



## **CAREER FAIR GUIDE**

**2025-2026**

## Career Services

- **Schedule an appointment** for resume review, job searching, career counseling, request a Strengths test, and more! Visit [oc.joinhandshake.com/appointments](https://oc.joinhandshake.com/appointments) and log in with your MyOC username and password to select a date/time that works best for you. Appointments are in-person or virtual.
- **Career Testing platform** - Focus 2 Career - is a website that allows you to take career-related tests and view their results, see what jobs might be the best fit for you, explore majors at OC and more! **It's available by visiting [this link](#) to create your account and use Access Code eagles (all lowercase).**

### Handshake - OC's online job board

Search for part-time, full-time, or internship positions with employers of all sizes across the country. We're connected with over 12,000 employers and counting! Activate your account at [oc.joinhandshake.com](https://oc.joinhandshake.com) or download the app to learn about opportunities and events with companies you want to work for.

### Career Services Blackboard information

**All students are automatically enrolled! In it, you will find:**

- resume and cover letter templates
- sources for choosing a major and career
- links to our online job board, Handshake
- and more!

### Location on Campus

The Career Services office and clothing closet are located in the Welcome Center inside Garvey.

If you have further questions, please contact Charlotte Hamil, Director of Career Services, at [careerservices@oc.edu](mailto:careerservices@oc.edu)

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# Resume Checklist

## First Impression

- The resume is inviting to read, with clear sections and ample white space.
- The space on the page is used to its potential utilizing the header, footer, or creating columns when appropriate

## Format

- The font is easy to read and has no more than 3 font sizes.
- The use of bullets, bolding, italics, and underlines are limited.
- Spacing and margins are consistent throughout the resume.
- All resume sections are clearly labeled.
- Sections are placed and formatted in the best order to highlight the applicant's strongest credentials.
- The work history is listed in reverse chronological order (most recent job first).
- The resume does not include an objective
- The resume should be kept to one page if <5 years of work experience

## Writing Style

- Personal pronouns (I, me, or my) are omitted.
- The content flow is logical and easy to understand.
- The phrase "references available on request" is not used.
- The resume is free of typos, spelling, grammar, and syntax errors.
- At least one other person has proofread the resume.
- Date formatting and abbreviations are the same across all sections

## Accomplishments

- The resume includes a relevant sample of career accomplishments related to the position you are applying for
- Accomplishments are quantified by using numbers, percentages, and dollar amounts as measures of success, when applicable.
- Accomplishment statements begin with strong, varied action verbs (present job = present tense or past job = past tense).
- Each statement describing work experience is prioritized in order of importance/relevance.

## Relevance

- The resume is tailored to the job position requirements.
- The resume uses appropriate keywords/phrases from the job description, when appropriate.

[OC RESUME GUIDE](#) link for more advice. [Template Link](#)

# CANDIDATE NAME

(000) 000-0000 | [email@email.com](mailto:email@email.com) | linkedin link

## EDUCATION (Do not include high school)

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School Name, Location

Graduation Date: May 2020

**Bachelor of Business Administration**

GPA: 3.8

*Minor in Human Resources*

## RELATED EXPERIENCE (Try to use the more pertinent info for the job you are applying for)

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**Job/Project Title, Company Name**

mm/yy - Present

- Clear performance objectives and responsibilities of role
- Include examples of achievement and leadership

**Job/Project Title, Company Name**

mm/yyyy – mm/yyyy

- Clear performance objectives and responsibilities of role
- Include examples of achievement and leadership

**Job/Project Title, Company Name**

mm/yyyy – mm/yyyy

- Clear performance objectives and responsibilities of role
- Include examples of achievement and leadership

## ACTIVITIES AND HONORS (Optional)

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- Any conferences/workshops attended or club (academic or social) affiliations
- Athletics involvement

## SKILLS

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- List computer programs or other essential knowledge the job description mentions

## OTHER EXPERIENCE (less relevant jobs perhaps not related to the position you're applying for)

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**Job/Project Title, Company Name**

mm/yy - Present

- Clear performance objectives and responsibilities of role
- Include examples of achievement and leadership

**Job/Project Title, Company Name**

mm/yyyy – mm/yyyy

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mm/yyyy – mm/yyyy

- Clear performance objectives and responsibilities of role
- Include examples of achievement and leadership

# Ike T. Eagle

Edmond, OK | 405.453.3245 | ike.eagle@eagles.oc.edu | LinkedIn Url / Website Url (optional)

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Analytic-focused data professional with 2+ years' experience developing computational models and executing statistical projects to drive insights. Demonstrated ability to translate complex datasets into actionable information and support overarching research initiatives.

## EDUCATION

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**Oklahoma Christian University**, Edmond, OK  
Bachelor of Science in Computer Engineering

Projected May, 20xx  
GPA: 3.xx/4.x

## SKILLS

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- Simple Linear Regression
- Multivariate Linear Regression
- Statistical Modeling
- Data Integrity
- Parametric Tests
- Nonparametric Tests
- Sampling Methods
- Natural Language Processing (NLP)
- Tableau
- R
- VBA
- Excel
- Python
- SQL
- Java

## PROJECTS

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**Oklahoma Christian University**, Edmond, OK  
Undergraduate Researcher for the Computer Science Lab

June, 20xx – August, 20xx

- Used SQL to extract and manipulate data from relational databases for \$250K funding
- Maintained and updated existing data pipelines and extract, transform, and load ETL workflows to ensure data integrity and reliability
- Implemented data cleaning and preprocessing from raw Excel data to transfer into Stata for further analyses

## EXPERIENCE

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**Oklahoma Christian University**, Edmond, OK  
Job Title

August, 20xx – Present

- Collaborated with cross-functional team of computer, electrical, and mechanical engineers to define and prioritize data science projects, driving \$1.5M NIST-funded research in multimedia storage systems
- Conducted exploratory data analysis (EDA) on large datasets using Python and SQL, identifying key trends and patterns to inform research focused on multimedia bit rate conversion
- Conducted statistical analysis of experimental results to evaluate the effectiveness of algorithms and models
- Developed software tools and libraries in Python to facilitate data analysis, visualization, and modeling

## First Name Last Name

(xxx) xxx-xxxx | email address | linkedin link

### Education

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Oklahoma Christian University

Graduating month/year

Bachelors of Science in Nursing

x.xx GPA

### Clinical Experience

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Hospital 1	unit name	semester completed
Hospital 2	unit name	semester completed
Hospital 3	unit name	semester completed
Hospital 4	unit name	semester completed
Hospital 5	unit name	semester completed
Hospital 6	unit name	semester completed

### Skills

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- BLS
- Tracheostomy cleaning
- NG tube placement
- Head-to-toe assessments
- IV placement
- Blood draws
- Medication administration
- Dressing changes

### Work Experience

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Employer name | job title

Month/year - month/year

Description of duties and skills learned from this role.

Employer name | job title

Month/year - month/year

Description of duties and skills learned from this role.

### Extra-Curricular Activities

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Organization Name

Time period of involvement

## Ike Eagle

(405) 123-4567 | [ike.eagle@eagles.oc.edu](mailto:ike.eagle@eagles.oc.edu) | [linkedin.com/in/ike.eagle](https://www.linkedin.com/in/ike.eagle)

### Education

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**Oklahoma Christian University** Oklahoma City, OK April 2015  
Bachelor of Science in Biology, Honors Program  
Secondary Major: Vocational Ministry  
Minor: Business Management  
GPA: 3.79

### Medical Experience

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**Good Samaritan Health Services** Wichita, OK May 2013-Present

- Accompanied and assisted several physicians at a night clinic that serves uninsured and low-income patients
- Assisted in medical procedures, sanitized rooms, and helped care for patients

**St. John Medical Center** Michigan, OK May 2014  
Dr. Stephen Mikus, D.O.

- Observed and assisted the physician in evening rounds

**Allergy Clinic of Tulsa** Texas, OK July 2013  
Dr. Jane Purser, M.D.

- Accompanied the physician on rounds and studied clinical research papers supplied by the physician
- Researched components of materials a patient came into contact with and helped assist the doctor in determining if they could induce the observed allergic reactions

### Professional Experience

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**Stephenson Cancer Center** Oklahoma City, OK 2014-Present  
Dr. Resham Bhattacharya, Ph.D.

- Research Intern*
- Conducted basic research and prepared an oral poster presentation as a part of the Stephenson Cancer Center Summer Scholars Program
- Investigated mechanisms of multi-drug resistance and stemness in ovarian cancer
- Resumed work on a volunteer basis, currently assisting the lab with research and in writing a review article

**Oklahoma Christian University** Oklahoma City, OK 2013-Present  
*Academic Tutor*

- Tutored college students in mathematics and sciences
- Served in this capacity for four semesters

**First Street Church of Christ** Broken Arrow, OK Summer 2013  
*Youth Intern*

- Led, organized, and coordinated various devotionals, service projects, social events, and trips
- Mentored middle school and high school students to take on leadership and volunteering roles

### Skills

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- Oral Presentations
- Leadership and Organization

- Cross-cultural communication
- Proficient in basic lab protocols
- Proficient in Microsoft Office Suite

## **Honors and Achievements**

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**Research Day at the Capitol Award** July 2014

- One of two basic research projects chosen from the University of Oklahoma's Summer Undergraduate Research Programs to competitively present findings

**Speaker at John Hope Franklin Education for Reconciliation National Symposium** May 2014

- Prepared and presented a PowerPoint over the Michigan Riots of 1987 as a session in the Symposium

**George and Donna Nigh Public Service Scholar** March 2013

- Chosen to represent Oklahoma Christian University at a five-day conference over leadership and social service

**Alpha Chi Honors Society** April 2012

- Inducted into the academic organization that recognizes the top ten percent of Oklahoma Christian University's students

**Eagle Scout** October 2010

- Organized and coordinated a 240 hour project that built a bridge and refurbished courtyard furniture for the Broadmoor Retirement Home

## **Volunteer / Leadership Activity**

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**Sigma Sigma Sigma Social Club** 2012-Present  
*Rush Director and Secretary*

- Prepared budget proposals, delegated responsibilities, and coordinated events with other social clubs as Rush Director (2013-2014)
- Assisted in club activity planning, sent weekly updates, and helped in run weekly meetings as Secretary (2014-Present)

**Honors Advisory Council** 2012-Present  
*Class Representative*

- Planned and coordinated Honors events
- Elected and served as class representative sophomore, junior, and senior years

**Vacation Bible School** Summers 2012-2014  
*Puppet Ministry Coordinator*

- Wrote, directed, and acted as a puppeteer for preschool to adult audiences for the past three years
- Designed costumes, utilized green screen technology, and built sets and props

**Let's Start Talking** 2011-2013  
*Conversation Partner*

- Served in a weekly program that helped teach Rwandan students how to read and speak English

## Cover Letter Outline

Dear (insert first name) (or if unknown, you can say “Dear Hiring Manager”),

**Opening Paragraph:** Grab their attention with an interesting opening line(s). Share the name of the position you’re applying for and at what company.

**Middle Paragraphs:** Explain why you are interested in working for this employer and specify your reasons for desiring this type of work – why you’re interested in it, if you have a personal connection to the work they do, etc. If you have had relevant work experience or related education, be sure to point it out, but do not reiterate your entire resume. Emphasize skills or abilities you have that relate to the job for which you are applying. Be sure to do this in a confident manner, and remember that the reader will view your letter of application as an example of your writing skills. However, give the reader a taste of your resume without re-stating exactly what it says. This section should be a max of two paragraphs.

**Closing Paragraph:** You may refer the reader to your enclosed resume (which summarizes your qualifications) or whatever media you use to illustrate your training, interest, and experience. Have an appropriate closing to pave the way for the interview by indicating that you look forward to hearing from them about the opportunity, etc.

Sincerely,

Your name typed

**Notes:** This should be 1 page at maximum. Make sure you convey not just skills but your passion or interest in the position or field. This is your chance to tell them about WHY they should interview you. Your resume is just a list of what you did when, but it tells very little about who you are and why you made the decision to go into your field. Take the opportunity of the cover letter to do so.

**Career Services always recommends including a cover letter with your application, even if it is not required!**

## Cover Letter Example – Healthcare

Dear Recipient Name,

Obtaining the opportunity to begin my career as (insert job title) at (clinic/hospital name) would be a true pleasure. I will be graduating in (Month Year) from Oklahoma Christian University with a (blank) degree. Last fall, I had the opportunity to shadow at your clinic/hospital in xx unit and witnessed firsthand the compassion, dedication, and stewardship the medical staff has for the patients and families. My passion for serving others aligns with the mission of hospital/clinic name, and I am dedicated to providing compassionate care to all patients at all stages of life.

My passion to work in (name of department/unit) stems from (share a volunteer, work or life story that helped you determine what type of environment you want to work in). Describe what you did during that experience (clinical skills, social skills) and how it helped you determine your direction.

Share how this experience shaped your perspective on healthcare and what skills it helped you develop. Refer to job description to determine what the employer sees as important in an employee or refer to company website. Share how you will help solve a problem, increase care, etc. by working there.

The experiences I gained while in Africa gave me clarity to pursue work in the NICU. I feel that Via Christi Health is the perfect place to learn and grow as a new nurse in order to serve the vulnerable with the hope and joy of caring for others with Jesus as an ultimate healer.

I believe that my medical mission internship experience, current and previous jobs as a nurse assistant, and nursing education has prepared me to be a successful registered nurse at Via Christi Health. Attached is my resume for your review. I hope to be given the opportunity to join the Via Christi Health medical team. Thank you in advance for your consideration.

Sincerely,

Your First name last name

## Job Searching Guide

### Fast Facts About Job Searching

- 70-80% of jobs are NOT posted publicly – this means networking (in-person and virtual) is your best shot at finding jobs!
- A typical corporate job receives 250 applicants, on average
- It takes on average 52 days to fill a job opening - it's not a fast process!
- Typical length of a job search: 16.9 weeks
- On average, job seekers spend 11 hours a week searching for jobs

### Websites to Begin Your Search

- LinkedIn
- Handshake - oc.joinhandshake.com and log-in with your MyOC username/password
- Indeed
- USAjobs.gov – civilian jobs in government organizations
- Membership Organizations – American Marketing Association, Society of CPAs, etc.
- Company Websites

### Tips for Increasing Your Chances of Being Found Online

- Fill out your Handshake profile, including your work authorization, work preferences, and work history
- Complete your LinkedIn profile and show recruiters you're open to work by turning on preferences in your profile - there is a button under your headline to turn on/off

### Job Searching Red Flags

- Spelling/grammar errors in job descriptions
- Very little detail
- Asking for some form of payment
- Being approached for a job you didn't apply for

\*Please notify Career Services if you think you might have been scammed or have questions!  
careerservices@oc.edu

# Appearance Guide

## Attire

### Appropriate attire:

- Solid or subtle patterned collared, button-down shirt
- Sport coat/blazer
- Dress slacks or khaki slacks
- Skirts/dresses

### Inappropriate attire:

- Athletic wear
- Shorts
- Tshirts
- Exposed midsection
- Ball cap
- Faded, holey, frayed jeans
- Sweatpants/sweatshirts
- Overalls
- Leggings

## Shoes

### Inappropriate

- Flip flops
- Dirty/worn-out shoes
- Tennis shoes
- Casual sandals

### Appropriate

- Leather/faux leather shoes
- Suede material
- Close-toe or open-toe is okay

## Accessories/Body Alterations

- Keep jewelry on the “less is more” side
- Facial hair should be neat/trimmed
- Hair should be styled/maintained
- If you are unsure if showing tattoos or piercings is appropriate for the work environment, consult their corporate social media pages and see if employees are pictured with them. If you are unsure, remove or cover for an interview and mention in conversation at a later time – not in the first interview.
- Keep perfume/cologne to a minimum

**If you are in need of professional clothing, please visit the OC Career Closet.**

## Career Fair Prep Guide – In-Person

### Registering for the Fair:

1. Visit [oc.joinhandshake.com](https://oc.joinhandshake.com) and login with your MyOC username and password
2. After logging in, go to the Events tab and find the virtual event(s) you'd like to attend. Click "Register"
3. From there, you can view a list of organizations registered to attend
  - Pro-tip: Click through to their profiles to see jobs they're hiring for

### How to Prep:

1. Have your resume reviewed
2. Make a list of the top organizations you want to visit at the networking event
3. Prepare 2-3 questions to ask employers
4. Be ready to answer the question "tell me about yourself"
  - Name
  - Major
  - When you're graduating
  - What you want to do after school (if you know) or why you want to speak to them today

"Hi my name is xx, and I'm a senior Marketing major graduating in April. I am not quite sure what I want to do after I graduation, so I am visiting organizations today to see what options are available, but (I had an internship in xx, xx industry interests me, I know I want to live in xx city). Could you tell me what roles are open at your company for someone with my experience?"

### Day-Of the Event:

- See the Clothing/Appearance guide for what to wear – wear something that you feel confident in!
- Bring 5-10 copies of your resume (doesn't have to be on resume paper)
- Stop by the Career Services check-in table for your name tag, and enter to win our giveaway. Place your backpack in the designated area
- Smile big 😊
- As you meet employers/schools, ask for a business card so you can follow up. If they told you to apply for a position, etc. Make sure you find out how to do that, deadline, etc.

### General questions to think about asking:

1. What type of jobs/internships are available in x field/ or with x major?
2. When is your summer 2024 internship deadline?
3. What qualities or qualifications are you looking for in a candidate?
4. What experiences can I gain in college to help me become a good candidate for your organization one day?
5. What is your favorite thing about working for your company

**For grad schools:**

1. What admissions requirements do you have for (fill in the blank) degree? GPA, classes you've taken, etc.
2. Is the degree online, in person or hybrid?
3. Tell me about some outcomes of students who graduated with a masters in (blank)?
4. What is the application process like? What does the admissions board look for in candidates?
5. How would I learn more about this program?

**Follow up:** Use the business cards to follow up with contacts you made and/or add them on LinkedIn.

**Sample email communication****General Email:**

Hi [Name],

It was so nice to meet with you at OC's networking event! Thank you for taking the time to answer my (many) questions and talk about what it's like at [Company]—it seems like an amazing place to work. I especially loved hearing about [something you enjoyed talking about].

I look forward to staying in touch as I continue [my job search/figuring out my next step]. I definitely plan on using your advice to [piece of advice that stuck with you]. And if [Company] has any openings in their [department] down the road, I hope you'll let me know so I can apply.

Thank you,  
[Name]

**Follow up to let employer know you completed something they asked you to do:**

"Hi there, first name,

It was so nice to meet you at the OC career fair! I really enjoyed learning more about your company and the positions that are available for someone with my major and experience. I went ahead and (applied for xx position we discussed/created a profile with your HR site, etc), and look forward to hearing more! I've attached my resume and look forward to hearing from you soon.

Thank you,  
[Name]

**Other steps to take:**

1. Follow the company on LinkedIn and Handshake, and sign up for alerts as new positions are posted.
2. Some company websites have a Careers page where you can create a profile to be notified of positions.
3. Add recruiters as LinkedIn connections to stay up-to-date on hiring

**Sample LinkedIn message:**

"Hi [first name], it was great to meet you at the OC career fair! I'd love to stay connected with you and your company's future hiring needs!"