

# BYU-Idaho Career Preparation Appointments

Resume Reviews | Mock Interviews | Cover Letter Reviews | Digital Profile Reviews

## How to Schedule

1. Log into [iplan.byui.edu](http://iplan.byui.edu)
2. Click on "Academic Advising" (bottom right of page)

### Business & Comm Majors (Except B100 Students)

- Select the 'Business & Comm Society Members Career Prep' portal (**Do not select** 'Career Preparation Services')

### All Other Majors (Plus B100 Students)

- Select the 'Career Preparation Services' portal

3. Select the visit type (In-person, Phone, Video Chat)
4. Select the visit reason (resume, mock interview, digital profile, cover letter, etc.)
5. Click on a time slot to find a day & time that works for you
  - **Note:** If the day is blank, we are booked. Cycle through multiple days until an availability appears.

## How to Prepare for Appointment

1. Read the entire confirmation email and following the preparation instructions described below.

| Résumé Review   | Cover Letter Review   | Mock Interview   |
|---|---|--|
| <ul style="list-style-type: none"> <li>▪ Download and complete the <b>Know Your Audience guide</b> for a real or hypothetical job and company.</li> <li>▪ Review the online <b>resume</b> guidelines and samples relevant to your industry/department. Incorporate recommended guidelines into your resume, while doing your best to tailor it to what you are learning about your audience.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Download and complete the <b>Know Your Audience guide</b> for a real or hypothetical job and company.</li> <li>▪ Review the online <b>cover letter</b> guidelines and samples relevant to your industry/department. Incorporate recommended guidelines into your cover letter, while doing your best to tailor it to what you are learning about your audience.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Download and complete the <b>Know Your Audience guide</b> for a real or hypothetical job and company.</li> <li>▪ Review the '<b>Mock Interview Prep Chart</b>' so you can practice giving your best answers during your appointment.</li> <li>▪ <b>Dress professionally</b>, as you would for a real job interview</li> </ul> |

**Digital Profile Review Prep:** Create and complete your [LinkedIn](#), [Handshake](#), or [Portfolium](#) profile to the best of your ability. Include content from your resume and just bring yourself.

## What to Bring

| Résumé Review   | Cover Letter Review   | Mock Interview   |
|---|---|--|
| <ul style="list-style-type: none"> <li>▪ Hard copy of completed <b>Know Your Audience guide</b></li> <li>▪ 2 hard copies of your <b>résumé</b> draft</li> </ul> | <ul style="list-style-type: none"> <li>▪ Hard copy of completed <b>Know Your Audience guide</b></li> <li>▪ 2 hard copies of <b>cover letter</b> draft</li> <li>▪ 2 hard copies of your <b>resume</b></li> </ul> | <ul style="list-style-type: none"> <li>▪ Hard copy of completed <b>Know Your Audience guide</b></li> <li>▪ 2-3 questions to ask the interviewer about the position being sought, as one would for a real job interview (required)</li> <li>▪ 1 hard copy of <b>resume</b> (preferred)</li> </ul> |

2. Arrive 5 minutes early to your appointment.
  - If you are 5 minutes late or come unprepared, you waive your right to receive class credit.
  - If you are 10 minutes late, cancel less than 24 hours in advance, or do not show, you will be charged \$12 per appointment.