

CAREER SERVICES

University Center 225 • nku.edu/careerservices • 859.572.5680



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FALL CAREER FAIRS

Career Services is hosting three career fairs this fall that all students can attend! Career fairs are great opportunities to find co-op, internship, or full-time positions. All students and majors are welcome to participate. We recommend that you dress professionally, bring resumes and your NKU All Card. Find details at our website.

STEM-Health Career Fair

- September 24 | 1-4 p.m. | SU Ballroom

Career Connections (Business Focus)

- September 25 | 1-4 p.m. | SU Ballroom

Nonprofit-Criminal Justice-Government Career Fair

- October 1 | 1-4 p.m. | SU Ballroom

CAREER FAIR PREP FEST

Get prepared for the fall career fairs at Prep Fest! This one-stop shop for career fair preparation will have resume reviews, advice from alumni and employers, and more! Pick up the list of employers attending each fair and make a plan for how to navigate your career fair experience. Plus, receive a free padfolio or t-shirt for visiting 3 or more stations!

Career Fair Prep Fest

- September 17 | 12-5 p.m. | UC 225

COMMON RESUME MISTAKES

BY GRACE RILEY, PEER RESUME REVIEWER

Resumes are one of the most important aspects of job applications, yet many of us do not know the proper way to write one. Here are some common mistakes I see as a Peer Resume Reviewer and how to avoid them:

TEMPLATES

Textboxes, shapes, and icons can prevent your resume from being viewable in applicant tracking systems. Most templates are also not geared towards college students and forget important subheadings. Instead, write your resume on a blank Word document and stick to basic fonts.

UNPROFESSIONAL EMAIL ADDRESS

If you have not updated that punny Gmail address from middle school, now is the time.

LACK OF ACTION VERBS

If you are describing an experience, you should begin each bullet point with a strong action verb. For example, "facilitate, manage, organize."

IMPROPER TENSE

Remember, if your job is current, write in present tense. If you no longer work the job, write in past tense.

PERSONAL PRONOUNS

Do not use "I, me, or we" when describing an experience, and avoid narrative style writing.

INCORRECT DEGREE TITLE

Surprisingly, many of us do not know the proper name of our major or degree. For example, you may think your major is Psychology, but the full NKU degree title is actually Psychological Science. Additionally, are you getting a Bachelor of Arts or a Bachelor of Science? If you are unsure, you can always check "Degree Audit" in your myNKU account.

Review the Resume Preparation Guide on our website to learn even more information on how to write a resume, or schedule an appointment with us to have a conversation.

HANDSHAKE

FINDING GREAT JOBS IN HANDSHAKE

STEP 1.

Log into Handshake and click "Jobs" to review the full list of opportunities posted.

STEP 2.

Use Filters to narrow your search to the positions that would most interest you.

THE LOCATION FILTER

The location filter allows you to enter your zip code (or city name) and the distance.

PERSONALIZING FILTERS

Click "All Filters" to open additional options, such as major!

HOW TO ACCESS HANDSHAKE

Visit nku.joinhandshake.com to access Handshake!

TIPS TO REMEMBER

- You can save jobs you like and apply for them later! Just click the "bookmark" icon.
- Maximize your search by using multiple keyword options (e.g., marketing managers, marketing specialists, social media content creator, etc.).



**Handshake is the
region's #1 college-to-
career network!**



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