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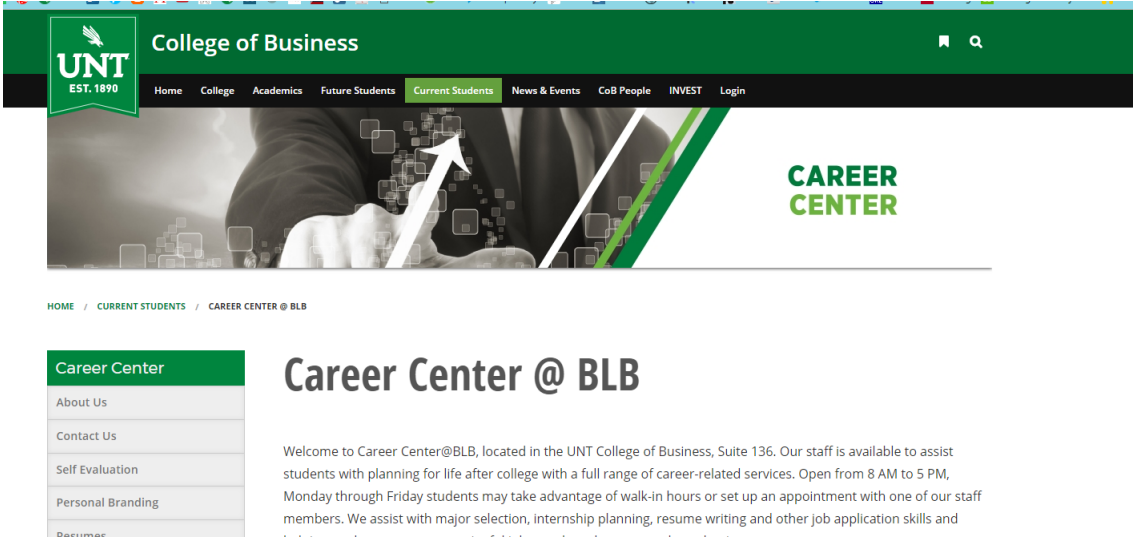
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careercenter.unt.edu

cob.unt.edu/careercenter



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WRITE YOUR RESUME (SUGGESTED FORMAT*)

*HIGHLY RECOMMENDED


FULL NAME

City, State
Customized LinkedIn URL

Phone Number
Email



Can They Find
You?



What Can You Do
For Them?

PROFESSIONAL PROFILE (~3 Sentences)

Summarize your strongest qualifications and experiences in relation to the position for which you are applying. Highlight your strongest relevant core competencies and tech skills. Include “seeking a _____ position starting _____” as your last sentence to clarify for the reader exactly what you are looking for.

CORE COMPETENCIES *(Soft Skills)*

Core Competency | Core Competency | Core Competency | Core Competency

TECHNICAL SKILLS *(Computer Software packages/programs)*

Skill | Skill | Skill | Skill | Skill

EDUCATION

Degree Name in Major

University of North Texas, Denton, TX

GPA: If above 3.0

Expected Graduation Date: Mon Year

HONORS & AWARDS (remove if n/a)

ADDITIONAL EDUCATION/CERTIFICATIONS/TRAINING/RELEVANT COURSEWORK (remove if n/a)

WRITING A PROFESSIONAL PROFILE/BRANDING STATEMENT

Purpose: The purpose of a personal branding statement or professional profile is to clearly and concisely introduce an individual's "brand" and capabilities to a prospective employer. This is accomplished by including language (keywords) that matches the candidate's skills and abilities with employer needs.

One guideline for writing a statement is to break it down into three parts:

- Who you are: "A senior majoring in [major] planning to graduate in [month and year]"
- Skills or Accomplishments: "Strong background in customer service and working in fast-paced and chaotic retail environments while adhering to standards and meeting and exceeding expectations"
- Seeking: "Seeking an entry level job in [?]"

Avoid using personal pronouns but be sure to use correct grammar. Remember that anything written will require that a specific example be provided to "prove" the skill at an interview.

WRITE YOUR RESUME – RECOMMENDED FORMAT

EXPERIENCE (Jobs, Internships, and Relevant Class Projects)

COMPANY NAME Starting Mon Year - Ending Mon Year

Optional: One or two short sentences explaining the company if not well-known

Job Title City, State

- 3-step bullet point: what did you do, what did you use to do it, quantify with numbers
- Examples below...
- Worked with a team of 3 to develop a 5-year financial budget using advanced functions in Excel such as pivot-tables and VLOOKUPS.
- Utilized multitasking abilities to effectively manage the cash register, while simultaneously taking and preparing orders for approximately 300 customers per shift.

CLASS PROJECT NAME, UNT Term Year

Job Title City, State

- 3-step bullet point: what did you do, what did you use to do it, quantify with numbers
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LEADERSHIP, CAMPUS & COMMUNITY INVOLVEMENT (remove if n/a, bullet points for significant contributions)

Member (or other leadership title), AMA, UNT American Marketing Association Fall 2018 – Present

- 3-step bullet point: what did you do, what did you use to do it, quantify with numbers

Volunteer, Denton Red Cross Starting Mon Year - Ending Mon Year

- 3-step bullet point: what did you do, what did you use to do it, quantify with numbers

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WRITE YOUR RESUME – ALTERNATE FORMAT

PROFESSIONAL SKILLS

One Relevant Skill Heading

- Include accomplishments from employment, volunteer experience, classroom or student org involvements, etc.
- Supporting evidence that you possess the skill
- Statement of action, Occurrence of action, Amount of action, Results of action

One Relevant Skill Heading

- Include accomplishments from employment, volunteer experience, classroom or student org involvements, etc.
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One Relevant Skill Heading

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EMPLOYMENT HISTORY

Position Title, Company Name, City, State

Month Year – Month Year

Position Title, Company Name, City, State

Month Year – Month Year

Creating Bullet Points

Good

What I Did

- Directed customer calls to the appropriate resource

Better

What I Did and Why

- Directed customer calls to the appropriate resource insuring prompt resolution of customer questions or needs

Best

What I Did and Why with an Outcome

- Reduced call in wait time by 15% by directing customer calls to the appropriate resource insuring prompt resolution of customer questions or needs

YOUR RESUME SHOULD LOOK LIKE...

FULL NAME

City, State
Customized LinkedIn URL

Phone Number
Email

PROFESSIONAL PROFILE (~3 Sentences)

Summarize your strongest qualifications and experiences in relation to the position for which you are applying. Highlight your strongest relevant core competencies and tech skills. Include "seeking a _____ position starting _____" as your last sentence to clarify for the reader exactly what you are looking for.

CORE COMPETENCIES (Soft Skills)

Core Competency | Core Competency | Core Competency | Core Competency

TECHNICAL SKILLS (Computer Software packages/programs)

Skill | Skill | Skill | Skill | Skill

EDUCATION

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EXPERIENCE (Jobs, Internships, and Relevant Class Projects)

COMPANY NAME

Starting Mon Year - Ending Mon Year

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Term Year

Job Title

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COMPANY NAME

Starting Mon Year - Ending Mon Year

Optional: One or two short sentences explaining the company if not well-known

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City, State

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Fall 2018 – Present

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Volunteer, Denton Red Cross

Starting Mon Year - Ending Mon Year

- 3-step bullet point: what did you do, what did you use to do it, quantify with numbers





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@careersblb



free credit danieljradcliffe.tk

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QUESTIONS

Conveniently Located in BLB 037

Brian
Hirsch, Ed.D.

SR Associate Director

brian.hirsch@unt.edu
@careersblb

Destiny
Price

Career Coach

destiny.price@unt.edu

Dee Wilson

Career Coach

Dee.Wilson@unt.edu

Beth Kent

Career Coach

beth.kent@unt.edu

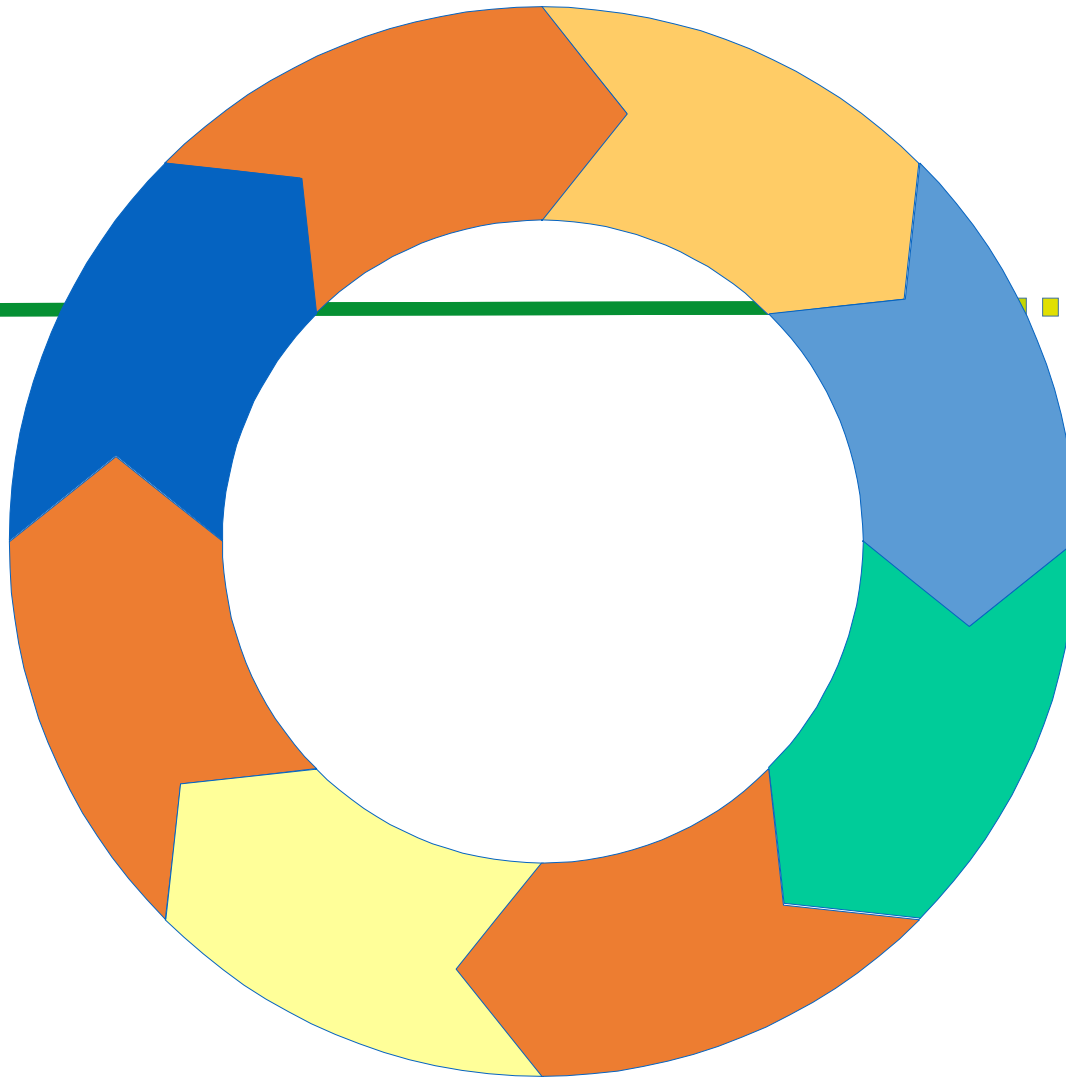
Huda Nahas

Graduate Assistant

Huda.nahas@unt.edu

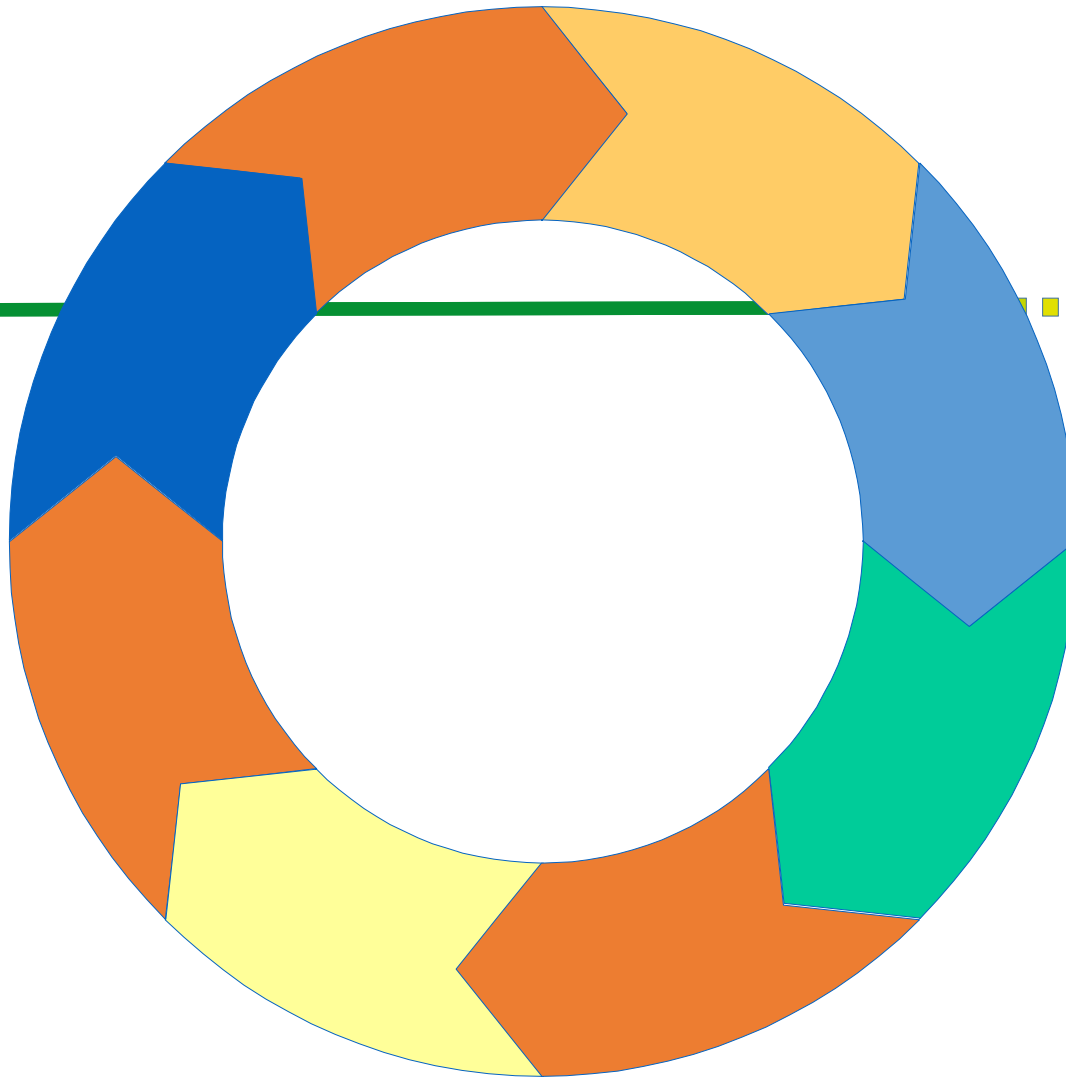
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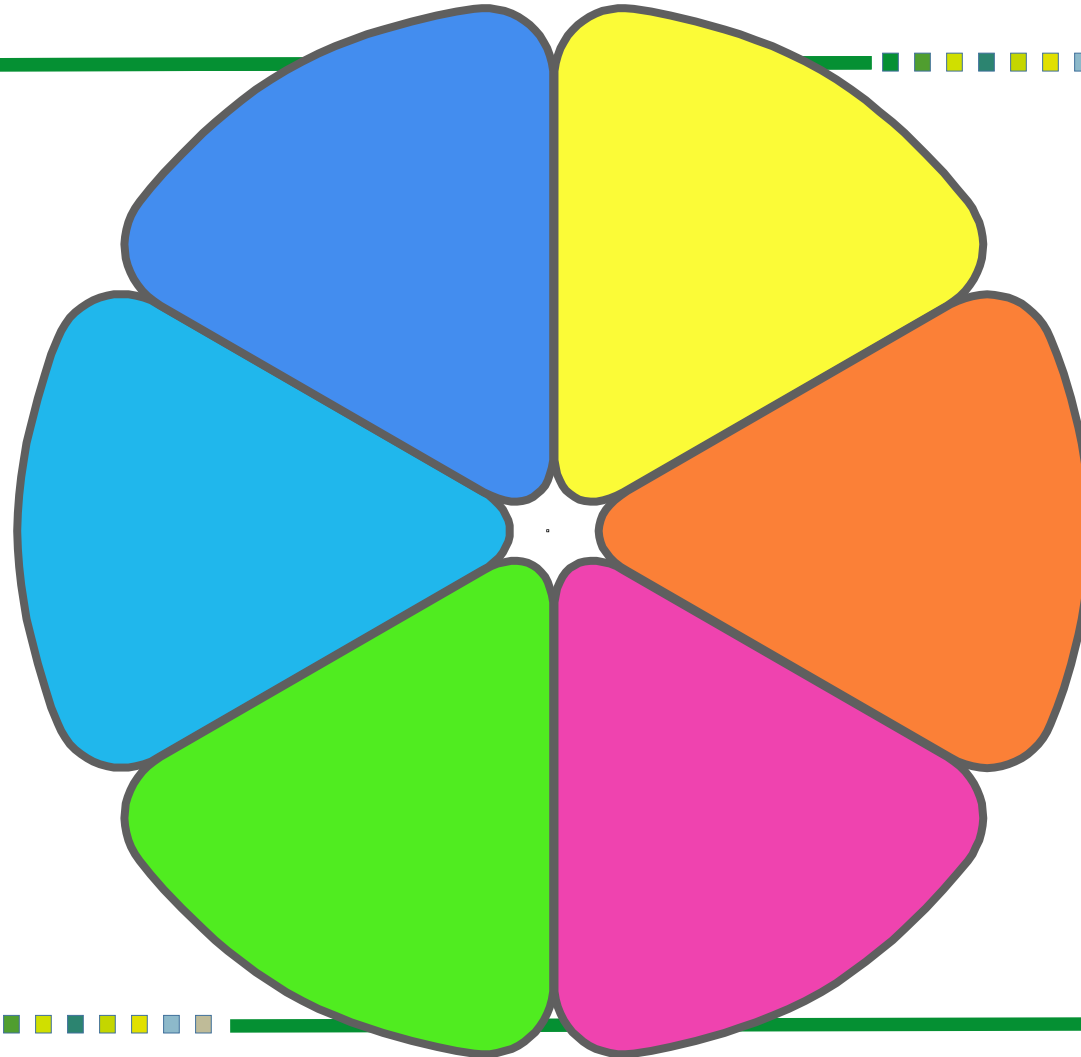


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6 ROUNDED SEGMENTS



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