

Career Development Resources



THE UNIVERSITY OF ARIZONA

College of Social
& Behavioral Sciences

Brightspace D2L Page just for SBS Students. Pin this to your start page!
Check the announcements regularly. The good stuff is under the
Content tab.

Course Evaluation & Survey ▾

[Click here to access Course Evaluations & Surveys for Student Course Survey information and results.](#)

My Courses

All Pinned Discover Courses 2264 - Fall 2026 2261 - Spring 2026 2252 - Summer 2026 ▸

SGPP Students
2024 Non-term

SGPP PhD
Announcements
2025 Non-term

SBS Students Career
Hub
2026 Non-term

SBS Faculty Career
Curriculum

LING 688
Professionalism in HLT

SBS 197A FA26 101
2264 - Fall 2026

Announcements ▾

Fall Modernization in Effect

Posted Aug 17, 2026 9:00 AM
Pinned

ATTN: Be Advised

As of August 17, three Brightspace updates are now live:

1. The New Content Experience
2. Course sites use a Standard Navbar.
3. The Calculated Final Grade is released to students by default.

Questions?

- [Register for UCATT office hours from 12:00-1:00 p.m., August 17-21.](#)

CAREER HUB EVENTS

Wednesday, September 9th, 2026
3:00PM-4:00PM

Virtual Workshop: How to Make the Most of a Career Fair



Wednesday, September 16th, 2026
12:00PM-1:00PM

Pizza with a Professional with Guidepoint



Tuesday, September 22nd, 2026
3:30PM-4:30PM

Resume Workshop



Wednesday, September 23rd, 2026
2:00PM-4:00PM

Resume Review Walk-Ins

Thursday, September 24th, 2026
3:00PM-5:00PM

Virtual Career Fair



CAREER HUB EVENTS

Thursday, October 8th, 2026
3:00PM-4:00PM

Careers in Public Service Alumni Panel



Tuesday, October 13th, 2026
3:00PM-4:00PM

Pizza with a Professional: Pima County Juvenile Probation



Tuesday, October 20th, 2026
3:00PM-4:00PM

Pizza with a Professional: Tucson Police Department



Thursday, November 5th, 2026
3:00PM-4:00PM

Careers in the Private Sector Alumni Panel



Tuesday, November 10th, 2026
TBD

Pizza with a Professional: TBD





College of Social
& Behavioral Sciences



Virtual Career Fair

Join the SGPP-hosted Virtual Career Fair
and connect with 20+ organizations!

Location:



Thursday, September 24th
3:00-5:00PM

RSVP Today!





College of Social
& Behavioral Sciences

VIRTUAL CAREER FAIR

DATE: Thursday, September 24, 2026

TIME: 3:00PM - 5:00PM

LOCATION: On Zoom

RSVP HERE!



ORGANIZATIONS ATTENDING:

- Arizona Department of Public Safety
- Arizona Governor's Office of Strategic Planning and Budgeting
- Arizona Students' Association
- Chicanos Por La Causa
- City of Tucson
- Congressional Hispanic Caucus
- Disney College Program
- Doralina Law
- Drug Enforcement Administration
- Government Accountability Office
- Guidepoint
- Habitat for Humanity Tucson
- Homeland Security Investigations
- International Rescue Committee
- LPL Financial
- Make-A-Wish Arizona
- Maricopa County
- Maricopa County Juvenile Probation
- Office of Senator Mark Kelly
- Peace Corps Prep Program
- Pima County Attorney's Office Victim Services Division
- Pima County Juvenile Court Probation
- Salt River Project
- Superior Court in Pinal County
- Tucson Police Department
- U.S. Attorney's Office, District of Arizona
- UA Federal Relations Office
- **And more!**



College of Social
& Behavioral Sciences

VIRTUAL WORKSHOP: HOW TO MAKE THE MOST OF A CAREER FAIR

WEDNESDAY
SEPTEMBER 9,
3:00PM - 4:00PM
VIRTUAL



JOIN US FOR A CRASH COURSE
ON HOW TO MAXIMIZE YOUR
TIME AT A CAREER FAIR.



College of Social
& Behavioral Sciences

RESUME WORKSHOP

TUESDAY,
SEPTEMBER 22ND,
3:30PM-4:30PM
SOCIAL SCIENCES 311



JOIN THE SBS CAREER
DEVELOPMENT TEAM FOR A
RESUME WORKSHOP. WE WILL
TEACH YOU HOW TO CURATE A
RESUME THAT WILL CATCH THE
EYE OF POTENTIAL EMPLOYERS.



College of Social
& Behavioral Sciences

RESUME REVIEW DROP-INS

WEDNESDAY
SEPTEMBER 23
2:00PM-4:00PM

LOCATION: SBS
LOUNGE, BEAR
DOWN BUILDING
LOWER LEVEL

Join the Career Development Team
for resume reviews. Just come with a
copy of your resume and we'll give
advice and make corrections on it!



College of Social
& Behavioral Sciences

PIZZA WITH A Professional

Guest Speaker
Guidepoint

Wednesday, September 16th
12:00PM – 1:00PM
Social Sciences 332

RSVP 



Learn from a
professional
in your field!



College of Social
& Behavioral Sciences

PIZZA WITH A Professional

Guest Speaker
**Tucson Police
Department**

Tuesday, October 20th
3:00PM – 4:00PM
Social Sciences 311

RSVP 



Learn from a
professional
in your field!

CAREERS IN PUBLIC SERVICE ALUMNI PANEL

FOR U OF A STUDENTS

Learn more about career options for students interested in a public service profession. Food is provided!

RSVP TODAY!



THURSDAY, OCTOBER 8, 2026
FROM 3:00PM - 4:00PM
ENR2 S215

ATTENDING PANELISTS



LORI SCHULTZ

Assistant Vice President,
Research Administration,
Colorado State University



JOSHUA WRIGHT

Chief Facilities and
Planning Officer, University
of Arizona



AMANDA JONES

Project Manager, City of
Tucson
Adjunct Instructor, University
of Arizona



SKY SACZKO

Director of Advanced
Academic Learning
Experiences, Tucson Unified
School District

<https://career.Arizona.edu>



Upcoming Events

- SEP 01** Career Workshop: Launch Your Handshake Profile at LifeLab
Tue, Sep 1 from 12pm - 3pm
- SEP 02** Internship Journey #1 - Intro to Internships
Wed, Sep 2 from 3pm - 4pm
- SEP 02** Fall 2026 Applied AI Essentials Fast Track
Wed, Sep 2 at 4pm - Wed, Sep 30 at 6pm
- SEP 09** LifeLab Open House Fall 2026 - Free Pizza
Wed, Sep 9 from 12pm - 2:30pm
- SEP 09** Internship Journey #2 - Tailoring Your Materials
Wed, Sep 9 from 3pm - 4pm
- SEP 10** Career Workshop: Resume & Chill at LifeLab
Thu, Sep 10 from 12pm - 3pm

[See more events](#)

Center for Career Readiness

The Center for Career Readiness is your starting point for exploring boldly, discovering your purpose and taking confident steps toward a life of opportunity. Whether you're curious, unsure, or preparing to apply, we'll meet you where you are.

[Set Career Alerts](#)

Upcoming Career Fairs

- SEP 15** 2026 Fall Career Days - All Majors Fair
Tue, Sep 15 from 12pm - 3pm



Resume Building
(Actually, this is Old Main)

R e s u m e s

- Foundation of your application
- The purpose of a resume is to get an interview!



- Your Personal Brand
- Your resume is only one part of your personal brand, but if it isn't good, the other parts don't matter.



Use the SBS Template!



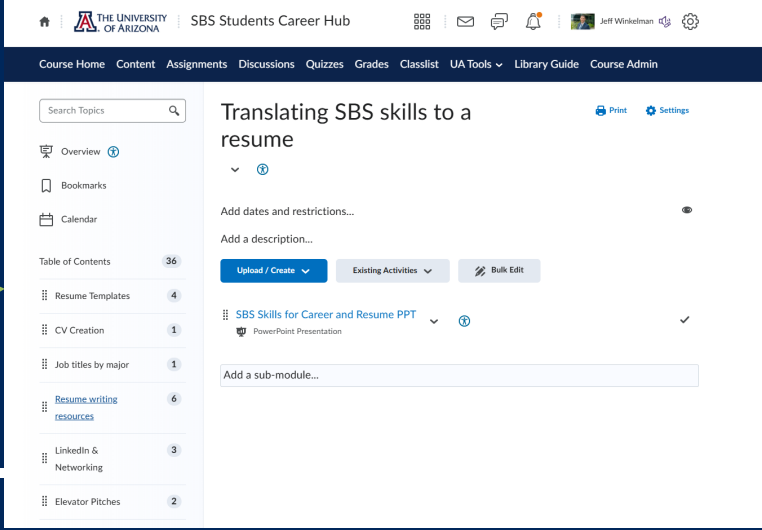
Why?

- Using the SBS Template gives you the best chance of landing an interview.
- It is standardized, easy to read, and liked by recruiters and ATS systems (more on that later)

Resume Template Choice

- Use the SBS resume template!
- The template has instructions built-in and can be found on the SBS Students Career Hub D2L page.

Resume Templates



The screenshot displays the SBS Students Career Hub interface. At the top, the header includes 'THE UNIVERSITY OF ARIZONA' and 'SBS Students Career Hub'. Below the header is a navigation bar with links: Course Home, Content, Assignments, Discussions, Quizzes, Grades, Classlist, UA Tools, Library Guide, and Course Admin. The main content area features a 'Table of Contents' on the left with a search bar and a list of items: Overview (36), Bookmarks, Calendar, Resume Templates (4), CV Creation (1), Job titles by major (1), Resume writing resources (6), LinkedIn & Networking (3), and Elevator Pitches (2). A green arrow points from the 'Resume Templates' text on the left to the 'Resume Templates' item in the Table of Contents. The right side of the page shows a section titled 'Translating SBS skills to a resume' with options to 'Add dates and restrictions...', 'Add a description...', and 'Upload / Create'.

Good Template

FIRST AND LAST NAME

Phone Number • Professional or School Email • (City, State) • [Personalized LinkedIn URL](#)

PROFILE SUMMARY (optional)*

The profile summary is a quick overview of your professional skills and abilities. Your overview should help the reader understand your background and why you are a good fit for the position for which you are applying. This paragraph never includes personal pronouns (do not use – I, me, or my) and should clearly connect your skills to the job. Consider the following structure: Sentence 1: Overview of your work history and years of experience. Sentence 2/3: Experience with required hard and soft skills. Sentence 4: Purpose of resume (SGPP Student seeking internship at Company X as a Widget Research Specialist).

EDUCATION

University of Arizona, School of Government & Public Policy, Tucson, AZ 0/0000
Type of Degree, and Major (GPA only if required)

PROFESSIONAL EXPERIENCE

Job Title 0/0000 – Present
Company Name, City, State
• Each job should have 2-6 bullets to describe your achievements and skills, and for clarity, avoid acronyms when creating your bullets
• You do not need to bold keywords in your resume and keep your font to size 10 – 12
• Your current job is in present tenses; all other jobs are in past tenses
• Use [verbs and power words](#) to make your resume stand out

Job Title 0/0000 – 0/0000
Company Name, City, State
• Highlight your skills and abilities by using the [CAR Method](#) (Challenge, Actions, Results) Be sure to incorporate metrics (\$, %, #, etc.) whenever possible.
• Challenge – what was the challenge/situation/task you were trying to improve; Action – what actions did you take to create change; Results – what was the final result/outcome, or impact of your actions (use #s, %s).

ACADEMIC PROJECTS

Course Title – Project Title 0/0000 – 0/0000
University of Arizona, Tucson, AZ
• If you have less than 2-3 years of professional experience, consider adding an Academic Projects section with 1-3 standout school projects. This will allow you to connect your [academic training to your workforce readiness](#)
• Use the CAR Method to include a short overview of what you did on the project. Be sure to include outcomes and metrics
• Including school projects will also help you tailor your resume as it will add skills.
• Over 98% of Fortune 500 companies use Applicant Tracking Systems (ATS). ATS software allows the company to screen candidates by scanning resumes for keywords. Your resume needs to match the job description for you to be forwarded in the process. For more information on [ATS Software](#)

ADDITIONAL INFORMATION

Technology Skills: Some jobs ask for specific skills; include those and other tech skills you develop during the program. If listing "Excel" always include examples of your proficiency (Ex: Pivot Tables, XLookup, Basic formulas, etc.)
Certificates: Add completed certificates
Languages: Be sure to include languages you can converse in and levels of proficiency (Add proficiency)

*Profile summaries are a great way to showcase your skills and that you meet the minimum requirements of a job description. That said, it is more important to highlight work experience and **limit your resume to one page**. For this



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Bad Template

MARKET ANALYST

MEGAN
ROBERTSON

PROFILE

Experienced, resourceful and effective retail manager with proven proficiency in all aspects of boutique management. Cutting-edge merchandiser with expert ability in combining innovative display techniques with visual standards and sales strategies in order to achieve optimal retail success. Top-selling sales associate who regularly exceeds client expectations by building on-going quality relationships.

EDUCATION

University of South Australia / 2010
M.Ec | Market Analyst
University of New South Wales / 2008
B.Sc | Economics

TECHNICAL SKILLS

- Microsoft Office Suite
- Adobe Photoshop Elements
- Quickbook
- Web 2.0 Marketing
- MySQL Database
- UPC Inventory Tracking System

PERSONAL SKILLS

- Microsoft Office Suite
- Adobe Photoshop Elements
- Quickbook
- Web 2.0 Marketing
- MySQL Database
- UPC Inventory Tracking System

LANGUAGE SKILLS

- English
- German
- Spanish
- French

WORK EXPERIENCE

Retail Manager | Sydney, NSW
Bella's Boutique | 2010 - present
• Implement business goals and manage all aspects of a boutique store that specializes in high-end women's wear with an emphasis on ultra-feminine and European lines.
• Utilize fashion expertise to select and order merchandise that will appeal to our clients.
• Handle all purchasing and receiving by building on-going relationships with international vendors.
Sales Associate | Brisbane, QLD
Melissa House | 2009 - 2010
• Utilized visual display talent on a weekly basis as the Primary Merchandiser for the Designer Women's Wear department.
• Awarded Associate of the Year, 2000 and five-time Associate of the Month for sales volume that was consistently 25-35% above average.
• Coordinated bi-annual trunk shows to premier new collections which included marketing and detailed event planning.
Sales Associate | Brisbane, QLD
Melissa House | 2009 - 2010
• Utilized visual display talent on a weekly basis as the Primary Merchandiser for the Designer Women's Wear department.
• Awarded Associate of the Year, 2000 and five-time Associate of the Month for sales volume that was consistently 25-35% above average.
• Coordinated bi-annual trunk shows to premier new collections which included marketing and detailed event planning.

123 Barney St.
Armidale, NSW. 2350 (000) 123 - 45678 [olsontiffany@mail.com](#) [/tiffanyolson](#)

HEADER

- Include your Name
- Email Address
- Location (optional)
- LinkedIn (optional)

JEFF WINKELMAN

(520) 904-XXXX • jeffwinkelXXXX@gmail.com
<https://www.linkedin.com/in/jeffrey-winkelman-jwinkelman>

PROFILE SUMMARY

Experienced manager and career development strategist interested in collaboration to promote the skills necessary for successful job searches. Currently working as an Assistant Director of Career Development looking to leverage understanding of community partnerships, resume creation, job searching, and interview strategies to help all students find fulfilling employment. Goals are to promote individual success and deliver academic content in a meaningful and effective manner to increase the impact and outcomes of university students. Applying for the position of...

EDUCATION

PROFILE SUMMARY

- Optional
- Ideal for those who might not have a ton of work experience
- Make sure you do not include “I” or “me”
- 3-5 sentences max
- Tailor to job description -End with, “Applying for the position of XYZ at Company ABC”.

PROFILE SUMMARY

A dedicated young professional with an interest in government affairs and a background in administrative and legislative support roles. Experience spans high-profile governmental offices, effectively managing high-stakes tasks, from constituent relations to casework and special project management. Proven record in enhancing operational efficiency, fostering community engagement, and executing effective communication strategies. Comfortable in fast-paced environments with exceptional organizational and detail-oriented abilities. Eager to leverage experience in government affairs and contribute to dynamic team settings.

EDUCATION SECTION

- Adding your high school experience isn't necessary - listing that you are a university student implies that you finished high school
- Optional to have your clubs and scholarships listed in this section

EDUCATION

University of Arizona, School of Government & Public Policy, Tucson, AZ

Bachelor of Science, and Criminal Justice

Women's University of Arizona Club Soccer Player & Board Member | Run Club Founder | Dean's List 2024

NYFA: Producing and Entertainment Law Program

New York Film Academy – Burbank, California



EDUCATION SECTION

- GPA is optional (unless there is a GPA minimum requirement in the job description)

EDUCATION

University of Arizona, School of Government & Public Policy, Tucson, AZ
Bachelor of Science in Criminal Justice, Minor in Psychology
Activities: Airforce ROTC participant

12/2024

PROFESSIONAL EXPERIENCE

EDUCATION

University of Arizona, School of Government & Public Policy, Tucson, AZ
Bachelor of Science in Criminal Justice, Minor in Korean (GPA: 4.0)

(Expected) 12/2025

PROFESSIONAL EXPERIENCE

- You want to add the duties and tasks performed at your jobs, and include the skills used to accomplish those tasks
- You don't want to be vague, such as "Uplifted team members at work." –How did you "uplift" them?
- Page 14 Wildcat Career Guide
- Begin with Action Words
- Use metrics (\$, #, %)
- Bullet Points: Task –Actions -Results
- Refrain from using "I" and "me"
- Results driven



TIP! Use verbs that are specific and varied; avoid repeating the same verb and less descriptive words such as "helped," "worked," and "responsible for."

Communication Skills

Articulated, Briefed,
Collaborated, Communicated,
Consulted, Corresponded,
Drafted, Edited, Influenced,
Negotiated, Participated,
Partnered, Persuaded,
Presented, Promoted,
Responded, Translated, Wrote

Research Skills

Analyzed, Calculated, Collected,
Conducted, Discovered,
Documented, Ensured,
Estimated, Experimented,
Formulated, Investigated,
Measured, Monitored,
Organized, Performed,
Reviewed, Studied, Surveyed,
Tested

Interpersonal / Helping Skills

Advised, Advocated,
Campaigned, Coached,
Diagnosed, Encouraged,
Guided, Hosted, Mentored,
Motivated, Provided,
Represented, Supported,
Volunteered

Leadership Skills

Architected, Chaired,
Championed, Decided,
Delegated, Directed, Eliminated,
Established, Initiated,
Introduced, Led, Managed,
Spearheaded, Strategized,
Supervised, Oversaw,
Recommended

Organizational Skills

Addressed, Allocated,
Arranged, Audited, Budgeted,
Compiled, Coordinated,
Distributed, Established,
Executed, Implemented,
Improved, Inventoried,
Maintained, Outlined, Planned,
Prepared, Resolved, Simplified

Design / Creative Skills

Brainstormed, Built,
Composed, Created, Curated,
Customized, Developed,
Designed, Engineered,
Initiated, Introduced, Modeled,
Modified, Produced, Revamped,
Transformed

Teaching Skills

Adapted, Advised, Clarified,
Cultivated, Demonstrated,
Discussed, Educated, Enabled,
Evaluated, Facilitated, Fostered,
Guided, Instructed, Mentored,
Moderated, Trained, Tutored

Problem-Solving Skills

Analyzed, Assessed,
Assembled, Automated,
Conceptualized, Debugged,
Detected, Discovered,
Enhanced, Evaluated,
Forecasted, Improved,
Maximized, Optimized, Piloted,
Programmed, Reduced,
Resolved, Revised, Streamlined,
Troubleshoot

A few more examples:

Led redesign of a laptop case
in **SolidWorks** to **improve user
experience**

Provided exceptional service
for **guests** to support a **positive
brand experience**



PROFESSIONAL EXPERIENCE

PROFESSIONAL EXPERIENCE

Intern

06/2025 – Present

Pretrial Services – Assessment Office, Pima County Jail | Tucson, AZ

- Conduct structured interviews with up to 10 defendants per shift to gather background information for initial court hearings
- Contact references to verify housing, employment, and support systems to assist in pretrial release decisions.
- Shadow officers at downtown office to broaden understanding of pretrial services roles and operations.
- Observe initial court appearances to understand how pretrial services contribute to informed decisions and support fair outcomes within the criminal justice system.

Restaurant Server

04/2025 – Present

Dave & Busters | Tucson, AZ

- Provide efficient and friendly service to an average of 5-6 tables per shift in a high-volume, fast-paced environment.
- Upsell promotional items and food specials, contributing to a 10% increase in average ticket sales.
- Collaborate with team members and kitchen staff to ensure timely and accurate order delivery.
- Maintain a clean work environment and detailed knowledge of menu items, specials, and safety protocols to support smooth restaurant operations.

Court Advocate Volunteer

10/2024 – Present

Pima County Attorney's Office – Victim Services | Tucson, AZ

- Advocate for victims of crime by offering court support, crisis communication, and guidance throughout legal proceedings.
- Maintain confidentiality and professionalism while helping individuals navigate complex court procedures.
- Communicate with victims to provide updates on case progress and answer questions related to their rights and resources.
- Compose end-of-shift summary emails detailing daily court proceedings and victim updates to assigned advocates, ensuring accurate and timely communication across the team.

Research Assistant

05/2024 – 05/2025

Child Cognition Lab – University of Arizona | Tucson, AZ

- Assisted in conducting developmental psychology studies involving children aged 6.5 months to 5 years, contributing to data collection.
- Recruited and scheduled participants, communicated with parents, and maintained ethical and professional standards throughout the research process.

• Coded and analyzed behavioral data using Excel and BEVCare, improving data processing accuracy.

PROFESSIONAL EXPERIENCE Examples

- Plan and execute 20+ events each year that engage hundreds of students in career related activities including alumni panels, networking events, workshops, and site visits that have increased participation by over 1000%.
- Created LinkedIn Networking group, growing membership to 260+ people in 16 months through active in-person and online promotions.
- Developed new alumni mentor programs, recruiting 50+ alumni participants, and utilizing technology to increase awareness and student participation rates.
- Oversee bi-annual community advisory board functions in collaboration with faculty, staff, and community members to ensure strategic vision and accountability.
- Publish bi-annual alumni newsletters that inform and recruit 15,000+ alumni community members.
- Lead over a dozen workshops and guest speaker events that serve 200+ students each year.
- Meet one-on-one with 80+ students yearly, and support 300+ credit bearing internship course with grading and logistics.
- Analyze and evaluate programming and employment rates through exit surveys, program attendance, and partner organization feedback.
- Case manage 60 graduate students with internship and job searches resulting in multiple internship and job placements
- Co-teach BNAD 514, an 8-week career management course, twice a year, serving 60-120 students annually with developing professional presence, application materials, and career planning.
- Lead alumni mentor program with 88 students and 54 alumni across four MBA platforms, facilitate matches, develop monthly curriculum and topics for discussions, and support participants with additional online resources
- Develop new, more efficient, methods of mentor program coordination through targeted partnerships with Tech Core utilizing digital resources for easier matching and communications.
- Create and manage alumni-led affinity resource groups to promote diversity equity and inclusion as well as greater alumni networking opportunities for students. Manage five LinkedIn pages with over 150 members, recruit alumni liaisons, and curate appropriate publications.
- Design, write, and publish, bi-annual alumni newsletter using Canva and Trellis/Marketing Cloud that is sent to more than 3,000 alumni resulting in increased alumni volunteering and engagement
- Assist social media campaigns with storytelling, photography, and digital content development

ACADEMIC PROJECTS

- This is an optional section
- Recommended only if you completed something substantive in your academic career that is relevant to the job description
- Policy analysis, research, honors thesis, study, etc.
- Summarize the topic of your academic project
- Then elaborate on the duties and skills utilized

ACADEMIC PROJECTS

Crime Reduction: What Works? – Student's Trust Towards UAPD

8/2024 – 12/2024

University of Arizona, Tucson, AZ

- Analyzed the relationship between the use of force and public trust to inform policies and training programs aimed at reducing force incidents and rebuilding community trust, recognizing how diminished trust can hinder cooperation, reporting, and overall campus safety.
- Proposed strategies to improve student trust in UAPD, including safety updates, community Q&A sessions, drug prevention programs, fair policies, positive officer engagement, and anonymous feedback channels.
- CITI Program Certification – Human Research

ADDITIONAL INFORMATION OR SKILLS

ADDITIONAL INFORMATION

Collaborative, creative, inquisitive, entrepreneurial, and pedagogically effective. Microsoft Suite, Power Point, Excel (Intermediate, pivot tables, XLOOKUP), D2L, Trellis/Marketing Cloud, Canva, eSMS, recognized as an Arizona Champion by staff council in 2024.

Grants:

Stanford University and Gilder Lehrman Grant Recipient “**The Gilded Age and its Modern Parallels**” (07/2012)(1 wk).
Brown University NEH Grant Recipient “**The Role of Slavery in New England Commerce, Industry and Culture to 1860**” (07/2011)(2wk).|

SKILLS

Technical Proficiencies: Microsoft Office Suite | Adobe Photoshop | InDesign | Illustrator | Lightroom | Premiere | iMovie | Slack | Canva | Videography | Digital and Film Photography | Nikon and Canon DSLR cameras with various lenses
Social Media: Twitter | Facebook | LinkedIn | TikTok | Pinterest | Instagram | Snapchat | YouTube

SKILLS

- Languages: Korean (TOPIK II proficiency – Intermediate Knowledge)
- Skills: Time Management, Leadership and Team Management, Teamwork, Problem-Solving, Organization, Attention to Detail, Written and Verbal Communication, Negotiation
- Technology Skills: Microsoft Office Suite (Excel [data sorting, PivotTables, charts], Word, PowerPoint, Teams), Google Suite (Sheets and Docs), Adobe Creative Cloud (Acrobat, Photoshop, Illustrator, Premiere Pro), Canva, TopHat
- Certificates: Food Handlers, Arizona Title IV, FERPA, First Aid

Always Tailor your resume



Most recruiters spend six seconds on
average reviewing a resume

- Do you meet the minimum qualifications?
- Do your listed skills align with the position?
- Are your interests/goals aligned with the role and organization?

A few words about using AI

- Don't share personal information (name, address, identifiers).
- Use sparingly as a tool to help, not as a primary author.
- Make your prompts clear and specific.
- Read and edit outputs carefully!
- Most of the document should be in your own words.

- AI is good for formatting and drafts.
- Generate multiple outputs until you get what you want.
- AI is bad at personalizing and hallucinates often.
- You do not need to accept AI suggestions!



Resume

Chat GPT can assist with bullet point wording. “Write a bullet point beginning with a strong action verb that highlights these skills (X) used to produce this result (Y).”

Revise

AI can help re-word bullet points, phrases, or emails. For example, “Make this email sound more professional” or “Change the tone of this message to be more respectful”





Test it out!

[Chatgpt.com](https://chatgpt.com)

Begin with a bullet point and ask AI to make it stronger, more impactful, or incorporate a quantitative result.

Start broadly, “what are some entry level job titles that Political Science majors would be qualified for?” Drill down, -“what companies hire for XYZ positions?”



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Questions?

Before we briefly talk about Elevator Pitches?



Elevator Pitch



A 30 second overview of an individual's knowledge, skills, and accomplishments*



*Source: <http://internships.about.com/od/networking/g/elevatorspeech.htm>



Quickly tells the audience:

- Who you are
- What your unique skills are
- What you have accomplished
- What your future goals are



Goals of your pitch:

- Engage in a conversation
- Tell your story
- Differentiate yourself
- Create a relationship
- Get the listener to say, “tell me more...”

Guidelines for creating your elevator pitch*

Who are you?

Name, school, graduation year

What industry are you pursuing?

Background, industry before SGPP?

What was your role and main responsibility?

What do you have to offer?

What prior experience suggests reasons for targeting this function/industry?

How can you add value? What contributions can you make?

What makes you unique from other candidates?

What benefits can employers derive from your skills, based on proven accomplishments?

Call for action: The Ask

What is your goal, your desired next step from here?

What question(s) could you ask to invoke further dialogue?

*Permission granted by DePaul University, Kellstadt Graduate School of Business to use worksheet content.
<https://kellstadtcmblog.files.wordpress.com/2015/06/elevator-pitch-handout.pdf>



What jobs am I qualified for? Where do I start looking?

92	Research Assistant (Speech Processing)	Carnegie Mellon University, Stanford	\$45k–\$70k	Strong master's + research methods	Most common stepping stone to PhD
93	Research Associate (Speech & NLP)	universities, research labs	\$55k–\$85k	Publications or thesis research	Slightly more independent than RA
94	Research Program Coordinator (Speech Tech)	universities, institutes	\$55k–\$85k	Project management	Administrative/research hybrid
95	Smart Device Voice Integration Engineer	IoT companies	\$105k–\$165k	Embedded systems	Hardware crossover
96	Sociophonetics Research Assistant	universities	\$50k–\$80k	Variationist methods	Accent/dialect research
97	Speaker Verification Analyst	security companies	\$85k–\$135k	Biometrics, signal processing	Authentication systems
98	Speech Accessibility Consultant/Analyst	healthcare systems, nonprofits	\$75k–\$120k	Accessibility standards	Excellent SLHS crossover
99	Speech Annotation Research Lead	AI labs	\$65k–\$100k	Annotation + project coordination	Supervises linguistic data pipelines
100	Speech Annotation Specialist	Scale AI	\$55k–\$85k	IPA/transcription, annotation tools	Common entry point
101	Speech Compression Engineer	telecom companies	\$110k–\$165k	DSP expertise	Legacy but valuable
102	Speech Corpus Field Collector	research projects	\$45k–\$70k	Data collection	Often grant-funded
103	Speech Corpus Manager	Scale AI	\$80k–\$125k	Annotation pipelines	Dataset curation leadership
104	Speech Data for Social Good Analyst	research orgs	\$60k–\$100k	Data + ethics	Works on fairness, bias, inclusion
105	Speech Data Researcher	AI research labs	\$60k–\$95k	Corpus building + annotation + analysis	Focus on dataset creation
106	Speech Data Scientist	Spotify, TikTok	\$100k–\$150k	Stats + ML + data handling (Python, SQL)	Works on voice/audio analytics and recommendation
107	Speech Ethics Analyst	Microsoft	\$95k–\$150k	Responsible AI knowledge	Emerging field
108	Speech Hardware Integration Engineer	hardware startups	\$95k–\$150k	Embedded systems + audio	Microphones, wearables, smart devices
109	Speech Patent Analyst	IP law firms	\$90k–\$145k	Technical literacy	Unusual but lucrative
110	Speech Perception Researcher	cognitive science labs	\$55k–\$85k	Experimental phonetics	Perception-focused
111	Speech Privacy Advocate/Engineer	privacy orgs, startups	\$90k–\$150k	Security + speech tech	Protects voice data
112	Speech Prompt Engineer	conversational AI firms	\$95k–\$155k	LLM + dialogue systems	Real but evolving title
113	Speech Quality Assurance Engineer	Cisco	\$85k–\$130k	Testing frameworks	Telecom applications
114	Speech Recognition Engineer	Google, Apple, Amazon	\$110k–\$170k	Internships in ASR/NLP, Python, ML frameworks	Core role building systems like Siri/Alexa; very competitive
115	Speech Signal Processing Researcher	Dolby Laboratories	\$90k–\$140k	DSP + ML	Often industry research
116	Speech Synthesis (TTS) Engineer	Amazon, Google	\$110k–\$160k	Deep learning, signal processing, audio pipelines	Builds natural-sounding voices
117	Speech Synthesis Researcher	Amazon	\$110k–\$170k	Deep learning + audio	TTS-focused
118	Speech Technology Clinician (Hybrid Role)	hospitals, clinics	\$75k–\$110k	Often requires or pairs with SLP training	Applies tech to speech disorders
119	Speech Technology Project Manager	enterprise AI firms	\$95k–\$145k	PM + speech domain expertise	Less technical, more coordination
120	Speech-Based Literacy Specialist	schools, nonprofits	\$60k–\$95k	Literacy + speech knowledge	Supports reading development
121	Subtitle/Caption Technology Analyst	streaming companies	\$65k–\$105k	Accessibility + NLP	Caption quality automation
122	Synthetic Voice Licensing Manager	media / AI startups	\$100k–\$160k	Product/legal coordination	Business-facing speech tech
123	Technical Program Manager (Speech AI)	large tech firms	\$130k–\$200k	Prior technical project leadership	Leadership path
124	Telecom Speech Engineer	AT&T, Verizon	\$95k–\$145k	Telecom + audio systems	Network voice optimization
125	Telepractice Platform Designer	digital health companies	\$85k–\$135k	UX + speech therapy workflows	Practical healthcare application
126	Vocal Health Technology Researcher	hospitals / startups	\$80k–\$130k	Clinical voice science	Strong SLHS relevance

- Handshake
- LinkedIn
- Indeed.com etc.
- Company Websites
- Personal and alumni networks
- Career Fairs
- Internships

The screenshot displays the University of Arizona Career Center website. At the top, there is a navigation bar with links for Quick Links, Current Students, Faculty & Staff, Employers, Alumni, and Co. Below the navigation bar is a search bar labeled "Search all Events". Under the search bar, there are several filter buttons: "All Events", "Clear", "Career Fairs" (which is selected and has a checkmark), "Workshops +", "Webinars +", and "On-Campus Interviews +". The main content area lists four upcoming events:

- SEP 15** **2026 Fall Career Days - All Majors Fair**
[Tuesday, September 15, 2026](#)
 12pm - 3pm
[Bear Down Building](#)
- OCT 06** **2026 Fall Career Days - STEM Fairs**
 Tuesday, October 6, 2026 - Wednesday, October 7, 2026
 11am - 2pm
 1303 East University Boulevard, Tucson, Arizona 85719, United States
- OCT 22** **2026 Internship & Research Fair**
 Thursday, October 22, 2026
 12pm - 3pm
 Bear Down Building
- NOV 04** **2026 Health Professions Career Fair**
 Wednesday, November 4, 2026
 11am - 1pm
 1670 East Drachman Street, Tucson, Arizona 85719, United States



Questions?

