UNT Career Services and Your Future

G. Brint Ryan College of Business
Career Resource Center
Brian Hirsch, Ed.D.
Fall 2022
Events
- In-person Career Fair – September 14th
- 100+ Employer Sponsored Virtual Events

Services
- Handshake
- Mean Green Mentors
- Big Interview
- Set Up Appointments: https://appointments.unt.edu/students-services.htm
- Career Center Website https://careercenter.unt.edu/channels/business/

To Do
- Update Handshake Account
- Update Resume – LIVE in Handshake
Grow Your Network!

Mean Green Mentors
Helping UNT students and alumni with a destination for career, community, and connection.

- Personal Interaction with UNT Alumni
- Advice on careers, school, life
- Resources for gaining professionally related experience
Business Career Fair

Business Attire Required

WEDNESDAY, SEPTEMBER 14TH 2022

The Business Career Fair is for students and alumni who are seeking part-time, internships or full-time opportunities in the business field.

3:00PM – 6:00PM | UNT Union 314

Business attire is required

Join us on Handshake!
## Recruiting and Networking Events

**Upcoming Career Events**

**FALL 2022 SEMESTER**

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Career Fair</td>
<td>September 14th, 2022</td>
</tr>
<tr>
<td>Professional Networking Series: Banking/Finance</td>
<td>September 28th, 2022</td>
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<tr>
<td>Professional Networking Series: HR</td>
<td>October 18th, 2022</td>
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<tr>
<td>TWU/UNT Education Career Fair</td>
<td>November 14th, 2022</td>
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<tr>
<td>Virtual Career Fair</td>
<td>November 16th, 2022</td>
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<tr>
<td>Professional Networking Series: Mental Health/Social Services</td>
<td>November 16th, 2022</td>
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**Graduate and Professional School Fair**

- **STEM Career Fair**: October 14th, 2022
- **Risk Management & Insurance Career Fair**: October 20th, 2022
- **All Majors Career Fair**: November 16th, 2022
- **Creatives Seminar**: November 19th, 2022

Join us on Handshake!

unt.joinhandshake.com

career.center@unt.edu
careercenter.unt.edu

940.565.2105
Handshake is the #1 way college students find jobs.

Join today and get recruited by the top employers for full-time, part-time jobs and internships—no experience required.

Handshake is here to help.
joinhandshake.com
TAKE ACTION: COMPLETE YOUR Handshake PROFILE

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
**RCOB Approved Format**

- Employers Like the format
- Provides Consistency in applicant deliverable
- Looks Professional
- Key Word driven
- ATS Parsable

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<table>
<thead>
<tr>
<th>FULL NAME</th>
<th></th>
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<tbody>
<tr>
<td>City, State</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Customized LinkedIn URL</td>
<td>Email</td>
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**PROFESSIONAL PROFILE (~3 Sentence)**

Summarize your strongest qualifications and experiences in relation to the position for which you are applying. Highlight your strongest relevant core competencies and skill(s). Include “smacking a _____ position winning _____” in your last sentence to identify the reader exactly what you are looking for.

**CORE COMPETENCIES**

- Core Competency
- Core Competency
- Core Competency
- Core Competency
- Core Competency

**TECHNICAL SKILLS**

- Computer Software packages/ programming
- Skill
- Skill
- Skill
- Skill

**EDUCATION**

- Degree Earned: Major<br>University of North Texas, Denton, TX  
GPA: Average 3.0  
Expected Graduation Date: Mon Year

**HONORS & AWARDS (remove if n/a)**

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

**EXPERIENCE**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Starting Mon Year - Ending Mon Year</th>
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</table>

- 3-step bullet point: what did you do, what did you use to do it, quantity with numbers
- Examples below...
- Worked with a team of 5 to develop a 5-year financial budget using advanced functions in Excel such as pivot tables and VLOOKUPs.
- Utilized multimedia slides to effectively manage the cash register while simultaneously taking and preparing orders for approximately 50 customers per shift.

**CLASS PROJECT NAME, UNT**

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**COMPANY NAME**

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**LEADERSHIP, CAMPUS & COMMUNITY INVOLVEMENT**

- Member of leadership title, ASIA, UNT American Marketing Association  
Fall 2018 – Present
- 3-step bullet point: what did you do, what did you use to do it, quantity with numbers
- Volunteer, Denton Food Bank  
Starting Mon Year - Ending Mon Year
- 3-step bullet point: what did you do, what did you use to do it, quantity with numbers
How to Get a Job (or internship)

Define Your Vision

Tell Your Story

Take Action
- Start Early
- Take Responsibility
- A Real Job Search

Prepare
Evaluate
Practice
Engage
Internships for Business Students

For Credit Internship Has Requirements

• Declared Major
• Be in Good Academic Standing
• Eligible for Professional Level Courses
• Job Description
• Must be paid
• Must be supervised
• Work Minimum of 240 total hours
• Enrollment in internship course must align with the semester you are working at the internship
Internships for Business Students

How To Get An Internship:

START LOOKING: When you are ready for professional level courses

START LOOKING: When you are taking any prerequisite courses

• Use handshake to apply
• Attend Job Fairs/Expos
• Network
• Use LinkedIn
Internships for Business Students

After You Are Hired

• Report Your Internship in handshake
  • Click on “Experience” and fill in the requested information

• Verification Process

• Approval Process

• Notified You Are Clear to Register
Introducing

biginterview

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.

UNT Division of Student Affairs Career Center
Questions

Conveniently Located in BLB 037