

## College of Human Sciences Career Services Cheat Sheet

<http://www.hs.iastate.edu/career-services/>

### *Resume and Cover Letter*

Your resume and cover letter are your first opportunity to make a strong impression on a prospective employer. These materials are essentially your marketing piece that will quickly communicate your qualifications to employers, so they must be organized, concise, polished, and relevant. Without an effective resume and cover letter, it is unlikely you will be invited to an interview.

- For help getting started on your resume, and to view sample resumes for each CHS major:  
<http://www.hs.iastate.edu/career-services/students/resumes-and-references/>
- To view templates for cover letters and other types of letters used during the application/hiring process:  
<http://www.hs.iastate.edu/career-services/students/cover-letters-and-communication/>
- The Career Services office would be happy to critique your materials. Contact us to make an appointment!

### *Job Search Resources (Internships and Full-Time Employment)*

CyHire is an online job posting system that employers use to post their internship and full-time employment opportunities. Only Iowa State students and alumni have access to the postings, so companies that post openings in CyHire have specifically targeted Iowa State students in their recruitment efforts.

- To log-in to CyHire, go to <https://cyhire.iastate.edu/students>  
(Note: Your username is your ISU email address, and your password is a unique password sent to you by the Career Services office. If you don't know your password, click on "Forgot Password.")
- View a tutorial on how to use CyHire: <http://www.hs.iastate.edu/multimedia/upload/cms/>

CyHire is one resource available to you, but you should use any and all connections or search tools you can find!

- Professional associations, career fairs, employer websites, chambers of commerce, and social media sites may all be valuable job search resources.
- For a list of other helpful job search sites:  
<http://www.hs.iastate.edu/career-services/students/search-strategies/#sites>

### *Career Fairs*

Career fairs offer students a great opportunity to find out about careers, inquire about internships or full-time employment, schedule interviews, and build relationships with employers. Attending a career fair is also a great way to practice your professional communication and networking skills in a friendly environment.

- For a list of career fairs on campus: <http://www.hs.iastate.edu/career-services/career-fairs/>
- To view employers attending the career fair, log in to your CyHire account and click on the Events tab.
- Not sure how to prepare for the career fair, or what to say to employers during the career fair? Visit our website for tips: <http://www.hs.iastate.edu/career-services/students/career-fairs/>



## Interviewing

Practice and preparation make a big difference in a successful job interview! You should be prepared to answer standard interview questions (“tell me about yourself,” “why are you interested in this position?” etc.), as well as behavioral-based questions (“tell me about a time you...”). Recruiters have embraced behavioral-based interviews as their interview style of choice, as a way to assess candidates’ competencies in areas like problem solving, decision making, teamwork, and conflict resolution.

- How to prepare: <http://www.hs.iastate.edu/career-services/students/interviewing/preparation/>
- What to wear: <http://www.hs.iastate.edu/career-services/students/interviewing/what-to-wear/>
- For more information and tips on behavioral-based interviewing: <http://www.hs.iastate.edu/career-services/students/interviewing/behavioral-based/>
- Remember to check CyHire for opportunities to interview on campus!
- Need help preparing for an interview or want to polish your interviewing skills? Schedule a Mock Interview with Career Services!

## Evaluating Opportunities

You have received a job or internship offer – congratulations! Now you must decide whether or not to accept the offer. Factors you will want to consider, in addition to salary, include geographic location, benefits offered (health insurance, paid leave, 401K plans), company culture, opportunities for advancement, etc.

- Links to online resources for salary research: <http://www.hs.iastate.edu/career-services/students/evaluating-opportunities/>
- If you need help deciding whether or not to accept an offer, or how to negotiate a salary, contact Career Services.

## Report your Employment

Each year, we collect data from all graduates regarding employment and continuing education plans. We also collect data from students who complete internships. This data, which is always held strictly confidential, is used in many important college and university reports.

- At the time of your graduation, you will be asked to report your plans. Please help us collect this important data by responding to our request!
- You can also report your information at any time: <http://www.hs.iastate.edu/career-services/students/reporting-employment/>

## Contact Us

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