Business Students Preparation for AST Requirements  
(For Business Administration and Management Majors; These requirements do not currently apply to ECO, ACC, or MIS Majors)

We have a new program in place for Business Administration and Management students to help better prepare you to apply for internships. You are required to utilize the Career Center resource - Optimal. Here are instructions on how to access Optimal:  
http://www.uis.edu/career/onlinetoolbox/optimalresume.html

Once logged in, utilize the Resume, Letter Builder, and Interview Modules. In the Interview Module select the AST Interview; You should record this interview (written, audio, and video all acceptable), as you will use this during your AST course. The Career Center will send us a report indicating that you have completed these tasks. (Please note: if you already have a resume and cover letter written - upload what you have and review the modules to see if there are improvements that you can make.)

You also need to review the following videos through Career Spot:

- Go to http://www.uis.edu/career/
- Scroll down to bottom of Career Development Centers Website
- Find the Career Spots Section and select “Click Here” Box
- Locate the Videos listed below by:

  Business Casual  
  Category  
  1. Go to Job Search Tab  
  2. Scroll to and Select “Interview Dress”  
  3. Click on “Business Casual”

  Making a First Impression  
  Category  
  1. Go to Job Search Tab  
  2. Scroll to and Select “Interview- Before”  
  3. Click on “First Impression”

  Top 10 Interview Mistakes  
  Category  
  1. Go to Job Search Tab  
  2. Scroll to and Select “Interview- During”  
  3. Click on “Top 10 Interview Mistakes”

  Stand Out Resumes  
  Letter” Category  
  1. Go to Job Search Tab  
  2. Scroll to and Select “Resume & Cover Letter” Category  
  3. Click on “Stand Out Resumes”

  Email Etiquette  
  Letter” Category  
  1. Go to Job Search Tab  
  2. Scroll to and Select “Resume & Cover Letter” Category  
  3. Click on “Email Etiquette”

  Cover Letters  
  Letter” Category  
  1. Go to Job Search Tab  
  2. Scroll to and Select “Resume & Cover Letter” Category  
  3. Click on “Cover Letters”

You will be quizzed on the content of these videos in the EXL 300 course.

Be sure to complete the AST Project Outline for Business (BUS & MGT) Students (not the standard Project Outline)

If you have questions about these requirements contact the AST office - BRK 482  
217-206-6640; ast@uis.edu