Ready Reference Key
Ready Reference ♦A-1

College of Engineering, Architecture & Technology ♦ Career Services

Letter Code	Color Code	Group Name	Reference Title
A	Pink	Getting Started	1. What Do You Need? Ready Reference Key 2. Career Services for CEAT Students 3. Services for International Students 4. Ten Steps for Career Success 5. Four-Year Plan for Career Development 6. What Can I Do With a Degree in …?
B	Gray	Self-Evaluation	1. Self-Assessment 2. Questioning Yourself 3. Evaluating Your Grades 4. Top 10 Reasons to Hire Me
C	Salmon	Career Development: Discovering Options	1. All About Internships 2. How To Find An Internship 3. Internship Checklist 4. Cooperative Education 5. Alternative Internship Opportunities 6. Part-Time Job Ideas 7. Informational Interviews 8. What is the FE 9. Engineering Ethics 10. Cleaning Up Online Presence
D	Blue	Job Search: Prepare & Research	1. Job Search Steps 2. Impressing Recruiters 3. Initiating Contact 4. Learning About Job Opportunities 5. What to Do at a Career Fair 6. Questions to Ask Career Fair Representatives 7. Networking: What It Is & How To Do It 8. OSU HIRE System & On-Campus Recruiting 9. The Online Job Search 10. The Geographic Job Search 11. Resources for Research 12. Research Resources at the OSU Library 13. Researching a Company Online 14. Questions to Ask During Employer Research
E	Gold	Building A Great Resume	1. The Resume: Your Calling Card 2. Resume Types 3. Resume Content 4. Resume Guidelines

			5. Writing Objective Statements 6. Verbs, Modifiers, Qualifiers & Skills 7. Identifying Your Skills and Qualifications 8. Sample Resume Framework 9. Resume Worksheet 10. Writing a Scannable Resume 11. Professional References 12. Creating a Professional Portfolio 13. Preparing a Vita 14. Emailing Your Resume 15. Writing a Resume in Microsoft Word
F	Green	Job Search Correspondence	1. Types of Job Search Correspondence 2. Cover Letter Tips 3. Cover Letter Formula 4. Sample Letter of Inquiry 5. Sample Letter of Application 6. Sample Networking Letter 7. Thank You Letter Tips & Sample 8. SampleLetter of Refusal 9. Sample Status Inquiry Letter 10. Sample Acceptance Letter 11. Sample Withdrawal Letter 12. Sample Turndown Follow-up Letter 13. Sample Request for Extension Letter
G	Yellow	Interviewing: Prepare & Win	1. Basic Interview Guidelines 2. First Impressions on Job Interviews 3. Dress for Success 4. Interview Questions & Answers 5. Some Tough Questions . . . & Sample Answers 6. Asking Questions in the Interview 7. The Behavioral Interview 8. Legal vs. Illegal Questions 9. Mock Interview Preparation 10. Handling Telephone Interviews 11. The Second Interview 12. Reducing Employer Fears 13. Etiquette in the Dinner Interview
H	Orchid	After the Interview: What's Next?	1. Interview Follow-up (*In Progress*) 2. Combating Rejection 3. Salary Negotiation 4. Job Offers: Making the Decision 5. Questions to Ask Before Accepting 6. Things to Consider when Moving