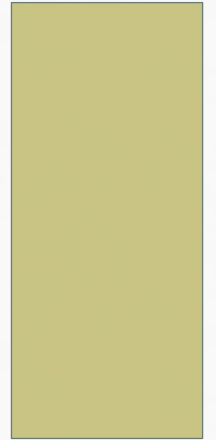


PROFESSIONAL DEVELOPMENT

DEPARTMENT OF ANIMAL SCIENCE



PERSONAL STATEMENT

- What is it?
 - A short essay about why you deserve this scholarship
 - An opportunity for us to get to know you!
 - We have your transcript
 - It must be **memorable**

PERSONAL STATEMENT

DO

- There are different ways to start but make sure that you are grabbing our attention from the start
- Proofread – this can make all the difference!
- Clear and Concise
- Have an outline, plan ahead

DON'T

- “Since I was 3, I have always wanted to be a vet.”
- Do it the night before
- Ask for someone to proofread the day of
- Handwrite any part of your application
- Casual Language

TIPS

- Know your audience: the Scholarship Committee is made up of staff and faculty
 - Some scholarships will be seen by the Donors – Donors who you may end up meeting
- Use professional language – but try to keep it from getting “wordy”
- PROOFREAD
- Highlight what is relevant for each Scholarship you are applying for
 - Read the description carefully

BAD EXAMPLE

I have always wanted to be a vet! Vet school vet school vet school vet school vet school. More stuff about how I want to be a vet. Oh, yeah, and I kind of like animal science because that's my major, ya know?

I am not that good of a student. But I love animals! I am not strong academically, but drive and passion will carry me through the rest of school.

LETTER OF RECOMMENDATION

- Pick someone who **knows** you!
 - It doesn't have to be someone from UCD
 - Although as you get further into the program, the more that we expect it to be
 - TA's can also be appropriate depending on the situation
- Always read the guidelines of your scholarship application
 - Ask if you don't know!

OTHER ITEMS

- Resume – keep it to one page!
 - The ICC has a resume workshop
- If you are applying for more than one scholarship:
 - Make sure that your personal statements are different



WHAT IS PROFESSIONAL ETIQUETTE?

- Unwritten code of conduct regarding interactions of individuals in a business setting.
- Makes everyone feel comfortable
- Makes things flow smoothly
- Leaves a lasting first impression
- Gives you a competitive edge
- Or.....

DRESSING FOR SUCCESS

Do's

- Dress appropriately or ?
- Be clean
- Minimal Jewelry
- Shave
- Manicure

Don'ts

- Headwear
- Wrinkles
- Tight-fitting
- Expose tattoos
- Heavy
perfume/cologne
- On-site grooming

BUSINESS PROFESSIONAL



BUSINESS CASUAL



BUSINESS PROFESSIONAL



BUSINESS CASUAL



What to wear?

This guide demonstrates acceptable Business Professional and Business Casual Attire for your upcoming career events.
NOTE: For Interviews, always choose Business Professional attire.

INTRODUCTIONS

- ALWAYS state you first AND last name
- ALWAYS stand when being introduced (why?)
- Wear nametags on the left side (why?)
- Keep your right hand free for shaking
- Handshake
- Eye contact
- Closing statement

CONVERSING

- Proper grammar & vocabulary
- No slang, or swearing!
- Show interest
- Avoid controversial topics
- Body language
- Actively participate

DINING ETIQUETTE

- Be polite
- Wait to be seated
- Leave bags, purses, on floor
- Your napkin
- Elbows and arms
- Utensils
- Speaker begins eating first
- Bring food to your mouth
- Don't talk with your mouth full!

MORE DINING ETIQUETTE

- DO not eat with your fingers, unless.....
- Try & eat at the same pace as others
- Don't double-dip
- Excuse yourself if you leave the table

CELL PHONES

- Turn on silent or off before entering event
- If you must check calls/texts, leave the room
- Do not keep your phone on the dining table

N  **PHONE
ZONE**

OTHER TIPS

- Only say “thank you” once or twice
- Never pull out anyone’s chair
- Don’t cross your legs or arms
- Keep fingers together when pointing
- Arrive on time
- Be prepared

- Just be polite

