

CHADRON STATE COLLEGE

Job & Internship Search Guide

Preparing Eagles for Career Success!

Office of Career and Academic Planning Services
csc.edu/careerservices

93%

Career Outcome Rate

93%

of Eagles feel CSC prepared them

61%

Employed in Nebraska

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CHAPTER 1

RESUMES, REFERENCES

& COVER LETTERS

What is a Resume?

A resume is a written document summarizing your education, work experience, skills, and accomplishments. It is typically used as part of an application process to showcase your individual qualifications to potential employers.

What Should I Include on My Resume?

Developing a resume is an individualized process. Ultimately, each student should select the sections that best represent their qualifications. Below are recommendations for CSC students building their professional profiles.

Required	Strongly Recommended	Optional
Contact Information Education Experience	Related Experience Relevant Coursework & Projects Involvement, Leadership, or Volunteer Work	Objective Honors/Awards

DO'S

- Use an easy-to-read font, 11–12 point size.
- Set margins to 1 inch on all sides.
- Use bold or italics for headings and key achievements.
- Use bullet points to improve readability.
- Keep consistent spacing, alignment, and font throughout.
- List education and experiences in reverse chronological order.
- Aim for one page unless your experience requires more.

DON'TS

- Avoid typos and grammatical errors.
- Do not use pronouns (I, my, we, our).
- Avoid personal info: marital status, date of birth.
- Avoid templates that limit ATS compatibility.
- Do not include photos — this can lead to discrimination.
- Avoid distracting colors or designs (unless industry-specific).

CHAPTER 1

TRANSFERABLE SKILLS

Building skills employers want

It is essential to build a diverse skill set and be able to clearly communicate how you have developed those skills. Use this section to identify areas for growth and articulate your experiences with confidence.

Communication	Articulate and express thoughts effectively across multiple audiences and formats.
Analytical & Decision-Making	Use logic, reasoning, and critical thinking to draw conclusions and make informed decisions.
Leadership & Initiative	Engage others toward common goals, managing obstacles and driving progress.
Teamwork & Collaboration	Build relationships and work effectively with others to achieve shared objectives.
Problem-Solving	Evaluate problems using knowledge and data to develop logical solutions.
Professionalism & Work Ethic	Maintain high standards, demonstrate reliability, and cultivate a positive attitude.
Creativity & Innovation	Think outside the box and generate unconventional ideas and solutions.
Technology	Leverage new and emerging technologies to solve problems and accomplish goals.
Organization & Detail Orientation	Prioritize tasks efficiently and ensure accuracy in all work products.
Resourcefulness & Adaptability	Respond quickly to change and seek opportunities for growth and improvement.
Empathy	Understand others' perspectives and practice active, open listening.
Equity & Inclusion	Appreciate diverse identities and champion belonging and equity for all.

CHAPTER 1

BUILDING BULLET STATEMENTS

Strong bullet statements help hiring managers quickly assess your qualifications. Use them to describe jobs, internships, volunteer work, coursework, and more.

WHAT did
you do?

HOW did you
do it?

WHY did you
do it?

Formula: WHAT + HOW + WHY = a compelling bullet statement

Example: Mentored 20+ students / through weekly individual and group advising sessions / to provide support and guidance as they transitioned to college life at CSC.

Example transition words: as part of, by, because of, due to, in order to, so, through, to, using, with

Resources to Help Write Bullet Statements:

- Thesaurus.com
- ChatGPT
- O*NET
- Google keywords for your field

These tools can help generate ideas — always refine and tailor to your actual experience.

CHAPTER 1

RESUME EXAMPLES

Example 1: Getting Started — Transitioning from High School

Elmo Eagle

(308) 432-XXXX | eeagle01@csc.edu | Chadron, NE 69337

Education

Chadron State College, Chadron, NE

Bachelor of Science, May 20XX (anticipated) | Major: Undecided

Hometown High School, Hometown, NE

High School Diploma, May 20XX | GPA: 3.4/4.0

Work Experience

Local Grocery Store, Chadron, NE

Cashier/Clerk, June 20XX–Present

- Assisted customers in locating products to provide excellent customer service.
- Managed cash register and processed payments accurately.

Leadership

Future Business Leaders of America (FBLA)

Treasurer, Aug 20XX–May 20XX

- Managed chapter finances and planned three fundraising events.

Involvement

Eagles Connect Student Organization, Chadron State College

Member, Aug 20XX–Present

- Engage in community service projects and leadership development opportunities on campus.

TIP: High school education and experience may be included initially but should be replaced or removed by junior year at CSC. Always start bullet points with a strong action verb.

Example 2: Getting the Internship

Applying for internships, research opportunities, or major-related experiences

Elmo Eagle

(308) 432-XXXX | eeagle01@csc.edu | Chadron, NE 69337 | linkedin.com/in/elmo.eagle

Education

Chadron State College, Chadron, NE

Bachelor of Science, May 20XX (anticipated) | Major: Business Administration

Concentration: Management | GPA: 3.5/4.0

Relevant Coursework and Projects

Principles of Management, Business Department, CSC, Spring 20XX

- Analyzed leadership theories including transformational and servant leadership through case studies.
- Led a team project developing a business strategy for a mock local organization.

Work Experience

Local Restaurant, Chadron, NE

Team Member, May 20XX–Present

- Delivered exceptional customer service in a fast-paced environment.
- Collaborated with coworkers to ensure smooth operations during peak hours.

Leadership and Involvement

Student Government Association, Chadron State College

Treasurer, Dec 20XX–Present

- Plan and manage campus events with a team of student officers.
- Track budget and communicate financial updates to 20+ members at monthly meetings.

Honors and Awards

CSC Academic Excellence Scholarship, Aug 20XX–Present

TIP: GPA is optional — include it if 3.0 or above. Adding relevant coursework and projects is an excellent way to demonstrate field-specific knowledge even before your first internship.

CHAPTER 1

REFERENCES

Employers request references to gain insight into your work ethic, skills, and character. References also help verify information and support hiring decisions.

Good references include current and past supervisors, professors, student organization advisors, and professional contacts who can speak to your skills. Avoid listing family or friends.

Elmo Eagle

(308) 432-XXXX | eeagle01@csc.edu | Chadron, NE 69337 | [linkedin.com/in/elmo.eagle](https://www.linkedin.com/in/elmo.eagle)

References

Dr. Jane Smith

Professor of Business Administration
Chadron State College | 1000 Main St, Chadron, NE 69337
308-432-XXXX | jsmith@csc.edu
Current Professor

Marcus Johnson

Director, Student Activities
Chadron State College | 1000 Main St, Chadron, NE 69337
308-432-XXXX | mjohnson@csc.edu
Current Student Organization Advisor

Sarah Williams

Manager, Local Restaurant
100 Main St, Chadron, NE 69337
308-432-XXXX | swilliams@restaurant.com
Current Supervisor

TIP: 1. Always ask potential references for permission before listing them. 2. Share your resume with your references and describe the positions you are applying for so they can prepare to speak to your relevant strengths and qualifications.

CHAPTER 1

COVER LETTERS

A cover letter gives you the opportunity to make a compelling case for why you are the right person for the position. It allows you to tell your story by elaborating on your experiences and sharing your accomplishments in your own voice.

Cover Letter Structure

Opening Paragraph

Introduce yourself and state the specific position you are applying for. Share why you are interested in this opportunity and connect your background to the employer's needs.

Body Paragraph(s)

Highlight specific experiences, skills, and accomplishments that qualify you for the role. Tailor your language to match keywords from the job description. Build on your resume bullets by telling the story behind them.

Closing Paragraph

Restate your enthusiasm for the position. Mention what you look forward to contributing and how to contact you. Thank the employer for their time and consideration.

Example Cover Letter — Gaining Experience

Elmo Eagle

(308) 432-XXXX | eeagle01@csc.edu | Chadron, NE 69337 | linkedin.com/in/elmo.eagle April 5, 20XX

Alex Johnson Executive Director [Organization Name]
100 Main Street Chadron, NE 69337

Dear Alex Johnson: Throughout my coursework and involvement at Chadron State College, I have discovered a genuine passion for building relationships, coordinating projects, and making a positive impact in my community. I was excited to discover the Education & Outreach Internship with your organization, as my experience and skills align closely with the responsibilities of this role.

As a Business Administration major with a concentration in Management, I have developed a strong understanding of organizational leadership and communication strategies. In my Principles of Management course, I led a team project creating a business strategy for a local organization, which gave me hands-on experience in planning, collaboration, and presenting ideas to stakeholders. As Treasurer of the Student Government Association, I manage our program budget, organize campus events, and communicate updates to our members — skills that connect directly to the coordination and outreach work your intern would perform. I am eager to bring my enthusiasm, leadership skills, and dedication to your team.

I would welcome the opportunity to discuss how my background can contribute to your mission. Thank you for your consideration — you may reach me at (308) 432-XXXX.

Sincerely,

Elmo Eagle Elmo Eagle

TIP: When pasting your cover letter into an online application text box, remove the header and contact block — start from the greeting. Add blank lines between paragraphs for readability.

CHAPTER 2

HANDSHAKE & LINKEDIN

Handshake is the primary online platform connecting CSC students with career opportunities. It serves as your gateway to internships, job listings, career fairs, and direct employer connections.

850K+
Employers on
Handshake

100% Fortune
500 companies use
Handshake

84K+
Opportunities posted
annually

93% CSC
Career Outcome Rate

Handshake Overview

1

Claim Your Account

CSC students receive a Handshake account upon enrollment. Log in via myCSC using your single sign-on credentials or download the Handshake app.

2

Build Your Profile

Complete your profile with your interests, coursework, and career goals. Students with completed profiles — including location, job type, and job roles — are significantly more likely to be messaged directly by employers.

3

Discover Opportunities

Handshake curates postings based on your profile. Follow employers to receive alerts when new positions are posted. Filter by location, industry, and job type.

4

Connect to Career Events

Career Services and employers post in-person and virtual events including career fairs, networking nights, employer panels, and info sessions — all accessible through Handshake.

5

Get Recruited

Employers ranging from nonprofits to Fortune 500 companies actively recruit on Handshake. Upload your resume to increase your visibility.

Top 3 Profile Must-Haves

Location

Which cities or regions do you want to work in?

Job Type

Internship, part-time, or full-time?

Job Roles

What types of roles interest you? (e.g., accountant, teacher, marketing coordinator)

CHAPTER 2

LINKEDIN

Building Your Professional Brand

With more than a billion members worldwide, LinkedIn is a powerful platform for CSC Eagles to explore career opportunities, connect with alumni and professionals, and build a compelling professional brand before graduation.

Search for Jobs & Internships — Use filters to search by field, location, and job type.

Connect with CSC Alumni — Find Eagles who have gone before you — they can offer advice, referrals, and insight into your target industry.

Follow Companies & Influencers — Stay updated on job openings, industry news, and trends relevant to your field.

Join Groups — Engage in discussions to increase your visibility and build your professional network.

Showcase Your Work — Add projects, coursework, honors, and skills to tell your full story beyond the resume.

Maximize Your LinkedIn Profile

Professional Headshot

Your photo is the first impression — use a clear, professional image with a simple background.

Compelling Headline

Draft a brief statement that includes your major, strengths, or career aspirations. Example: Business Major | Community Builder | Future Nonprofit Leader

Summary/About Section

Think of this as your digital elevator pitch. Share your interests, skills, experiences, career goals, and relevant keywords from your field.

Experience Section

List internships, jobs, and relevant course projects with bullet statements.

Education Section

Include Chadron State College, your degree, activities, and academic honors.

Projects Section

Highlight class projects or independent work that demonstrates your skills and initiative.

Skills Section

Add at least 5–10 relevant skills. Endorsements from professors or supervisors add credibility.

Writing a LinkedIn Summary

- Hook readers with a strong opening that sparks interest.
- Share what you do and why you are passionate about it.
- Speak to relevant experience — even if you are just getting started.
- Sprinkle in field-specific keywords to boost your searchability.
- Highlight your unique qualifications and professional interests.
- End with a call to action: what you are looking for and how to reach you.
- Break content into short paragraphs for easy reading.

LinkedIn Headline Formulas

Position | Skills or Experience | Goal

Example: Business Intern | Data Analyst | Future Financial Advisor

Major | Strengths | What You're Seeking

Example: Education Major | Future Teacher | Passionate About Early Childhood Learning

Current Role | School | What You Do

Example: Peer Mentor | Chadron State College | Supporting First-Year Student Success

CHAPTER 3

JOB & INTERNSHIP SEARCH

Set Realistic Expectations

Embarking on a job or internship search is exciting — and it can be challenging. Setting realistic expectations from the start will help you stay focused and persistent.

1

Be Prepared for Competition

Internships can be highly competitive. You may need to apply to multiple opportunities before finding the right fit.

2

Start Your Search Early

Many employers have early application deadlines. Begin your search well in advance.

3

Networking Matters

Personal connections and referrals remain the most effective way to land opportunities. Attend career fairs and networking events.

4

Customize Your Applications

Tailor your resume and cover letter for every position. Generic applications rarely stand out.

5

Stay Flexible

Be open to opportunities in different locations or industries — especially early in your career.

6

Seek Feedback

Ask Career Services or a mentor to review your application materials and practice interviewing with you.

7

Consider All Opportunities

Unpaid or part-time experiences can still build your resume, network, and skills.

8

Stay Positive and Persistent

Rejection is a normal part of the process. Every "no" gets you closer to the right "yes."

TIP: Make an appointment with the Office of Career and Academic Planning Services through Handshake to get personalized guidance for your job and internship search.

CHAPTER 3

CAREER FAIRS & IN-PERSON EVENTS

Career fairs and networking events are some of the most effective ways to connect with employers. You only have about 20 seconds to make a first impression — prepare your introduction!

Prepare Your Introduction (Elevator Pitch)

1	Who are you? <i>Your name, year, and major at CSC.</i>
2	Why this employer? <i>What specifically interests you about this organization?</i>
3	What can you offer? <i>Your relevant skills, experiences, and strengths.</i>
4	Your question or next step <i>What do you want to know or accomplish from this conversation?</i>

Sample Introduction:

"Hi, I'm Elmo Eagle, a junior at Chadron State College majoring in Business Administration. I've been following your organization's work in community development and I'm very interested in learning more about your internship opportunities. I have experience in event coordination, budgeting, and team leadership through my role in Student Government. What kinds of projects would an intern work on this summer?"

Good Questions to Ask	Questions to Avoid
• What kinds of skills are you looking for in a candidate? • Which courses or experiences do you recommend for students entering your field? • What is your favorite part about working at [organization]? • How long does a typical employee stay with the company? • I saw that your organization values [X] — how is that demonstrated day to day?	• What does your company do? • What is the salary for an intern? • What benefits do you offer?

CHAPTER 3

DIGITAL JOB SEARCH

Online applications are convenient, but submitting your resume to a job portal alone often means it gets lost in the "resume black hole." The most effective strategy combines digital tools with personal connections and employee referrals.

Where to Find Employers

Handshake	LinkedIn	Glassdoor	Indeed	Google Careers	Company Websites
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The LAMP List Strategy

The LAMP List (from Steve Dalton's *The 2-Hour Job Search*) is a systematic approach to organizing your job search around target employers and the people who can advocate for you.

L — List	Catalog every employer you are interested in — aim for 25–40 organizations.
A — Advocacy	Identify if you have any connection (friend, family, alum) within each organization.
M — Motivation	Rate your enthusiasm for each employer on a scale of 1–3.
P — Posting	Note whether a position is currently posted (Yes/No).

Sample LAMP List

#	Employer	Advocacy	Motivation	Posting	Platform/Notes
1	Regional Nonprofit XYZ	Y	3	Y	Handshake & Career Fair
2	Local Hospital / Healthcare Org	Y	3	Y	Indeed

3	City of Chadron	Y	3	N	—
4	Nebraska State Agency	N	2	Y	State Jobs Portal
5	Regional School District	Y	2	Y	Handshake
6	Financial Services Firm	N	2	N	LinkedIn
7	Tech Startup (Remote)	N	1	Y	Indeed

Seeking and Building Advocate Connections

Once you've identified target employers, seek out current employees or alumni who can offer guidance — and potentially refer you. Here's how to reach out effectively:

- Keep your message brief — under 100 words.
- Ask only for insight and advice, never for a job lead directly.
- Lead with your connection to them (shared school, group, mutual contact).
- Frame your request as a question.
- Reference their specific role or organization to show genuine interest.

Sample Outreach Email

Subject: *Your Experience at [Organization] / Career Advice*

Hi [Name],

I am a junior at Chadron State College majoring in Business Administration, and your name came up through the CSC alumni network as someone working in [field]. Would you have a few minutes for a brief phone call to share your experience? Your insight and advice would be greatly appreciated as I consider building a career in this area.

*Thank you,
Elmo Eagle*

TIP: *If you haven't heard back within seven business days, send one brief follow-up. If there's still no response, move on to the next contact on your LAMP list.*

CHAPTER 4

INTERVIEWING

The interview is your chance to demonstrate why you are the right person for the role. Preparation is essential — it builds confidence, reduces anxiety, and equips you with the stories and examples you need to impress any interviewer.

Step 1: Research the Organization

Before your interview, invest time in researching the employer. This allows you to ask informed questions and demonstrate genuine enthusiasm for the organization.

Company Website: Review mission, values, products/services, leadership team, and recent news.

LinkedIn: Explore culture, recent updates, and employee backgrounds.

Glassdoor: Read employee reviews to understand workplace culture and interview processes.

Google News: Stay current on recent news, press releases, and industry changes.

Industry Publications: Understand sector trends and challenges your interviewer may reference.

Step 2: Use the STAR Method

Behavioral interview questions ask you to describe past experiences. Use the STAR method to structure clear, compelling answers from real situations.

S — Situation	T — Task	A — Action	R — Result
Set the context. What was happening? Who was involved?	Describe your assignment or challenge. What problem needed solving?	Explain specifically what YOU did. What steps did you take?	Share the outcome. Quantify where possible (% , \$, # of people).

STAR Example: "During my internship at [organization], our team was behind on a major community outreach campaign (S). I was tasked with redesigning our social media strategy (T). I researched best practices, created a content calendar, and collaborated with two colleagues to schedule 30 posts in two weeks (A). As a result, our engagement increased by 40% and we met our campaign deadline (R)."

Step 3: Prepare Questions to Ask

Step 3: Prepare Questions to Ask

The interview is a two-way conversation. Asking thoughtful questions shows your engagement and helps you evaluate whether the role is the right fit.

- If I were to start today, who would I be reporting to and what would my first project be?
- How has this industry changed most since you joined the organization?
- What does success look like in this role during the first 90 days?
- How is technology or AI currently impacting your work?
- What do you enjoy most about working here?
- Is there anything in my background I can clarify to strengthen my candidacy?
- What are the next steps in the hiring process and when can I expect to hear back?

Step 4: Dress for Success

Your attire makes a strong first impression. Research the organization's dress culture and aim to dress one step above what employees typically wear.

- Choose clean, pressed, well-fitting clothes you feel confident in — prepared the night before.
- Arrive 10–15 minutes early. If unfamiliar with the location, do a dry run the day before.
- Greet everyone you meet professionally — including receptionists.
- Silence or turn off your phone before entering the building.
- Bring printed copies of your resume in a padfolio with a pen and notepad.

Common Interview Mistakes to Avoid

☒ Not preparing or practicing beforehand	☒ Failing to use specific real-life stories and examples
☒ Overusing filler words ("um," "like," "you know")	☒ Fidgeting or playing with accessories
☒ Not showing genuine interest or enthusiasm	☒ Badmouthing previous employers or professors
☒ Not asking any questions at the close of the interview	

Step 5: After the Interview

Send a Thank-You Email

Write it immediately while the conversation is fresh. Mention something specific discussed, restate your interest, and offer to provide any additional information.

Reflect and Evaluate

Review what went well and identify areas for improvement. Use each interview as a learning experience for the next one.

CHAPTER 5

OFFERS & NEGOTIATIONS

Receiving a job offer is a major milestone — congratulations! Before you accept, take time to fully evaluate the offer and understand that negotiation is a normal, expected part of the hiring process.

Understanding Your Job Offer

1

Job Title & Responsibilities

Confirm the role aligns with your career goals. Clarify duties to avoid surprises — the actual responsibilities may differ from the interview discussion.

2

Full Compensation Package

Consider base salary, health insurance, retirement contributions, bonuses, and other perks like remote work, flexible hours, and professional development funding.

3

Location & Commute

Evaluate the location relative to your lifestyle. Calculate daily commute time and factor it into your decision.

4

Company Culture & Values

Research the organization's culture. Talk to current employees if possible. Reflect on what you observed during the hiring process.

Negotiating the Offer

Negotiation is easier at the offer stage than after you've been employed. Approach it with confidence, professionalism, and clear reasoning.

Research Salary Ranges

Use Salary.com, Glassdoor, LinkedIn Salary, the Bureau of Labor Statistics, and Indeed to understand market rates for your role and location.

Prioritize Your Needs

Know which factors matter most to you — salary, flexibility, development opportunities — and be willing to compromise on lower priorities.

Express Enthusiasm First

Begin negotiations positively. Affirm your excitement for the role before making any requests.

Be Professional

Avoid ultimatums or confrontational language. Frame requests as collaborative problem-solving.

Consider the Full Package

Don't focus solely on base salary. Additional vacation days, remote work, or tuition reimbursement can have significant value.

Ask for Time

You are not required to answer immediately. It is professional and appropriate to ask for a few days to make an informed decision.

Offer Email Templates

Asking for More Time

Dear [Hiring Manager Name],

Thank you so much for this offer — I am genuinely excited about the opportunity. I want to make a thoughtful decision and would appreciate [specific timeframe, e.g., 3–5 business days] to carefully review everything. I will follow up with you by [specific date].

Thank you for your understanding.

Sincerely,
Elmo Eagle

Negotiating an Offer

Dear [Hiring Manager Name],

I am very excited about this offer and the opportunity to join your team. After reviewing the responsibilities of the role and considering the [skills/experience] I bring, I believe a salary of [specific range] would better reflect market standards and my contributions. I am open to discussing this further and am confident we can reach a mutually beneficial agreement.

Sincerely,
Elmo Eagle

Accepting an Offer

Dear [Hiring Manager Name],

As discussed, I am pleased to accept the offer for the [Job Title] position with a start date of [Date]. I understand my annual salary will be [\$X] and will include the benefits outlined in your offer letter dated [Date]. Please let me know the next steps, and I look forward to joining the team!

Sincerely,
Elmo Eagle

Declining an Offer

Dear [Hiring Manager Name],

Thank you for the offer and your confidence in my qualifications. After careful consideration, I have decided to pursue another opportunity that is a better fit for my goals at this time. I truly enjoyed learning about your organization and hope our paths cross again in the future.

Sincerely,
Elmo Eagle

TIP: Negotiation is a two-way conversation — both you and the employer want a good outcome. Asking for a raise after you've been hired is much harder than negotiating before you accept. Approach it with confidence and a clear understanding of your value.

Ready to Soar?

The Office of Career and Academic Planning Services is here to support every step of your career journey — from building your first resume to negotiating your first job offer.

Resume & Cover Letter Reviews — Get personalized feedback on your application materials.

Mock Interviews — Practice with a career professional before the real thing.

Career Fairs & Networking Events — Connect directly with employers recruiting CSC Eagles.

Job & Internship Search Support — Get help using Handshake, LinkedIn, and the LAMP List strategy.

Office of Career and Academic Planning Services

Chadron State College | 1000 Main Street, Chadron, NE 69337

csc.edu/careerservices

93% Career
Outcome Rate
(2024-25)

61%
Eagles Employed In-State

52%
Top Field: Education

464
Graduates (2024-25)