2025-26 | CAREER SERVICES

CAREER GUIDE

READY FOR THE NEXT STEP

















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CAREER SERVICES

Career Services assists Southern Miss students in finding a career they love and building the professional skills employers value. Through career exploration, career-readiness coaching, job search skills development, and connections to real-world opportunities, students are ready for the next step!

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HATTIESBURG CAMPUS COOK LIBRARY 203 601.266.4153



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USM.EDU/CAREER-SERVICES

CONNECT WITH CAREER SERVICES

Students who visited their university's career center reported higher satisfaction with their major, were more confident in their career options, and received more job offers than students who never took advantage of the career center services.

Sources: Inside Higher Ed and NACE 2023 annual report

Southern Miss students enrolled in a degree program and registered for classes, as well as alumni, are encouraged to connect with Career Services.

HOW TO SCHEDULE AN APPOINTMENT

- Visit the Career Services website (usm.edu/career-services) and select "Schedule an Appointment."
- Choose either an in-person or virtual (Teams) meeting.
- A confirmation and reminder will be sent to the email address used for scheduling.

Meetings are scheduled for 45 minutes.

Contact the office if you need to cancel or reschedule your appointment.

WHAT TO EXPECT DURING YOUR APPOINTMENT

During the appointment, a career advisor will discuss options and offer personal guidance to support students in defining and achieving their academic and career goals. Appointment topics can include these services:



Choosing a major Exploring career options Career counseling and interest assessments

Graduate school options

Résumé development Cover letter writing Interview practice Networking strategies Identifying job and internship opportunities



Student employment (on- and off-campus jobs)

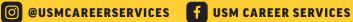
Pathway experiences (internships, practicums, etc.)

Informational interviewing

Career, graduate school, and job fairs (fall and semesters)

FOLLOW US ON SOCIAL MEDIA







ONLINE RESOURCES

Find these resources at usm.edu/career-services/online-resources.php.

CAREER EXPLORATION TOOLS

WHAT CAN I DO WITH THIS MAJOR?

Features 100 major profiles with information on common career paths, types of employers that hire in the field, and strategies to maximize opportunities





O•NET OnLine

The nation's primary source of occupational information, providing a comprehensive database and online application for exploring and understanding various careers



An online career and education planning system that helps users explore majors, career options, and make informed decisions about their future*

JOB-SEEKING TOOLS



A job search aggregator, compiling opportunities from various sources and providing tools for networking, research, and career management. Search Indeed, LinkedIn, ZipRecruiter, and company websites all in Career Shift.*

Contact Career Services for the required access code.



Optimizes résumés and cover letters for Al-powered applicant tracking systems (ATS)



Practice interview questions online, record your answers, and receive feedback from a career counselor in our office.



One-stop shop for federal jobs

Career Services now has a Certified Federal Advisor to help students navigate the federal job application process.

ii Handshake

The "Indeed" for Southern Miss Students

PROFILE FEATURES

Customize your profile to search for and receive notifications about on- and off-campus jobs, work study, internships, co-ops, and full-time positions.

Search and explore "COLLECTIONS," which group opportunities into easy-to-search categories based on industry, employer, or type of opportunity (part-time, internships, etc.).

View and register for on-campus interviews, workshops, and career events.

Interact with students and employers via the Handshake feed and so much more!

EXPLORE HANDSHAKE TODAY!

You already have a profile if you are a registered, degree-seeking student; you simply need to log in and validate your account. First-time users must log in using a desktop computer (you cannot use the app).

- 1. Go to usm.joinhandshake.com and click "The University of Southern Mississippi." Type "w" and your student ID number @usm.edu (example: w12345678@usm.edu) and your SOAR password.
- 2. If you are NOT connected to the Eduroam network, then click "Or log in using your Handshake credentials," use your university email address for example: Joe. Smith@usm.edu and SOAR password.
- 3. Upload a current résumé. Click "Build Profile From Résumé" for Handshake to automatically populate your education and work experience from your résumé.
- Edit or add your information by clicking on your initials in the top right corner of the page, clicking on "My Profile," and clicking on the pencil or EDIT icon by each section.
- Add any organization/student activities, relevant courses, and projects to complete your profile.
- Select "Community" under Privacy in Settings, to allow employers to find you! You are now ready to start searching for jobs! In the future, you can also use the Handshake app (IOS or Android).

STUDENT EMPLOYMENT

Student Employment offers career-readiness development experiences for students through on- and off-campus part-time employment opportunities.

Why You Should Visit Career Services

- Get personal assistance from the coordinator.
- Learn how to navigate Handshake for iob search needs.
- Receive job search and interview tips, including résumé help.

Benefits of Working Part-time as a Student

- Earn money to supplement living costs while enrolled.
- Build résumé with relevant professional experience.
- Develop useful skills that can benefit you in future employment.
- Get ahead in the job market by connecting with employers and building a network of contacts.
- Obtain work experience before receiving your degree.

Make sure to always follow up with the employer.

(See our follow-up instructions on page 25).

How Does Student Employment Work?

Student Employment is located within Career Services. Below are two options for using this service.



- 1. Visit Handshake to search for off-campus, part-time job opportunities.
- 2. Schedule an appointment with the coordinator for guidance on navigating employment opportunities that best suit you.

When you schedule an appointment, you can also receive help with other aspects of the job search process, such as the following:

- Résumé preparation
- Cover letter review
- Interviewing techniques

Types of Student Employment

- On-campus wage (20 hours/week maximum)
- On-campus work-study (20 hours/week maximum)
 - Eligibility determined by FAFSA and verified in SOAR
- Off-campus wage (hours and wages determined by employer)

AI AND THE MODERN **JOB SEARCH**

Keeping It Real in an Artificial World

Best Practices for Using AI in Your Job Search

- Use AI as a starting point, not the final product. Tools like ChatGPT or résumé builders can help draft cover letters, résumés, or LinkedIn summaries-but always personalize and proofread to reflect your authentic voice and experiences.
- Train the tools by knowing yourself. The better input you give (your skills, goals, and achievements), the better output you'll get. Be specific when prompting AI to help tailor content to your unique story.
- Don't rely on AI to apply for you—own your strategy. Let AI help with researching companies, preparing interview answers, or tracking applications, but you should be the one making key decisions and reaching out to employers.
- Stay aware of ethical boundaries and school policies. Always be transparent if required (e.g., in career services or coursework) and avoid misrepresenting qualifications or experiences generated by Al.



Scan here or visit our website at USM.EDU/CAREER-SERVICES/ STUDENT-EMPLOYMENT.PHP

Cook Library 203 Monday-Friday, 8 a.m.-5 p.m. 601.266.4159

@USMSTUDENTWORK

CENTER FOR PATHWAY EXPERIENCES

The goal of the center is to assist undergraduate students in finding pathway experiences that connect to their post-graduation goals.

What are pathways?

Pathways are significant experiences connected to a student's post-graduation goals.

- Internships (on and off campus; paid or unpaid)
- Part-time jobs (on or off campus) related to a student's career path
- Research (scholarly and/or creative)
- Student teaching, clinicals, practicums, externships
- Fieldwork/other activities that provide students with experience related to their chosen discipline and/or postgraduation goals

Benefits

- Gain relevant work experiences in career field of interest.
- Build career-readiness skills and add these highly soughtafter competencies to your résumé.
- Develop and expand your professional network.



Scan here or visit our website at

USM.EDU/PATHWAYS

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How does the center help?

FIND: Schedule one-on-one appointments with a career advisor to discuss goals and strategies on using online resources.

FUND: Summer scholarships for pathways-related experiences are available in the GO System.

FINISH: Participate in the Pathway Reflection to receive a free graduation cord to wear at Commencement.



Allow 4-6 months to find and apply for an internship.



QUOTES FROM STUDENTS ABOUT PATHWAY EXPERIENCES

"This past summer I was a marketing intern with the Better Business Bureau serving Central and South Alabama. The internship helped me gain value experience in almost every aspect of marketing. I learned so many amazing things but if I had to choose one key takeaway, it would be to not be afraid to give your input. Your internship is meant to teach you about the field, and you can't learn if you aren't even willing to try. I was able to share my ideas and thoughts and learn why they were effective or why maybe they weren't. Don't let fear of failure or rejection get in the way of you learning and growing." —K. Devoe

"Don't underestimate the power of curiosity and eagerness to learn. Ask questions, show initiative, and be open to trying new things—even tasks outside your comfort zone can teach you something valuable. Also, keep your résumé updated and talk to your professors and peers—you never know who might connect you to your next opportunity." —S. Collins

CAREER SERVICES AROUND CAMPUS









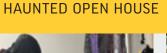


















PARTY AT THE PAYNE

FOUR-YEAR CAREER-READINESS PLAN

YEAR 1 - Explore

- Schedule an appointment with a career counselor to explore how your personality, interests, skills, and values relate to your career goals.
- Research the university website to learn about major options and read course descriptions.
- Check out the "What Can I Do With This Major" online resource available through Career Services.
- Explore and join one or two student organizations on campus.
- Familiarize yourself with academic and student support services such as Student Counseling Services, Student Health services, Writing Center, Speaking Center, etc.
- Activate and update your Handshake account to gain experience through internships and part-time on- and off-campus jobs.
- Attend events hosted by Career Services to gather valuable information about careers of interest and start building a professional network.
- Create or update your résumé with the help of Career Services.

YEAR 3 - Engage

- Meet with Career Services to review your career development plan progress.
- Seek out experiential learning opportunities, such as an internship.
- Enhance interview skills by scheduling a mock interview with a career counselor.
- · Update your résumé.
- Attend our Career Fairs to strengthen previous employer relationships and build new networking opportunities.
- Join student and professional organizations related to your career for additional real-world experience.
- Going to graduate school? Start writing essays and preparing for entrance exams.

YEAR 2 - Establish

- Meet with a career counselor to determine specific career goals and to ensure your major is an appropriate choice.
- Create a career development plan to track the necessary knowledge, skills, and abilities you need to enter the workplace or attend graduate school.
- Actively participate in campus organizations and seek out leadership opportunities when possible.
- Seek out a mentor to develop connections and get guidance in your career pursuit.
- Attend career events to actively engage with companies of interest.
- Apply to internships and part-time jobs of interest via Handshake.
- Explore study-abroad programs.
- Update your résumé, remove high school information, and highlight the skills developed since your first year
 Career Services can help!

YEAR 4 - Employ

- Utilize Career Services to ensure expert job-seeking and professional skills.
- Continue to use Handshake to search for jobs and apply for on-campus interviews with employers.
- Start applying for professional jobs six to nine months before graduation.
- Attend ALL career events practice makes perfect!
- Establish your references.
- Complete the First Destination Survey emailed to you from Handshake or at cap and gown pickup to inform us of your post-graduation plans.
- Acknowledge and celebrate your hard work, achievements, and growth.
- Commit to continued professional development and always exemplify the excellence of a Golden Eagle!



Document your progress to help you articulate experiences and skills on your résumé.

ARE YOU CAREER-READY?

"Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college-educated for success in the workplace and lifelong career management. For new college graduates, career readiness is key to ensuring successful entrance into the workforce. Career readiness is the foundation upon which a successful career is launched. Career readiness is, quite simply, the new career currency." -National Association of Colleges and Employers (NACE)

8 CAREER-READINESS COMPETENCIES

Critical Thinking

· Identify and respond to needs based on understanding situational context and logical analysis of relevant information.



Communication

· Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



Teamwork

· Build and maintain collaborative relationships to work effectively toward common goals while appreciating other viewpoints and shared responsibilities.



Professionalism

 Know work environments differ greatly, understand and demonstrate effective work habits. and act in the interest of the larger community and workplace.



Technology

· Understand and leverage technologies in an ethical manner to enhance efficiencies, complete tasks, and accomplish goals.



Leadership

 Recognize and capitalize on personal and team strengths to achieve organizational goals.



Career and Self-**Development**

 Proactively develop oneself and one's career through continual personal and professional learning. awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and outside one's organization.



Global/Intercultural **Fluency**

· Demonstrate the awareness. attitude, knowledge and skills required to engage people from different backgrounds.



Visit Career Services or naceweb.org/career-readiness-competencies to learn more about developing career ready competencies.

Find a Career You Believe In.

Youth Villages offers a continuum of behavioral health services to children in Mississippi, including intensive home-based treatment through MYPAC (Mississippi Youth Programs Around the Clock), Intercept®, and LifeSet™, which gives former foster youth a good start on successful adulthood.

Explore career opportunities across the state!

(Biloxi, Brookhaven, Columbus, Greenwood, Hattiesburg, Hernando, Jackson, Meridian, Natchez, Vicksburg and Tupelo)

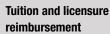
- Internships (includes spring, summer and fall)
- Full-time positions (includes both master's and bachelor's degrees)

We offer:



A comprehensive benefits package









The chance to grow professionally and be promoted



The chance to work one-on-one with children



Wellness programs and incentives









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Scan code to learn how we can help you make the most of your time at Southern Miss!

Make an appointment today!

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DEPARTMENT OF HOUSING AND RESIDENCE LIFE



#LiveSouthernMiss



Need housing for the upcoming academic year?

Housing applications open October 1!



Work where you live!

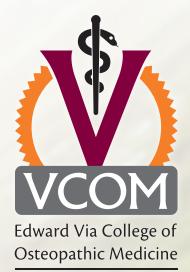
Student job opportunities include:

- Desk Assistant (DA)
- Resident Assistant (RA)
- Senior Resident Assistant (SRA)



student employment page!





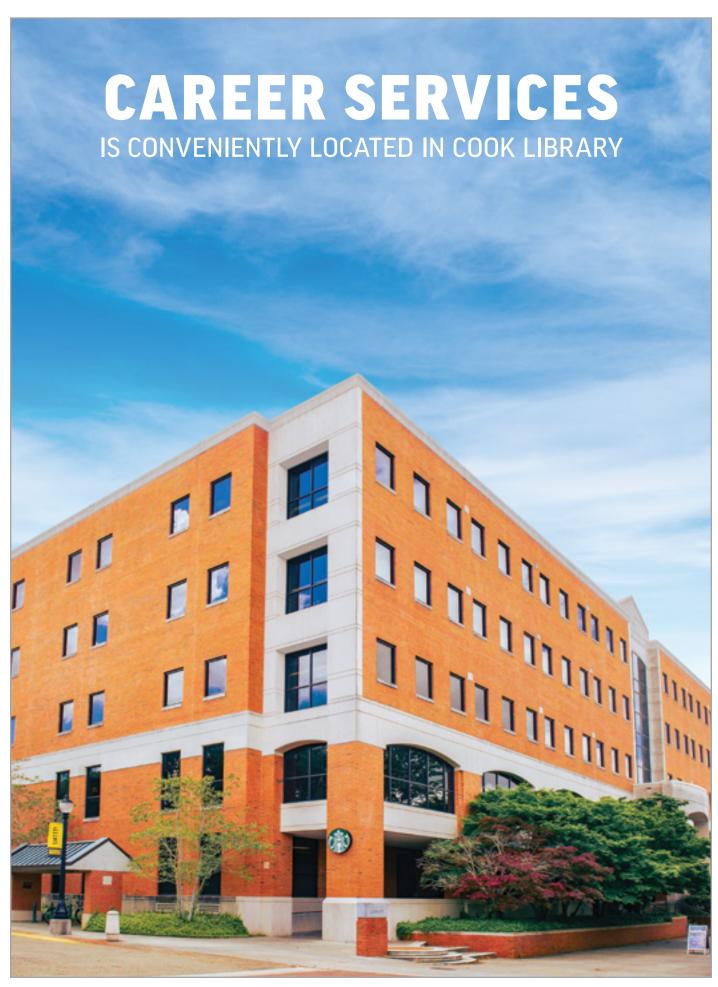
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FROM LIKES TO LINKEDIN: BUILDING A CAREER-READY SOCIAL MEDIA BRAND

Build a brand that influences your future, not just followers.

WHY SOCIAL MEDIA BRANDING MATTERS?

In today's digital world, your social media presence isn't just for connecting with friends—it's a powerful tool that can influence your future career. For college students, cultivating a strong and professional social media brand can open doors to internships, job offers, and valuable networking connections..





70%

of employers who use social media screenings have found content that caused them not to hire a candidate (CareerBuilder, 2023 survey).



90%

of recruiters say that a candidate's online presence influences their hiring decisions (Glassdoor, 2024).



71%

of employers are more likely to interview candidates with a positive online presence (Jobvite, 2024).



54%

have decided not to hire someone based on their social media presence (CareerBuilder, 2023 survey).



60%

of hiring managers believe that a strong social media presence reflects good communication skills

(CareerBuilder, 2023).



45%

of employers check candidates' social media to verify qualifications and work history (SHRM, 2023).

TIPS FOR COLLEGE STUDENTS TO BUILD A STRONG SOCIAL MEDIA BRAND:

- Clean up your profiles: Remove or privatize content that could be seen as unprofessional (i.e., profanity, references to illegal activity, questionable comments or photos, poor grammar).
- Create consistent messaging: Use similar photos, bios, and usernames across platforms to be easily recognizable.
- Share your work and interests: Post projects, articles, or insights related to your career goals.

- Engage with relevant communities: Comment on industry news, join groups, and network with peers and professionals.
- Use LinkedIn as your primary professional platform: Regularly update your profile and ask for recommendations.

OPTIMIZE YOUR PROFILE TO BECOME A LINKEDIN ALL-STAR!



Nearly every industry uses LinkedIn to find and vet job candidates, and over 90% of recruiters rely on the site. With these statistics in mind, you can't afford NOT to have a LinkedIn profile!

If you want to truly maximize the value of LinkedIn, you'll want to optimize your profile. Optimizing your profile means completely filling it out and becoming a LinkedIn "all-star." LinkedIn users who achieve all-star status show up in recruiters' search results more often.

Use the following tips summarized from Social Media Marketing: A Strategic Approach to market yourself and achieve all-star status on LinkedIn.

1. Headshot and Background

Photo should be professional and should not show too much skin (a good rule of thumb is to use a picture that shows from the collar bone up).

Use a background picture identifying your work or university.

2. Summary Section

Write your summary in first person (i.e., use "I" not "he/she"). Use keywords that describe you and what you DO rather than a job title. For example, if you are skilled in graphic design and want a career in that area, you might include the words "graphic designer" (how you want to be found on LinkedIn) in your summary instead of "student" (your title). Where possible, include your keywords in other areas of your profile, as well, so that you come up in searches of recruiters looking for job candidates with your competencies and receive suggestions from LinkedIn about jobs that would be a good fit.

3. Skills/Endorsements

Fill out the skills section of your profile. LinkedIn allows you to input 50 skills. Use them all! People can then endorse you for these skills, which adds to your credibility.

4. Groups

LinkedIn lets you join up to 100 groups. Join groups that are relevant to your career and interests. Monitor conversations, and look for opportunities to share opinions and give feedback. Be seen as a contributor and someone who is helpful.

6. Connections

Aim for 500 connections, but try to stick to connecting with people you have met offline or through a group on LinkedIn. That way, you'll build a solid network on which you can rely in the future. It can take some time and effort to build 500 connections, but doing so indicates to LinkedIn that you are a serious, well-connected professional and increases the odds of your profile getting served up in searches. When needed, include with your invitation to connect with a message on how you know the person.

7. Utilize the Jobs Menu

Use the Jobs menu to search for jobs posted on LinkedIn. You can search by job title, company name, skill, location, and other criteria. You can even search using the pre-made Collections option, which groups jobs based on specific criteria, such as industry, career growth, and location. If you are actively seeking new opportunities, be sure to have the Open to Work option turned on to help potential employers find you. Create job alerts to be notified when new jobs are posted.

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Bahler, K. (2018, January 17). What Your Linkedin Profile Should Look Like in 2018. Retrieved from time.com/money/5077954/linkedin-profile-tips-résumé.

DRESS TO IMPRESS

How you dress is critical when making a first impression, whether it be at a career fair, networking event, or an interview. According to the National Association of Employers, 91% of employers reported a candidate's appearance influences their overall opinion about the candidate.



Dressing for an Interview

Unless specifically stated by the interviewer, professional dress (a business suit) is recommended for all interviews. Suits should be a solid, dark, neutral color consisting of a matching jacket and pants/skirt with a light-colored shirt underneath. Ties should be simple in design, avoiding loud patterns and colors. Coordinate belt and shoes.

Dressing in the Workplace

Dress codes vary by company and organization, so it is important to not only ask what the dress policy is but what clothing options might not be allowed (opentoed shoes, flip-flops, sleeveless tops, etc.). Get a clear understanding of the policy because business casual or casual at one company may not be the same at another. Enhance your professional reputation by dressing toward the more business/professional end of the dress code.

FREE Professional Clothing

Remember that what you wear is as important as how you wear it. Clothes should be clean, tailored, in good condition, and wrinkle/lint-free. Hair should be well-groomed and clean. Jewelry should be moderate, and fragrances should be mild. Shirts should be tucked in with a belt.

Southern Miss offers a FREE professional dress program at the Hattiesburg and Gulf Park campuses! Both programs have a selection of professional clothing, shoes, and accessories available to students at no cost. Student ID is required.

SEYMOUR'S CAREER CLOSET

Bolton Hall, First Floor Hattiesburg Campus sustainability@usm.edu

GULF PARK CAREER CLOSET

Hardy Hall, Third Floor, Room 335 Gulf Park Campus mary.maner@usm.edu or 228.214.3330

PORTFOLIOS WITH PURPOSE: SHOWCASE YOUR SKILLS AND EXPERIENCE

Think portfolios are only for artists or designers? Think again. Educators, engineers, marketers, and healthcare majors can all benefit from demonstrating accomplishments, skills, and experience in a clear, visual format.

Why a Portfolio Matters?

A portfolio

- · Demonstrates your ability to apply skills and knowledge through real work, not just words;
- · Reflects professional growth over time;
- Helps you stand out in a competitive job market; and
- Serves as a conversation starter in interviews.

Best Practices for Developing a Portfolio

- Tailor to your field: Portfolios for creative fields differ from those in education, business, or social work.
- Start early: Collect and organize materials throughout your academic journey.
- Be selective: Include only your best and most relevant work.
- · Show reflection: Add context or brief narratives that explain your process and impact.
- Keep it updated: Regularly revise and replace outdated content.
- Practice presenting it: Be prepared to walk someone through your portfolio in a professional setting.

Key Elements to Include

- Professional Summary or Personal Statement
- Résumé
- Work Samples (projects, presentations, case studies, research, lesson plans, creative work, etc.)
- Reflections or Project Descriptions (What was the goal? What was your role? What did you learn?)
- Certifications or Awards
- · Letters of Recommendation or Evaluations
- Transcript or List of Relevant Coursework
- Service Learning or Volunteer Work
- · Leadership and Campus Involvement
- Professional Development (e.g., workshops, trainings, conferences)



Digital vs. Physical Portfolios

Feature	Physical Portfolio	Digital Portfolio
Format	Binder or printed document	Website, PDF, or digital platform (e.g., Wix, Canva, Google Sites, Portfolium, LinkedIn)
Accessibility	Brought to interviews	Shared via a link, accessible anytime
Customization	Limited design options	Highly customizable with visuals and layout
Interactivity	Static	Can include multimedia (videos, audio, links)
Use Case	In-person interviews, fairs	Job applications, networking, and virtual interviews

MICRO-CREDENTIALING

Take your degree to the next level with in-demand skills.

Why?

In today's job market, a college degree is still a valuable foundation—but it's no longer the only thing employers look for. More than ever, students are expected to show **practical**, **job-ready skills** alongside academic achievements. That's where **micro-credentials** come in: short, focused learning programs that give you proof of specific, career-relevant competencies before you even graduate

What Are Micro-credentials?

Micro-credentials are compact, skills-based certifications in subjects like data analysis, project management, UX design, coding, digital marketing, and more. These programs help bridge the gap between what students learn in the classroom and what's expected in the workplace.

Micro-Credentials Are

- Quick Often completed in weeks, not semesters,
- Stackable Can lead to larger certificates or even degrees,
- Recognized Offered by industry leaders and top universities, and
- Career-Focused Designed to align with real job roles and employer expectations.



64%

of employers prioritize skills over degrees when hiring for entry-level roles.

(LinkedIn's 2024 Workplace Learning Report).



70%

of students who earn micro-credentials feel more confident entering the job market, and

62%

report increased job opportunities.

(Coursera).

From Campus to Career: Coursera Helps Southern Miss Students Get Ready for Life

To support students in building a skillset that matches their ambitions, The University of Southern Mississippi is excited to launch a new integrated system in partnership with Coursera.

Students can access

- Over 5,000 courses from institutions like Yale, Google, and IBM;
- Verified certificates to add to LinkedIn and résumés:
- Flexible, mobile-friendly learning, designed for busy schedules;
- **Skill-building programs** that enhance your degree, not replace it.

Whether you're exploring a new interest or strengthening your core field, Coursera's offerings can help you take your education even further.

To register with Coursera for FREE, contact the associate provost for student success, Russ Willis, at russ.willis@usm. edu. Include your name, student ID, and email address in the body of the email.

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SERVICES



Provider services (physician, physician assistant or nurse practitioner)



Full-scale laboratory and X-ray services



Full-service pharmacy



Immunizations and allergy shots



Resources on health topics for presentations and program planning

APPOINTMENTS



Call 601.266.5390 usm.edu/student-health-services Location: Scott Hall (Century Park South) Monday-Wednesday: 8 a.m.-5 p.m.

Thursday: 9 a.m.-5 p.m. Friday: 8 a.m.-4:30 p.m.

Scan here to make an appointment.





SOUTHERN MISS MOFFITT HEALTH



MOFFITT HEALTH CENTER **PHARMACY**

PHARMACY SERVICES

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NETWORKING: TURNING SMALL TALK INTO BIG OPPORTUNITIES

It's not what you know or who you know - IT'S WHO KNOWS YOU!

Whether you're aiming for an internship, your first job, or mentorship in your field, networking is one of the most powerful tools in your career toolbox.

What Is Networking?

Networking isn't just handing out résumés or adding people on LinkedIn. It's about

- Starting conversations that lead to genuine relationships;
- Sharing your interests and asking about others' experiences; and
- Giving as much as you take support, insights, and respect.

Think of it as professional friendship-building, not sales or self-promotion.



How to turn small talk into big opportunities

Start with YOU

Effective networking starts with self-awareness — knowing your values, strengths, and goals helps you build authentic connections that align with your future.

Build on Existing Relationships

Your professors, classmates, alumni, and even friends' parents can be powerful connections. A simple, "I'm exploring careers in [your field]. Do you know anyone I could talk to?" can open surprising doors.

You don't need the perfect elevator pitch, but be prepared to discuss your background and interests, and ask engaging questions.

- "How did you get into your field?"
- "What do you enjoy most about your role?"
- "What advice would you give someone starting out?"

Take Action

- Attend career fairs, student organization events, and panels.
- Join LinkedIn groups and comment on professional posts.
- Follow up after meeting someone: "It was great talking – I would love to stay in touch!"

Be Real, Not Rehearsed

Be prepared, but don't be afraid to let your real personality show. Share your passions, your goals, your questions. People connect with real people, not rehearsed scripts.

Pro Tips for Student Networking

- Practice your introduction: WHO you are + WHAT you're interested in + WHY you are interested.
- Use LinkedIn early. Don't wait until graduation
 build your profile and connections now.
- Stay in touch. Share an article, offer congratulations on a promotion, or just say hello every few months.
- Give first. Offer to help whether it's volunteering, recommending a book, or promoting an event.

Real Results Start with Real Conversations

You never know where one coffee chat, DM, or career fair hello might lead. Networking isn't about being extroverted — it's about being intentional.

So go ahead - get **READY TO CONNECT!**

CAREER FAIRS: YOUR CONNECTION STARTS HERE

Every connection is a step toward your future—be READY TO IMPRESS!

Career fairs aren't just for job seekers. All students should attend career fairs each semester. Attending early builds your network, sharpens your communication skills, and helps you learn what employers are really looking for.

Before the Event

- Develop your brief introduction, practice it, and be ready to deliver it. Refer to page 24 to learn about crafting your elevator pitch.
- Look over the list of companies attending events in Handshake and find the top 10 that interest you.
- Research companies of interest. Focus on potential career paths and opportunities. Be sure to read the mission statement and what they do.
- Prepare a résumé and get your résumé reviewed by Career Services two weeks before the event. After having the résumé reviewed, make copies for distribution during the career fair.
- Career Services offers up to 10 FREE professional résumé copies for students who attend a résumé review appointment.
- Think of questions for each employer of interest. Write them out, but don't read from the list.
- Check wardrobe for professional attire. It is important that you dress to impress.
- Seymour's Closet has slightly used garments for you, FREE of charge.
- Plan ahead to avoid conflicts with work or other scheduled events. Check with supervisors and faculty as needed.

After the Event

- Organize contact information and handouts from the event. Create a document with all recruiters and representatives you met with.
- Make a phone call or send a thank you email to follow up with each employer you met. Recruiters meet with hundreds of students, so try to follow up within a day or two. Keep it short and to the point.
- Reflect on your career event experience. Ask yourself questions, such as the following:

How well did I prepare for the event?

What went well?

What went poorly?

At the Event

- Review research notes prior to meeting with an organization.
- Review your talking points before initiating a conversation with the employer(s).
- Talk to a few companies not in your top choices first.
 Practice your brief introduction (elevator pitch) on them. (See page 24 for example.)
- Treat each conversation as a mini-interview
 that's exactly what it is.
- Be sure to get contact information and follow up with each employer. (See page 25 for instructions.)
- Take notes about your discussion with each company before moving on to the next.
- Ask questions! Here are examples of questions you can ask during the event.

What qualities are you looking for in new hires?

What is the application process?

Does your company hire college students for cooperative education positions, internships or summer positions?

What do you like most about the company you are working for?

What types of things can I do while in school to make myself more competitive in your job market?



Career Services hosts multiple career and job fairs each semester. **Visit Handshake for details**.

Did I network with as many companies as I wanted?

Is there anything I could have done differently?

Did I learn something about myself?

CRAFTING YOUR ELEVATOR PITCH

Communicate your value clearly, confidently, and concisely.

What is an elevator pitch?

An elevator pitch is a brief, persuasive speech that you can use to spark interest in who you are and what you offer. The name comes from the idea that you should be able to deliver it during a short elevator ride—typically 30-60 seconds.

Where do I use this?

You can use this any time you are networking, whether you're at an event, at work, or in an interview.

Key Elements of a Winning Pitch

Cover your bases with a strong introduction, your skills, and your goals.

Who You Are

- Name, school/year/major
- Professional identity or role
- Brief background or experience

What You Do / What You're Interested In

- Key skills, passions, or interests
- Industry focus or career goals

Why It Matters / What You Want

- What you're looking for (internship, job, mentorship)
- Why you're excited or motivated

Why do I need to do this?

When you only have 30-60 seconds to pitch yourself, you can't afford to mess it up. It is VITAL to know what you want to say and how you want to say it, so preparation and practice with others is essential.



Example Elevator Pitch



My name is Aisha Cartwell, and I am a senior at The University of Southern Mississippi, majoring in marine biology. I bring with me two years of experience in customer service, and I am currently interning at the Institute for Marine Mammal Studies, where I am receiving firsthand exposure to working with marine life and educating the public. I am enthusiastic about beginning a career as a marine biologist and studying the effects of weather-related disasters on the Gulf Coast shores, as well as the specific impact on dolphins and larger marine mammals. My interests vary from research to education, and I am working toward my goal of becoming a marine conservationist."

PROFESSIONAL COMMUNICATION

How you say something is just as important as what you say.

Why Professional Communication Matters

Whether you're writing an email to a professor, messaging a hiring manager on LinkedIn, or speaking during an interview, **professional communication** builds credibility, opens doors, and sets the tone for how others perceive you.

In a world where first impressions are often made via email or Zoom, clear and respectful communication isn't just polite-it's powerful.

Professional Communication Formats

Here are the most common situations where professionalism

- Email (to employers, professors, or colleagues)
- Video calls and interviews
- In-person conversations
- LinkedIn messages
- Text or messaging platforms (Slack, GroupMe, Teams, etc.)

Quick Reminders Before You Hit Send or Speak

- Keep small take-away items with you, like a business card, so you can continue the conversation at a later date.
- Make sure your speech doesn't sound rehearsed.
- Remember to be engaging and friendly.
- Write it out; talk it out. Practice so that it's clear, concise and well-paced.

Key Principles of Professional Communication

1. Be Clear and Concise

Avoid long-winded messages. Say what you need in as few words as possible while keeping a polite tone.

Instead of.

"Hey, I was wondering if maybe you could possibly take a look at my résumé when you have time?"

"Hi, Dr. Lee, would you be open to reviewing my résumé this week? I'd appreciate your feedback."

2. Use a Professional Tone

Even if it's casual, don't be sloppy. Avoid slang, emojis, or overly casual language.

3. Respect Your Audience's Time

Get to the point and avoid sending large blocks of text. Use formatting (like paragraphs or bullet points) for clarity.

4. Proofread Before Sending

Typos and grammar mistakes can hurt your credibility. Always double check names, attachments, and tone.

5. Start and End Respectfully

Begin with a greeting ("Hi, Hello") and end with a polite signoff ("Best, Thanks, Sincerely"). Always include your full name and contact info in formal messages.

Sample Email

SUBJECT: JOB SHADOWING

Dear Ms. Brewster, (Always try to find the person's name!)

After discussing my future career goals, my professor, John Doe, recommended reaching out to you about the possibility of job shadowing. The opportunity to gain first-hand knowledge about being an educator would be greatly appreciated.

I recently became interested in teaching and would like to know more about the field before changing my major. Job shadowing would provide a real-world view of what it is like behind the teacher's desk.

I look forward to hearing from you at your earliest convenience via email at roxanne.jones@usm.edu or by phone at 888.888.8888. Thank you for your time and consideration.

Best regards, Roxanne Jones

- Make sure you have punctuated your message properly and spelling is correct.
- The tone of your email should not be casual. Do not use abbreviations or colloquial terms. The use of "textisms" or emoticons is also not considered professional. These types of communication can reflect an unprofessional and casual attitude that may send the wrong message to the recipient.
- Use the "Reply All" function carefully.
- When typing the subject, be sure it adheres to the guidelines in the job posting. If there are no guidelines, be as specific as possible. Emails from unknown individuals will usually be placed into junk mail if they do not grab the recipient's attention.

ETIQUETTE FOR STUDENTS AND GRADUATES

Why is etiquette important? Professional etiquette is about respect for yourself and others, effective communication, and setting the standards for expected behaviors. Good professional etiquette fosters a positive work environment.

Greeting

- Always rise when introducing or being introduced.
- Provide information when introducing, i.e., "Mr. Smith is CEO of ABC Bank."
- Unless given permission, always use titles and last names.
- Always have a firm handshake, and hold it for three to four seconds.
- Introduce people in the following order:
 - · Younger to older
 - Non-official to official
 - · Junior executive to senior executive
 - · Colleague to customer
- Always carry business cards.
- If wearing a nametag, wear it on your upper right chest.

Dining

- If the invitation required an RSVP, be sure to submit your response in a timely manner.
- Arrive at least 10 minutes early.
- Wait to sit until the host(ess) indicates the seating arrangement.
- Turn off your cell phone and keep it off the table.
- Discretely unfold your napkin to half and place in your lap before eating or drinking anything.
- When ordering, take cues from the host about ordering (price, type of food, etc.).
- Don't hold up the ordering; be prepared to order when asked.
- Order something that is not messy and is easy to eat.
- Expect to be served from the left and for dishes to be removed from the right.
- Do not push your dishes to the side or hand them to the waiter
- Wait to eat until everyone has been served.
- Keep your hands in your lap unless you are eating.
- Use good posture; keep your arms close to your body.
- Cut your food only one or two bites at a time.
- Use your hands to break your bread off one piece at a time. Butter each bite individually instead of the whole roll at once.

- Bring food to your mouth, not your head to the plate.
- Eat at the same pace as everyone else.
- Contribute equally to the conversation.
- Place your napkin on the seat if you must excuse yourself.
- Start with the utensil farthest from your plate.
- Dip soup away from you, and sip from the side of the spoon.
- Always taste your food before you season it.
- Bread baskets, gravy boats, and other items should always be passed to the right. Salt and pepper should always be passed together.
- Place items on the table, not in the recipient's hand.
- Don't chew with your mouth open, blow on your food, or talk with food in your mouth.
- Feel free to talk weather, sports, current events, or common interests, but never personal issues or off-color jokes or topics.
- When alcohol is present, know your limitations, and never consume if the host/interviewer abstains.
- Never apply lipstick, pick your teeth, adjust your hair, or do any other grooming at the table.







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RÉSUMÉ GUIDELINES

A résumé is a professional document that highlights your qualifications and experience relevant to a position.

WHAT IS IN A RÉSUMÉ?

Header

- Name in 18-20 pt. font, professional email address, phone number (required)
- LinkedIn (if accurately updated)
- Use the same header for résumé, cover letter, and reference page.
 - This practice assists recruiters in easily identifying your application materials.

Education (required)

- Reverse chronological order (most recent degree first)
- Complete degree title spelled out (e.g. Bachelor of Science in Psychology)
- What you do is more important to the reader than where you did it; boldface degree title for more emphasis.
- Graduation month and year or expected graduation month and year
- Full institution name (The University of Southern Mississippi), city, and state
- GPA if 3.0 or above (do not round)
- Minor if applicable
- Study-abroad experience, location and date (month, year)

Experience (required)

This includes paid work and unpaid experience such as internships.

- Reverse chronological order
- Include position title (boldface), month and year started, month and year ended, full company or organization name, location (City, State)
- Three to five bullet points that begin with an action verb and highlight the knowledge, skills, and abilities developed by performing tasks in each position
- Complete thoughts, not complete sentences (no punctuation needed)
- Use action words to begin each bullet point.
- Past verb tense for previous experience, present tense for current experience



Hiring managers spend an average of 10-20 seconds reading a résumé the first time, so think about what

stands out on your résumé at first glance. Keep it to one page unless more detailed information is required. Save ALL application documents as .pdf files with a name that is easily recognizable (FirstNameLastNameRésumé Year).

Special Projects (highly recommended)

- Title, date, city and state
- Detailed descriptions of related projects completed through coursework
- publications/professional development (highly recommended)
- Professional association conferences attended
- Presentation (verbal or poster) at professional association conferences
- Webinars
- Relevant topical papers

Skills (highly recommended)

- Specific computer/technology program skills
- Languages (list proficiency levels, ability to speak and/or comprehend)
- Specific skills related to a major or potential iob not indicated elsewhere

Certifications/Licenses (highly recommended/required)

- Required, if necessary, for position
- Include title, number (if applicable), and date received

Optional Information

- Objective
- Honors/awards/scholarships
- Athletics
- Community service/volunteer experience
- Organizational involvement/leadership

RÉSUMÉ SCORING RUBRIC

A great résumé doesn't just list what you've doneit tells a clear, compelling story about your skills, experiences, and value to an employer. This rubric is designed to help students assess the strength of their résumé across key areas like formatting, clarity, relevance, and impact.

Whether you're reviewing your own résumé or providing peer feedback, use this tool to identify areas of strength and opportunities for improvement. The goal? A polished, professional document that gets noticed and gets interviews.



Schedule an appointment with Career Services for a professional résumé critique.



Category Score		Distinguished	Proficient	Marginal	Minimal	
		4	3	2	1	
Format and Mechanics		Content fills the page but is not overcrowded. No grammar or spelling errors. All headings boldfaced. Format is consistent, well-balanced, and easy to read. Résumé conveys a strong sense of professionalism and effective communication.	Content almost fills the page but has some uneven white space. One to two grammatical errors. All headings boldfaced . Format is consistent.	Content does not fill page and has surplus white space. Font and spacing are not appealing. Three or four grammatical errors. Headings not boldfaced. Format is inconsistent.	Content is either one-half page or more pages than necessary. Font is too big or difficult to read. More white space than words on page. More than four grammatical errors. Headings not boldfaced. Format is inconsistent.	
Education Section		Section exhibits clear organization and clarity in presentation. Includes institution location, graduation date, major and degree. The degree and major listed are boldfaced and not abbreviated. Includes GPA, only if above 3.0.	Section is organized, clear, and well-defined. Includes institution with its location, graduation date, major and degree. The degree and major are listed without proper boldface. Degree or major listed incorrectly.	Section is not well-organized, clear, and well-defined. One or two required critera missing. The degree and major are listed without proper boldface. Degree or major listed incorrectly.	Section is not organized, clear, and well-defined. Three or more required criteria missing. The degree and major are listed without proper boldface. Degree or major are abbreviated or listed incorrectly.	
Experience Section		Section exhibits clear organization and clarity in presentation. Job title boldfaced. Includes location with dates for each position. Job descriptions are presented in bullet points and begin with a variety of action verbs. Descriptions clearly highlight relevant skills and accomplishments.	Section is organized, clear, and well-defined. Employer or job title boldfaced. Includes location with dates for each position. Job descriptions are bulleted and begin with a variety of action verbs. Skills and accomplishments are not evident in descriptions. Verb tense is consistent.	Section is not well-organized, clear, and well-defined. Job title not boldfaced. Includes location with dates for each position. Job descriptions not bulleted, and a variety of action verbs not used to begin descriptions. Skills and accomplishments not evident in descriptions. Verb tense inconsistent.	Section is not organized, clear, and well-defined. Job title not boldfaced. Does not include location with dates for each position. Job descriptions not bulleted. No action verbs used. Skills and accomplishments not evident. Verb tense inconsistent.	
Additional Sections: Honors, Activities, Volunteerism, Community Service		Section exhibits clear organization and clarity in presentation. Consistency between headings and content. Relevant accomplishments are listed in the order of importance to reader. Acronyms used with descriptions. Leadership roles are boldfaced.	Section is somewhat organized, clear, and well-defined. Consistency between headings and content. Relevant accomplishments listed in the order of importance. Acronyms used without descriptions. Leadership roles not boldfaced.	This section lacks clarity and effective organization. Inappropriate headings to content agreement. Relevant accomplishments are not listed in order of importance. Acronyms used without descriptions. Leadership roles not boldfaced.	Section is not organized, clear, and well-defined. Section is missing or contains very little information. Relevant accomplishments are not listed. Acronyms used without descriptions. Leadership roles not boldfaced.	
Final Score:						

ACTION WORD LIST



EXAMPLES OF ACTION WORDS THAT DESCRIBE YOUR FUNCTIONAL SKILLS

Strong résumés have strong verbiage. Use our action word list to help your résumé stand out.

	Constant	A:	Fatablished	Danamand	Farmond
COMMUNICATION	Suggested	Anded	Established	Reserved	Encouraged
Addressed	Summarized	Answered	Executed	Responded	Explained
Advertised	Synthesized	Assisted	Generated	Routed	Facilitated
Arranged	Translated Wrote	Contributed	Handled	Screened	Focused
Articulated	wrote	Cooperated	Headed	Served	Guided
Authored	CREATIVE	Counseled	Hired	Submitted	Individualized
Collaborated	Acted	Demonstrated	Hosted	Supplied	Informed
Communicated	Combined	Educated	Improved	Updated	
Composed	Composed	Ensured	Implemented 	Validated	Instilled
Condensed	Conceptualized	Expedited	Led	Verified	Instructed
Conferred	Condensed	Familiarized	Managed	RESEARCH	Motivated
Consulted	Created	Furthered	Merged	Analyzed	Persuaded
Contacted	Customized	Helped 	Motivated	Clarified	Stimulated
Conveyed	Displayed	Insured	Organized	Collected	Taught
Convinced	Drew	Intervened	Originated	Compared	_
Corresponded	Entertained	Prevented	Oversaw	Conducted	Tested
Debated	Fashioned	Provided	Planned	Detected	Trained
Defined	Illustrated	Rehabilitated	Prioritized	Determined	Transmitted
Described	Initiated	Represented	Produced	Diagnosed	Tutored
Drafted	Integrated	Simplified	Recommended	Evaluated	
Edited	Introduced	Supplied	Replaced	Examined	TECHNICAL
Elicited	Invented	Supported	Restored	Experimented	Adapted
Enlisted	Modeled	Volunteered	Scheduled	Explored	Adjusted
Explained	Modified	LEADERSHIP	Secured	Extracted	Applied
Expressed	Performed	Administered	Selected	Gathered	
Formulated	Photographed	Analyzed	Streamlined	Identified	Assembled
Furnished	Revised	Appointed	Strengthened	Inspected	Built
Incorporated	Revitalized	Approved	Supervised	Interpreted	Calculated
Influenced	Shaped	Assigned	Transformed	Invented	Compared
Interpreted Interviewed		Attained	ORGANIZATION	Investigated	Conserved
Lectured	FINANCIAL	Authorized	Catalogued	Located	Constructed
Listened	Adjusted	Chaired	Categorized	Measured	Designed
Marketed	Allocated	Condensed	Classified	Researched	•
Moderated	Appraised	Considered	Coded	Reviewed	Determined
Negotiated	Audited	Consolidated	Compiled	Searched	Engineered
Observed	Balanced	Controlled	Distributed	Solved	Estimated
Outlined	Budgeted	Converted	Inspected	Studied	Maintained
Participated	Corrected	Coordinated	Logged	Summarized	Operated
Presented	Counted	Decided	Maintained	Surveyed	Printed
Publicized	Estimated	Delegated	Monitored	Systematized	
Reconciled	Prepared	Developed	Obtained	-,	Programmed
Recruited	Reduced	Directed	Ordered	TEACHING	Remodeled
Referred	Regulated	Eliminated	Processed	Advised	Solved
Reported	Retrieved	Emphasized	Purchased	Coached	Specialized
Resolved	HELPING	Enforced	Recorded	Critiqued	Upgraded
Spoke	Advocated	Enhanced	Registered	Enabled	Utilized
• •			. 3.=====		

RÉSUMÉ OUTLINE

Name (18-20 pt. font)

Email Address | Phone Number | Portfolio/Website/LinkedIn (Optional)

EDUCATION

The University of Southern Mississippi Bachelor of Science/Arts in Major

City, State Month Year Expected

Minor: , GPA: X.XX

INTERNSHIP/RESEARCH EXPERIENCE

Name of Company City, State Job Title Start Date - End Date

Include 2-4 bullet points demonstrating skills you have gained through this position that relate back to the job description.

- Begin each bullet point with an action verb at the beginning to make a more impactful statement.
- Use quantifiers wherever possible, such as numbers, money amounts, or percentages.

WORK EXPERIENCE

Name of Company

City, State

Job Title

Start Date - End Date

- An easy bullet point formula is Task + Skill + Quantity (if relevant) + Result/Purpose.
- Use the formula as a guide, but not every element needs to appear in every bullet.
- Use simple present or simple past tense to describe your action and apply consistently when formatting.

INVOLVEMENT AND/OR LEADERSHIP EXPERIENCE

Name of Club/Organization (not abbreviated)

Your Title

- Emphasize what you achieved over day-to-day tasks.
- If you hold a position in a club or organization, it would be considered leadership.

SPECIAL PROJECTS

Name of Project, Name of Course

Month and Year

- Co-authored a five-page research proposal with an experimental design to test a hypothesis.
- Cooperated with a four-person team over six weeks, coordinating tasks and experiment planning.
- Conducted a literature review of 20+ peer-reviewed studies and created a Canva presentation to present key findings.

SKILLS

List skills in order of importance to your field. Categories to consider include language, technical, laboratory, etc.

Skill Category 1: Skill 1, Skill 2, Skill 3 Skill Category 2: Skill 1, Skill 2, Skill 3 Skill Category 3: Skill 1, Skill 2, Skill 3

HONOR(S) AND AWARD(S) (singular if only one honor or award is listed, plural if more than one)

Name of Honor/Award/Grant

RÉSUMÉ SAMPLE

Fantasia Firstyear

601.555.7876 | Fantasia.Firstyear@yahoo.com

EDUCATION

Bachelor of Arts, Communication Studies

May 2029

Minor: English

The University of Southern Mississippi, Hattiesburg, MS

Associate of Science

May 2025

Mississippi Gulf Coast Community College (Dual Enrollment), Perkinston, MS

High School Diploma

May 2025

Magee High School, Magee, MS

COMMUNICATIONS EXPERIENCE

Assistant Writer/Reporter, Magee Daily News, Magee, MS

June 2025 – August 2025

- Collaborated with anchors, producers, and fellow students to develop engaging news stories and produce informative videotaped segments
- Generated ideas and developed content for columns and commentaries through market research and analysis of current events and trending topics.
- Reported on specialized fields such as medicine, green technology, environmental issues, science, politics, sports, arts, consumer affairs, business, religion, crime, or education.

WORK EXPERIENCE

Camp Counselor, Strong River Summer Camp, Magee, MS

June 2024 - August 2024

- Displayed effective communication skills by thoroughly explaining the principles, techniques, and safety procedures to participants in recreational activities and demonstrated proper use of materials and equipment.
- Provided a welcoming experience to new campers by facilitating introductions to other participants and staff, touring the campgrounds, and encouraging participation in a variety of activities
- Organized, led, and promoted engagement in three daily recreational activities that included art, team sports, and basic life skills.

Office Assistant, Magee Dixie Youth Program, Magee, MS

June 2023 – August 2023

- Maintained detailed information in the league computer system, tracked and retained updated inventory in Excel, organized and delivered mail to appropriate staff
- Operated the main office telephone, positively greeted callers, actively listened to provide positive customer experiences, and transferred to the appropriate staff member
- Created, formatted, and edited correspondence and other documents to ensure correct and timely professional communication

HONORS AND AWARDS

Franco Finance

228.555.555 franco.finance@usm.edu

SUMMARY OF QUALIFICATIONS

- Proficient in analyzing financial data to assess and mitigate risk, supporting informed decisionmaking.
- Over three years of experience in customer service and communicating complex information
- Proven leadership skills developed through classroom and extra-curricular involvement

EDUCATION

The University of Southern Mississippi, Hattiesburg, MS

Bachelor of Science in Business Administration, Finance, May 2026

GPA: 3.4, President's List (Two Semesters)

Italian Studies Program

CERTIFICATION

Bloomberg Certified in Equity Essentials and Fixed Income Essentials, June 2025

FINANCE INTERNSHIP

Trustmark National Bank, Jackson, MS

Credit Analyst Intern, May 2025 - August 2025

- Generated financial ratios, using computer programs such as Optimist, to evaluate customers' financial status
- Prepared reports determining the degree of risk of lending to potential clients
- · Corresponded with credit associations and references to acquire client credit background
- Utilized attention to detail to accurately complete loan applications, including credit analysis and summaries of loan requests prior to submitting to the loan committee for approval

WORK EXPERIENCE

Olive Garden, Hattiesburg, MS

Server, October 2023 - Present

- Provide friendly customer service to over 50 guests daily in a fast-paced environment
- Increased sales of daily specials by 5% through persuasive, engaging communication with guests
- Recognized for obtaining the highest customer satisfaction scores on two occasions

SPECIAL PROJECTS

Financial Management Association Symposium, Hattiesburg, MS

August 2024 – October 2024

 Contacted high-level executives from various industries to create a panel of presidents and chief financial officers to discuss economic outlooks, challenges facing the industry, and career paths in finance

Eagle Jam and Crawfish Fest, Hattiesburg, MS

January 2024 - May 2024

 Served on the Sponsorship Committee, which raised approximately \$4,300 to host an event for over 500 students

LEADERSHIP AND INVOLVEMENT

Treasurer, Financial Management Association

Vice President of Pledge Education, Delta Sigma Pi, Business Fraternity

Southern Miss Activities Council

Tutor, Boys and Girls Club

ELLA EDUCATION

601.101.0011 | ella.education@gmail.com

EDUCATION

The University of Southern Mississippi, Hattiesburg, Mississippi **Bachelor of Science in Elementary Education** | GPA: 3.7

May 2025

EDUCATION EXPERIENCE

Student Teacher 4th Grade, Hattiesburg Elementary Hattiesburg, MS

January 2025 - May 2025

- Supported the lead teacher and educational team with the development and implementation of individualized education plans for 4th-grade students, ensuring their academic and social success
- Assisted the lead teacher with creating engaging lesson plans tailored to the developmental needs of students, fostering a dynamic and supportive learning environment
- Evaluated student progress through observation and assessment, providing feedback to guide instructional planning and individualized support
- Engaged in professional development opportunities to expand knowledge of pedagogical best practices and educational theories, applying new insights to improve educational practices

Camp Counselor, Camp Lake Stephens Oxford, MS

May 2024 – August 2024

- Fostered a safe and inclusive environment for campers, ensuring their physical and emotional well-being throughout daily activities
- Developed and implemented engaging and age-appropriate recreational programs and games for campers ages 10-12 years, catering to diverse interests and abilities
- Demonstrated strong problem-solving skills in addressing emergencies, managing behavioral issues, and mediating interpersonal conflicts among campers

WORK EXPERIENCE

Cashier, Ulta Beauty Hattiesburg, MS September 2023 – May 2024

- Provided efficient and accurate transactions while promoting Ulta's loyalty program, demonstrating strong product knowledge and customer service skills
- Handled daily average of two thousand dollars in cash, credit, and mobile transactions in a fast-paced retail environment, ensuring compliance with loss prevention and cash-handling procedures
- Resolved customer concerns and facilitated returns or exchanges with professionalism while following store policies

LEADERSHIP AND CAMPUS INVOLVEMENT

President, Educators Aspiring for Great Learning Experiences Delta Delta Delta Sorority **Secretary**, Education Major Student Association

CHRIS COMPUTER

chris.computer@usm.edu • https://github.com/chris-computer/chris • (601) 266-4153

EDUCATION

The University of Southern Mississippi **Bachelor of Science, Computer Science** Hattiesburg, MS

May 2026

Minor: Economics

Technical Coursework: Data Structures, Algorithms, Software Engineering, Object Oriented Programming, Software Development Process, Database Systems

TECHNICAL SKILLS

- Languages: C++, HTML, CSS, Java
- Database Management: MySQL, Oracle Database, Microsoft SQL Server
- Application Servers: Java EE, WebSphere, JBoss
- Operating Systems: Windows, Linux, UNIX
- · Tools: Git/GitHub, Postman, BitBucket

RESEARCH EXPERIENCE

Robotics Research Assistant

August 2024 – Present

Hattiesburg, MS

The University of Southern Mississippi

- Train robots, using artificial intelligence software and interactive training techniques, to perform simple tasks, such as movement and self-driving
- Troubleshoot robotic systems, using knowledge of microprocessors, programmable controllers, electronics, circuit analysis, and sensor and feedback systems
- Perform preventive and corrective maintenance on robotic systems and maintain detailed service records of robotic equipment

PROJECTS

FullStack Project Source code: github.com/chris-computer/chris January 2024

Hattiesburg, MS

A full-stack web application for a blog about campsites developed with MEAN stack, where registered users can share their experiences with the user community

- Designed and implemented Yelp Camp (a Yelp-style website for campsites) that supports user login, posting reviews and comments, and editing previous submissions
- Implemented MongoDB infrastructure to store review/comment data and relevant information associated with users and campsites
- Emphasized user experience by carefully designing user-friendly layouts and easily accessible user content

WORK EXPERIENCE

Resident Assistant

August 2024 - Present

Hattiesburg, MS

The University of Southern Mississippi

- Manage administrative tasks such as budgeting, maintenance requests, and incident reports through detailed and organized documentation to ensure accurate records and appropriate follow-up from staff
- Counsel and advise first-year students on academic and personal concerns and provide support and resources to create a positive college experience

Barista

August 2022 - March 2024

Starbucks Hattiesburg, MS

Nick Nursing

601.111.1221 | nick.nursing@gmail.com

EDUCATION

The University of Southern Mississippi, Hattiesburg, MS Bachelor of Science in Nursing, December 2026 GPA: 3.8

CLINICAL EXPERIENCE

Forrest General Hospital, ER

August 2024 – Present

Hattiesburg, MS

- Assist nursing staff in the fast-paced emergency department, gaining valuable hands-on experience in acute patient care
- Participate in code blue and rapid response situations, assisting with CPR, defibrillation, and other lifesaving interventions

Pinebelt Association for Families, Community Health

January 2024 - May 2024

Hattiesburg, MS

- Conducted assessments to identify health needs and priorities within diverse populations, using a combination of data analysis and community engagement techniques
- Administered vaccinations and provided counseling on topics such as nutrition, exercise, and chronic disease management to promote wellness and disease prevention

The University of Southern Mississippi

August 2023 – December 2023

Hattiesburg, MS

- Developed clinical skills and enhanced critical thinking in a controlled, immersive environment
- Utilized simulation technology, such as high-fidelity manikins and virtual reality tools, to replicate realistic patient interactions and medical emergencies

CERTIFICATIONS

CNA Certification, Mississippi State Department of Health CPR and AED Certification, American Heart Association Stroke Scale Certification, National Institute of Health

License Number: 8883434 Until January 2028 Until January 2028

WORK EXPERIENCE

Certified Nurse Assistant, South Medical Center

January 2023 - July 2023

Laurel, MS

- Assisted with daily activities such as bathing, dressing, grooming, and mobility
- Monitored vital signs and reported any changes in residents' condition promptly to the nursing staff, facilitating timely interventions
- Collaborated with nutrition staff to ensure dietary restrictions and meal plan changes were received in a timely manner to prevent feeding schedule interruptions, and kept detailed documentation of nutrition intake and hydration levels

CAMPUS AND COMMUNITY INVOLVEMENT

Student Nurses Association Christian Nurses Fellowship Southern Pines Animal Shelter, Volunteer



@ @

CCJournals.com

Education

The University of Southern Mississippi | Hattiesburg, MS **Bachelor of Arts in Journalism**

May 2026

Emphasis: Public Relations

Bachelor of Science in Business Administration, Marketing Luckyday Citizenship Scholar

Study Abroad Program

British Studies

May 2025 - July 2025

- Studied current events, trending topics, and social media content related to elected officials
- Networked with professionals throughout London, gaining insight and skills in the world of mass

Internship Experience

Marketing Intern, South Central Regional Medical Center | Laurel, MS

May - September 2024

- Translated video interviews into written articles for hospital publications
- Recruited 25 vendors, secured event space, and managed logistical details for the local children's health fair
- Performed detailed critiques on three to four monthly press releases to ensure content accuracy

Work Experience

Student Worker, USM Center for Student Success | Hattiesburg, MS

January 2023 - Present

- . Greet students and answer incoming calls, using active listening and communication skills to understand and address needs
- · Communicate program opportunities and deadline reminders to students involved in academic coaching to optimize student engagement
- Manage daily office tasks including filing confidential student information, directing calls to appropriate departments, and scheduling appointment blocks

Leadership and Campus Involvement

Lambda Pi Eta Honor Society for Communication Studies **Eagle Connections Recruiter** Golden Eagle Welcome Week, Group Leader Kappa Delta Sorority, Publicity Chair

Software Platform Knowledge



















Pranit Polymer

(123) 456-7890 | xyz@email.com linkedin.com/in/xyz

Professional Summary

Detail-oriented international student pursuing a degree in Polymer Science with hands-on research experience in biodegradable polymers and materials testing. Passionate about applying polymer chemistry knowledge to innovative, sustainable solutions in industry or academia.

Education

The University of Southern Mississippi — Hattiesburg, MS Bachelor of Science in Polymer Science and Engineering May 2026 National University of Science & Technology — Mumbai, India **Bachelor of Science in Chemistry** May 2023

Technical Skills

Techniques: FTIR, NMR, DSC, TGA, GPC, Rheology, UV-Vis Software: ChemDraw, OriginPro, Microsoft Excel, MATLAB Languages: Hindi (Native), English (Fluent)

Research Experience

Research Assistant, August 2024 - Present

School of Polymer Science and Engineering, The University of Southern Mississippi, Hattiesburg, MS

- Synthesized biodegradable polyesters using ring-opening polymerization for potential use in medical implants
- Conducted thermal and structural analysis using DSC, TGA, FTIR, and GPC to characterize polymer properties
- Drafted a research abstract accepted at the 2025 American Chemical Society (ACS) National Meeting

Work Experience

Laboratory Assistant, January 2022 - April 2023

Innovate Materials Pvt. Ltd. — Mumbai, India

- Supported quality control testing of polymer-based industrial adhesives, ensuring adherence to ISO standards
- Collected and analyzed performance data, compiled technical reports for senior chemists
- Maintained inventory of lab chemicals and conducted safety checks on equipment

Certifications

Google Analytics Laboratory Safety Certification - Coursera

Leadership and Campus Involvement

Society of Plastics Engineers (SPE)

Events Director, International Student Association, The University of Southern Mississippi

Sarah Payloy

sarah.pavlov@gmail.com | (601) 123-7890

EDUCATION

Bachelor of Science, Psychology May 2025

The University of Southern Mississippi, Hattiesburg, MS

GPA: 4.0

Honor's College Thesis: The Relationship Between Cognitive Triggers and Trauma in Adolescents

Study Abroad: England - Research in Social Psychology

INTERNSHIP EXPERIENCE

Psychology Intern, August 2025 - January 2025

Merit Health Wesley Rehabilitation Center, Hattiesburg, MS

- Prepared and maintained updated treatment plans and reports for a caseload of 5 patients
- Collaborated with an interdisciplinary treatment team to develop a holistic understanding of clients' history and develop evidence-based treatment plans
- Coordinated psychoeducation groups that focused on treatment and discharge planning

WORK EXPERIENCE

Department of Housing and Residence Life, The University of Southern Mississippi, Hattiesburg, MS Student Academic Tutor, January 2023 - Present

- Engage in continuous academic and professional development to deliver high-quality individual and group tutoring with the goal of enhancing the academic performance of 50 students
- Actively listen to students' questions and concerns to provide appropriate support and resources to meet their

Department of Psychology, The University of Southern Mississippi, Hattiesburg, MS Student Office Assistant, September 2022 - January 2023

- Managed detailed schedules and calendars for multiple professors to allow for effective utilization of their time
- Collected various data from course outcomes to develop reports and presentations needed to secure funding and non-financial resources

LEADERSHIP AND INVOLVEMENT

Vice President, Psychology Club

- Planned and implemented educational programming activities for over 60 members
- Developed fiscal responsibility through budget management, tracking expenditures, and collecting dues Secretary, Kappa Delta Sorority

Recorded attendance and minutes for over 50 events and maintained membership records for 146 members

Communicated weekly with national headquarters to assess the chapter's overall campus involvement and collaborated with leadership to develop strategies to enhance the chapter's initiatives

Mentor, Honors College

- · Advised and supported campus engagement and academic success through relationship building with a group of 16 first-year students
- Organized and scheduled group events and one-on-one meetings to maintain students' on-campus engagement and academic success

HONORS / AWARDS

Order of Omega, Greek Honor Society Kappa Delta Sorority, Model Member of the Year

National Merit Finalist Scholarship USM Outstanding Freshman of the Year

CERTIFICATIONS

Applied Behavior Analysis (ABA) Adult/Pediatric CPR and First Aid

COVER LETTER GUIDELINES

The Purpose of the Cover Letter

- To introduce yourself to the employer and provide pertinent background information
- To serve as a professional letter to highlight and expound upon your résumé to a prospective employer
- To serve as a "sales letter" that markets your knowledge and skills as a value to the employer and convinces the reader to want to learn more through an interview

A Cover Letter Needs to Be

- 1. Typed
- 2. Original
 - Every cover letter should be job-specific.
 - Do not plagiarize.
- 3. Addressed to a specific person
 - Make every effort to find a contact name.
- 4. Positive and confident
- 5. Not repetitious of the résumé
- 6. Printed on matching résumé paper
- 7. Concise and to the point
 - · Keep it to one page.
- 8. Limited first-person references, such as "I," "me," or "my"
- Absent of words that convey doubt, such as "hope," "think," "feel," or "believe"

10. PROOFREAD CAREFULLY!

Emailing a résumé directly to a hiring manager?

The body of the email will serve as your cover letter, so be sure to follow these guidelines when composing your email.

HEADER

- Your header should match your résumé and reference page headers.
- It should include your name, at least one phone number, and a professional email address.

ADDRESSEE

- Do your research on the company to ensure you have the correct address. State the name and title of the person to whom you are writing the letter, if possible.
- 2. If not possible, address the letter to the position, such as "Re: Hiring Manager."
- 3. In the salutation, you should put the title and last name of the person to whom you are writing the letter, such as "Dear Director Jones" or "Dear Manager Jones." Avoid using gender if possible. Always use a colon (:) after the salutation and not a comma.

OPENING PARAGRAPH

- 1. State why you are writing or your reason for correspondence.
- 2. Name the position or type of work for which you are applying.
- 3. Include where you saw the job posting or the name of the person who told you about the position.
- 4. Explain why you are interested in working for this employer.

MIDDLE PARAGRAPH(S)

- List all the reasons why the employer should hire you, focusing on how your experiences and education fulfill and/or exceed the requirements listed in the job description.
- Emphasize your skills, abilities, and accomplishments and how they can specifically benefit the employer. Communicate what you can do based on what you have done.
- 3. Use industry-specific words.

CLOSING PARAGRAPH

- Request a personal meeting.
- 2. Include a telephone number and address where you can be reached, even though it is in your header.

COVER LETTER SAMPLE

Sarah Pavlov

sarah.pavlov@gmail.com | (601) 123-7890

Be sure to use the same heading as your résumé.

Opening Paragraph

- » State why you are writing or reason for correspondence.
- » Name the position for which you are applying.
- » Mention the contact person who told you about the position or how you learned about the position.
- » Explain why you are interested in working for the employer or are passionate about this field.

Middle Paragraph(s)

- » List all reasons why the employer should hire you.
- » Focus on how experiences and education match the iob description.
- » Emphasize how skills, abilities, and accomplishments can benefit the employer.
- » Use industry-specific key terms.

Closing Paragraph

- » Pave the way for an interview.
- » Let the employer know you can meet at their convenience.

May 1, 2025

Director John Doe Hiring Manager and Clinical Director Pine Belt Mental Health Resources 1000 South XYZ Avenue Hattiesburg, MS 39402 Double space
Current date
Double space
Research to find a contact
for the return address.

Double space

Dear Director Smith:

I am applying for the mental health assistant position in Hattiesburg, MS, which was advertised on LinkedIn. Pine Belt Mental Health has a reputation for investing in our local community and providing high-quality mental health services, and the opportunity to work for your organization would be rewarding and exciting.

The educational training and research experience completed during my time at Southern Miss have allowed me to enhance my knowledge of theoretical orientations and develop skills related to treatment approaches and data collection strategies. Moreover, through my practicum training at Merit Health Wesley Rehabilitation Center, I had the ability to apply my education to the clinical setting where I conducted intake assessments, collaborated in treatment planning, and facilitated psychoeducation group sessions. I would like to contribute to the overall well-being and function of the Pine Belt community with the knowledge and practice that I have gained through these experiences.

As noted in the job description, you listed previous experience with treatment planning as a desirable qualification. The highlighted intern experience with Merit Health Wesley Rehabilitation Center allowed me the opportunity to work in a treatment team setting. Responsibilities included preparing and maintaining updated treatment plans, collaborating with an interdisciplinary treatment team, and coordinating psychoeducation groups. Coupled with the academic training mentioned previously, this hands-on experience would allow for an easy transition into your treatment facility.

The opportunity to meet and discuss related experience and qualifications for this position is requested at your convenience. I look forward to hearing from you and learning more about this position and facility. I can be reached via email at sarah.pavlov@gmail.com or phone at (601) 123-7890. Thank you for your time and consideration.

Sincerely,

Sarah Pavlov

Sarah Pavlov

Double space after the last paragraph.
Sign the letter if sending in the mail.

Signature is not needed when uploading a document into an application portal or when emailing to an employer. Remove the signature and spaces between the closing and type out your name.

HOW TO ASK FOR A REFERENCE OR LETTER OF RECOMMENDATION

DO

- · Ask early (at least two or three weeks in advance).
- Ask in a professional manner through a
 - 1. Meeting*,
 - 2. Phone call, or
 - 3. Email. Use correct grammar, and be professional. *A meeting is preferred and adds a personal touch.
- Include the purpose for the reference letter.
- · Provide a copy of your résumé and a brief reminder of how you are connected.
- Provide the writer with instructions for submitting your reference and information on when it is due.
- Send a professional reminder email one week before the deadline.

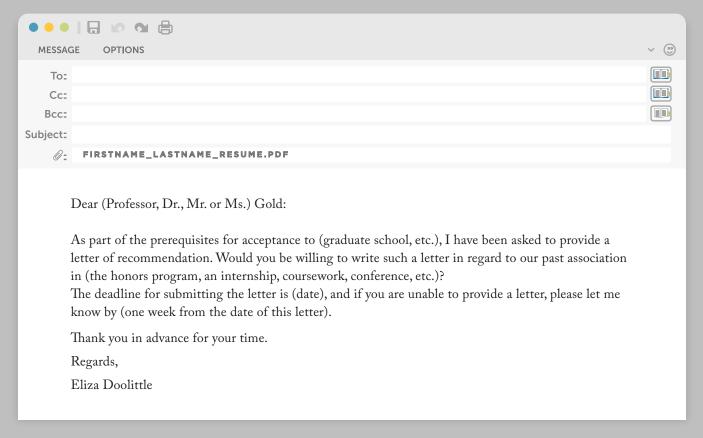
DON'T

- Have unprofessional references. You want to have people who can talk about your work ethic and performance. Consider professors, advisors, past supervisors, and current employers.
- Send a text. Even if you have a close relationship with the person, use professional communication channels for professional situations.
- · Ask someone that can't be a good reference. You want to ask someone that knows you well and thinks highly of you.
- · Assume they'll say yes. Ask, "Would you be comfortable writing me a strong letter of recommendation?" They may not feel they know you well enough to write you a strong letter.

TIP

Be sure to attach your résumé as a PDF.

Reference Letter Request Email Sample



REFERENCE LIST SAMPLE

Sarah Pavlov

sarah.pavlov@gmail.com | (601) 123-7890

References

Sorin Eagle, Executive Director of Housing and Residence Life

Department of Housing and Residence Life, The University of Southern Mississippi

Work: 601.111.1111 Fax: 601.111.1111

housingdirector@usm.edu

Dr. Maslow Needi, Training Director

Department of Psychology, The University of Southern Mississippi

Work: 601.555.5555 Fax: 601.555.5555 mneedi@usm.edu

Dr. Dew Goode, Clinical Director

Merit Health Wesley Rehabilitation Center

Work: 601.333.3333 Fax: 601.333.3333

dgoode@mhw.ms.us.gov

References

- Include on separate document and submit only if requested.
- Header information should be consistent with résumé.
- Ask permission from references to include on reference page.
- Include at least three professional references (professors, supervisors, advisors).
- Format: Name, Job Title, Company/Employer, Work Phone Number, Fax Number (Optional), Email



Keep your reference list updated on your job search.



FEDERAL RÉSUMÉ GUIDELINES

Have you ever thought about working for the government? The federal government is looking for different attributes in applicants than a private sector employer; therefore, federal résumés differ greatly from private sector résumés. And, yes, the federal job market can be quite competitive. It takes time to compose an effective federal résumé, so start well ahead of the closing date on the job announcement. You can see available jobs through listings with individual government agencies or by searching usajobs.gov.

Tips to Help You Succeed in Writing Your Federal Résumé

1. Include mandatory data.

Insert the position announcement number, job title, country of citizenship, veteran's preference, and grade at the top of your résumé after the header. As an undergraduate, it is most appropriate to apply for internships, recent graduate jobs, or jobs listed in the GS-5 to GS-7 job range. In your employment history section, list each employer's name, title, complete physical address, and phone number, along with the number of hours worked per week, salary information, and whether or not the supervisor can be contacted.

2. Forget what you learned previously about résumé page length.

Aim for three to five pages when writing for a federal position. Write comprehensively, clearly, and specifically about your experiences. If you have one year of specialized experience in a field related to the job description, make sure it is stated on your résumé.

3. Use key words from the vacancy announcement in the actual résumé.

Key words can be found by reading the job description in its entirety and then locating the words that are most significant in relation to what the agency is requesting for the job. Connect those words to your actual job experience on your résumé. For additional help locating key words, refer to the Office of Personnel Management (OPM) Standards and to any corresponding qualifications questionnaire in the usajobs.gov application.

4. Under each job experience, leave room to tell about accomplishments.

In other words, tell about how you contributed to making each experience better. Did you increase sales by a certain percentage? Decrease complaints on your shift? Earn the "Employee of the Month" award? Human Resources personnel will want to know if you have the potential to lead and make improvements in the government position for which you are applying.



Career Services now has a Certified Federal Advisor to assist students with the federal job search and application process.

5. Add value with subheadings to help your résumé shine.

Such headings within your experience sections should reveal your core competencies. Core competencies are categories in which you can group tasks or skills that you do well. Capitalize your core competency titles; then, explain your involvement in each category as it relates to your experience. Examples of core competencies include leadership, research experience, and program coordination.

Make your federal résumé count. Craft it skillfully.



Scan here to view a full federal résumé.

usm.edu/student-affairs/_images/career-guide-federal-resume.pdf



CURRICULUM VITAE TIPS

What is a curriculum vitae?

A curriculum vitae (CV or vita) is a detailed, ongoing list of experiences and accomplishments. Although it is usually accompanied by corresponding dates for each accomplishment, there is no standard format.

Why use a CV instead of a résumé?

CVs may be requested when seeking a research or faculty position in academia, applying for fellowships and grants, obtaining an international job, or working in medical or research professions. Résumés, in contrast, are favored by the business world.

What is the main difference between a CV and a résumé?

The recommended length of a résumé is usually one page, while a CV can be several pages. Bullet points are not necessary on a CV but can be used to emphasize significant details.

What should be covered in a CV?

Here are some standard categories that can be included in your CV: education, teaching experience, research experience, grants awarded, grants pending, publications, conferences attended, presentations, professional affiliations, committees and advisory boards, languages spoken, honors and awards, research interests, work experience, community involvement.

How should categories be ordered?

Be strategic in how you order your categories. The most important information should be on the first page. Within each category, list items in reverse chronological order (most recent to oldest).

How should publications be cited on a CV?

All publications should be formatted according to the formal publication style of the corresponding field. For example, APA style is typically used for citations in psychology, education, and other social sciences. Refer to your academic department for the preferred style to use.

Is an international CV different than a CV in the **United States?**

An international CV can be different in that some countries require personal information like date of birth. marital status, hobbies, etc. Personal information is customarily discouraged on a CV in the United States (other than the usual information required on a résumé). In addition, international CVs should be written in the same language as the job description announcement.

How can I find examples of CVs that most closely relate to my field of expertise?

Follow the conventions of your field. Different academic disciplines have different expectations, categories, and standards. Check out CVs from recent graduates of your department and others in your field to ensure you are following the norms. Many of your professors will list their CVs online through departmental websites. Asking professors or alumni of your program is a great place to start when deciding what type of information to include on your CV.

Should a CV be tailored to each job that I am applying for?

"Why should we hire you?" is the question at the top of the reader's mind, so craft your CV to show that you have the knowledge, skills, and abilities they seek. Consider the job type and setting when determining what categories to prioritize. For example, someone applying for a position in higher education would prioritize course facilitation and research experience. Keep a document that lists all the details of everything you have done, and use it to create and customize your CV.

Additional Tips

Keep your content, formatting, structure, and spacing consistent throughout your CV. For example, if you abbreviate months in your education section, abbreviate them in your work experience section as well. If one category is in 12-point font, ensure all categories are in 12-point font.

Continuously revise and proofread your CV. When making adjustments, read each newly constructed CV slowly and carefully. Make sure that there are no grammatical, punctuation, spelling, spacing, or marginal errors.

Include information that will help you get the job you desire. If a job asks for a specific knowledge, skill, or ability, make sure to include it in your CV. Do not assume the person reading your CV will know you have a certain skill if it is not listed.

Need a second look?

Bring your CV by our office, and we'll be happy to help.



Scan here to view a full curriculum vitae.

usm.edu/student-affairs/_files/john-seymour-cv.pdf

MASTERING THE INTERVIEW: STRATEGIES TO HELP YOU SHINE

Interviews can be nerve-racking—but with the right strategy, preparation, and follow-through, they can also be your moment to shine. This guide breaks down the interview process into three essential phases: Before, During, and After. Follow these step-by-step strategies to impress any employer and improve your chances of landing the job.

BEFORE THE INTERVIEW: PREPARE

Research the Company and Role

- Visit the company website, read recent press releases, and explore their social media.
- Understand the company's mission, culture, and values.
- Know the job description inside out and match it to your own skills and experiences.

Know Your Résumé

- Be ready to talk about everything on your résumé.
- Prepare stories that highlight your achievements, challenges you've overcome, and skills in action.

Practice Common Interview Questions

- Prepare answers for questions like:
- Tell me about yourself.
- What's your greatest strength/weakness?
- Describe a time you faced a challenge at work.
- Use the STAR method (Situation, Task, Action, Result) to structure your responses.
- Practice with BIG INTERVIEW, found under Online Resources on the Career Services website or schedule a mock interview with one of our career counselors

Prepare Questions to Ask Them

- Employers love candidates who ask insightful questions. Try:
- What does success look like in this role?
- How would you describe the team culture?
- What are the next steps in the hiring process?

Plan Your Outfit

- Dress to impress, if not otherwise indicated, wear a business suit.
- Try on your outfit the day before to ensure everything fits and looks clean and polished.

Double Check the Details

- Confirm the time, location (or video link), interviewer's name, and title.
- If you aren't familiar with the location, find it the day before
- Allot yourself extra time for possible delays and plan to arrive 10 – 15 minutes early.

DURING THE INTERVIEW: MAKE A POSITIVE IMPRESSION

Start With Confidence

- Greet the interviewer with a firm handshake (if in person), smile, and eye contact.
- Thank them for the opportunity.

Listen Carefully and Respond Thoughtfully

- Take a moment before answering, if needed. Clarity and thoughtfulness beat speed.
- Use concrete examples from past experiences to support your answers.
- Incorporate specific knowledge, skills, and abilities that are relevant to the employer into your responses

Show Enthusiasm (Genuinely)

- Express interest in the role and the organization.
- Let your passion and interest shine through naturally.

Watch Your Body Language

- Sit up straight, avoid crossing your arms, and use hand gestures when appropriate.
- Nod to show engagement and understanding.
- SMILE

Ask Your Prepared Questions

 Ask at least 2-3 thoughtful questions that show you've done your homework.

Close Strong

- Thank them again for their time.
- Reaffirm your interest in the position and reiterate two to three specific qualities you possess relevant to the job description: "I'm very excited about this opportunity and feel I'd be a great fit based on..."

AFTER THE INTERVIEW: FOLLOW THROUGH

Send a Thank You Note Within 24 Hours

- Personalize it by referencing something specific from your conversation.
- Reiterate your enthusiasm and highlight a key strength that aligns with the role.
- Reflect on the experience.
- Jot down what went well and what you could improve next time.

Stay Patient and Professional

- If they gave a timeline, wait until that date before following up.
- If not, follow up politely after 5-7 business days.

Call our office at **601.266.4153** or visit the Career Services website to schedule a mock interview with one of our career counselors **TODAY!**

BEHAVIORAL INTERVIEW QUESTIONS

The best predictor of future behavior is past behavior. Employers use behavioral interview questions to learn how you have approached situations in the past as an indicator of your future performance in the workplace. Utilize the **STAR** method to provide a concise, logical response that provides the details employers desire.

Situation or Task

Describe the situation you were in or the task you needed to accomplish. This situation can be from a previous job, volunteer experience, or any other relevant event. Be sure to use details to help the interviewer fully understand the situation.

Action Taken

What action did you take to address the situation or assigned task? Keep the fo<mark>cus on what you did, n</mark>ot what others did or what you might do.

Results Achieved

What was the outcome of your actions? What did you learn? What did you accomplish? What might you do differently next time to get the results you wanted?

Sample Behavioral Interview Questions

- "Tell me about a time when you had to deal with a difficult customer."
- "Give me an example of a time when you showed initiative and took the lead in a task or project."
- "Tell me about a time when you failed to meet a goal and how you dealt with it."
- "Describe a situation in which you used persuasion to successfully convince someone to see things your way."
- "Tell me about a time when you had to follow a policy you didn't agree with."
- "Tell me about a time when you experienced difficulty with a colleague and how you handled it."

Illegal Questions and How to Respond

Questions not related to the job duties and responsibilities can be challenging, especially those that relate to personal areas of one's life. First, you must decide if you want to answer the question, taking into consideration how your answer might be You can decide later if this is a company you want to continue to pursue.

According to the U.S. Equal Employment Opportunity Commission (EEOC), it is illegal to ask questions related to:

- Race, color, or national origin
- Religion
- Sex, gender identity, or sexual orientation
- Pregnancy status

- Age or genetic information
- Citizenship
- · Marital status or number of children

EXAMPLES

Question: "Do you have plans for marriage and starting a family?"

Response: "If you are concerned that my ability to perform the duties of this position would be affected by starting a family, I am confident in my abilities to meet and exceed your

Question: "Will you need personal time for particular religious holidays?"

Response: "As I understand the requirements, I am prepared to perform the job as presented."

If the employer continues to ask illegal questions, politely ask the employer to explain how the questions relate to the job description. Use the interview process to determine if the employer is a right fit for you.

Employers are only allowed to ask questions about criminal background that directly affects the job you are applying for.

PHONE AND WEB-BASED **INTERVIEW TIPS**

Phone Interview Tips

Create a quiet environment with no background noise, and listen to questions being asked by the interviewers very carefully.



- Be professional when answering the telephone.
- Even though they can't see you, smile during the interview. It projects a positive attitude.
- Be sure to have an active mailbox for missed messages.
- Create a short professional telephone message for missed calls.
- Always avoid using speakerphone.
- Make sure your phone battery is fully charged and you have a good signal.
- Have a pen and paper available for notes.

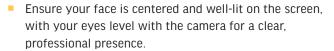
STILL NERVOUS?

Do a mock interview with one of our experts and practice on BigInterview!

Web-Based Interview Tips

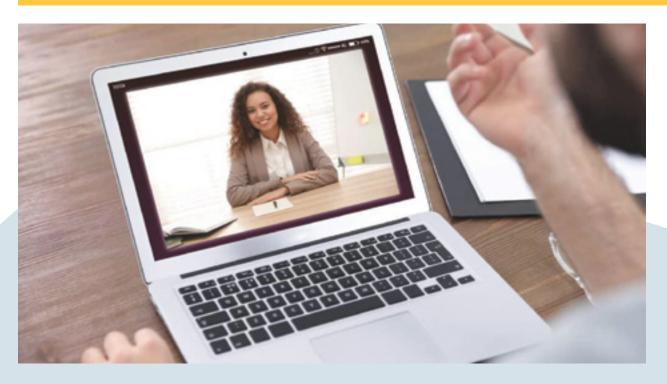
- Set up early. Never be late.
- It is recommended to use a laptop.
- Test all equipment and technology before the interview.





- Look at the camera or the interviewer, not at yourself in the monitor.
- Speak clearly, and treat the interviewer just as if he or she is in the same room.
- Be sensitive to potential audio or video delays.
- Dress professionally from head to toe. Wear solid colors that will not be distracting on camera.
- Minimize all body movements, but don't be stiff. Do not tap your pen, shuffle papers, or fidget while interviewing. The microphone will pick up ALL noise in the room.
- Keep background free of clutter.

Need a quiet place for a virtual or phone interview? Career Services has interview rooms available by reservation.





OFFER OF EMPLOYMENT AND SALARY CONSIDERATION



TIP 1: Before the interview, know your probable salary range.

- Research on websites like salary.com or glassdoor.com.
- Visit Career Services for current salary data for new graduates.



TIP 2: Never try to negotiate during the interview.

Be prepared to answer a question about your salary expectations, but don't attempt to negotiate your salary during the interview. Any negotiations will take place after the official job offer is made.



TIP 3: Bracket your salary range.

- Start at what you think they will offer, and end above what you will settle for.
- Don't use unrealistic salary requirements. **Bracketing Strategy Example:**



If you know the position typically pays \$40,000, you can say you are "looking for an annual salary between \$40.000 - \$50.000."



TIP 4: Be tactful when negotiating salary.

- If an offer is fair and within your expected range, there is no need to negotiate. Making a counteroffer voids the original employment offer. Be sure to discuss your counteroffer in person, and be ready for a couple of guestions to justify your request.
- Asking if the salary is negotiable tends to close the discussion. Perhaps state that your salary goal is _____, and ask if they can work with you on adjusting the offer. Be fair and realistic in vour counteroffer.
- If the employer makes a counteroffer getting you closer to your target, it is often time to end the negotiation and move toward decision making on the offer.



- You have time to consider an offer before responding.
- An offer gives you leverage for contacting other organizations to expedite the search process.
- To give yourself some time to decide, your response could be. "Thank you for this offer. You have given me plenty to think about. According to your timeline, when would you like my final decision?"



TIP 6: Consider the costs and benefits beyond salary.

- Health Care Plans
- Vision/Dental Plans
- Prescription Plans
- Commute/Parking Costs
- Vacation/Sick Leave/ Holidays
- Life Insurance

- Retirement or 401K
- **Profit Share**
- **Tuition Reimbursement**
- Overtime/Work Hours
- Cost of Living in Offer Location
- Relocation Assistance Signing Bonus

*Depending on the benefits package, you may have more takehome pay with better benefits despite a lower salary. Use a budget sheet, and don't forget taxes. Salary offer will be gross amount before taxes and other deductions.



TIP 7: Once you've accepted.

- Once an offer is accepted, notify any companies as necessary and conclude your job search.
- Don't forget to thank those involved in your hiring process.



FINDING YOUR FIT: CHOOSING THE RIGHT ORGANIZATION FOR YOU

When it comes to building a successful and fulfilling career, finding the right job isn't just about the title, salary, or benefits — it's also about finding the **right organizational fit**. The culture, values, leadership style, and environment of a workplace play a major role in your happiness, performance, and long-term success.

So how do you know if an organization is the right one for you? Here's a guide to help you evaluate and choose a workplace where you can truly thrive.

KNOW YOURSELF

Before you can assess whether an organization is a good fit, you need to understand what matters most to you. Ask yourself:

- What are my core values? (e.g., creativity, collaboration, independence)
- Do I prefer a fast-paced or steady work environment?
- What kind of leadership style helps me succeed?
- Do I work best independently or in a team?
- What type of work-life balance do I need?

When you are clear on your priorities, it becomes much easier to recognize whether a potential employer aligns with them.

IDENTIFY MISSION. VALUES AND GOALS

Usually employers have an "About" section listed on their website that describes their mission, values, and goals. This can give you great insight into who they are as an organization.

RESEARCH DEMOGRAPHICS

Look to see if they have individuals with various backgrounds represented at all levels of the organization.

OBSERVE CUES IN COMMUNICATION

Every interaction with a company—from emails to interviews—can offer insights:

- Were communications timely and respectful?
- Did the interviewer seem engaged and authentic?
- Was there transparency about expectations and processes?

These small details can reflect a company's broader culture and how they treat people.

REVIEW BENEFITS

Organizations' policies can reveal a lot about how much they value employees, for example, providing parental leave or family leave benefits that include all parents.

Examples of These Benefits

- Floating holidays
- Leave for all parents
- Family-building benefits
- Various healthcare providers

QUESTIONS TO ASK

- How would you describe the company's culture?
- Who tends to excel in this organization?
- How does the organization support professional development?
- How are feedback and performance reviews managed?
- Can you describe a recent challenge the team faced and how it was managed?

NEXT STEP – GRADUATE SCHOOL

As graduation approaches, many students face a big decision: Should I enter the workforce or go to graduate school? For some, jumping straight into a job makes sense. For others, continuing their education is the right next step. But if you're leaning toward graduate school, it's important to make that choice with intention and preparation.

Here are some things to consider if your next step is graduate school.

WHY GO TO GRADUATE SCHOOL?

- Required for field
- Gain more knowledge and credibility in your field



Advance career opportunities and salary

CHOOSING THE RIGHT GRADUATE SCHOOL

- Research programs and determine which is right for you. Consider the following:
 - · Apply to the highest ranked national programs reflective of your credentials. Also apply to strong regional schools.
 - · Review the faculty credentials for areas of expertise and possible teaching assistant or research assistant opportunities.
 - Review admission criteria, program success, and job placement rates.
 - · Check accreditation status.
 - · Search for financial resources available (federal aid, grants, fellowships, assistantships, scholarships).



Search the university graduate school and program's website for specific admission requirements and deadlines.



- Study and take the appropriate exam for the discipline (GRE, LSAT, MCAT, etc.).
- Identify a professor in your major for mentoring and advising assistance.
- Determine if interviews are required for the program of interest, and seek preparation assistance from Career Services or preprofessional advisors.
- Write your personal statement, if required, and have it reviewed by the Writing Center staff or a faculty mentor.

APPLICATION PROCESS

- Meet all application deadlines for admission and assistantships.
- Have your résumé or CV reviewed by Career Services.
- Follow up with references to verify timely submission of applications.
- Track your applications before the deadline, and add documents as necessary to completion.



Considering medical, law, pharmacy, or other professional schools? Be sure to schedule an appointment with a **Preprofessional Advisor**



Want to Work for a Dynamic and World-Class Organization?

Pine Grove Behavioral Health & Addiction Services, is one of the nation's most comprehensive treatment campuses and a dynamic organization to work for. Qualified professionals who are passionate about treating and helping patients find hope and healing, are encouraged to apply for available career opportunities.

These opportunities include professional clinical positions for:

- Psychiatrists
- **■** Psychiatric Nurse Practitioners
- **■** Family Nurse Practitioners
- **■** Registered Nurses

- **■** Licensed Clinical Therapists
- Psychologist
- Additional Treatment Staff **Positions**

Pine Grove also encourages other qualified professionals to review our employment opportunities. Pine Grove is a division of Forrest Health, a partnership of healthcare organizations across South Mississippi, and the behavioral healthcare extension of Forrest General Hospital, a 547 bed, level II Regional Trauma Center. Established in 1984, Pine Grove provides nationally and internationally recognized health care.

Benefits:

Medical / Dental / Vision ■ Paid Time off and Sick Time ■ Flexible Spending Accounts











Although we are an electric utility, Cooperative Energy provides much more than electricity. We work closely with our 11 locally-owned and operated electric distribution Members across the state to build stronger communities and brighter futures for over 1 million Mississippians. We accomplish this through a variety of initiatives that create jobs, drive economic growth, and expand educational opportunities for children and adults alike.

Building a resilient electric grid and maintaining a flexible and nimble generation fleet helps us consistently deliver reliable, affordable energy in a responsible manner, serving as good stewards of the environment.

Our commitment extends beyond the present day, working diligently to power lives well into the future.



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